

UCPATH FORM SUMMARY

Admin Unit	UCPath Form	Purpose	Form Location	Initial Workflow	Send to
HR	Position Management Form (PMF)	Add a new or refill a vacant position. Change or update a vacant position	ANR Staff Personnel Website – Forms and Resources	Originated by hiring manager, PI or CD. Approved by CD	UCCE location sends to BOCK uccepositionfunding@ucanr.edu
HR	Contingent Worker (CWR)	Request access for non-UC employees to UC Davis and UC ANR systems.	UC ANR HR Help Desk ucanrhelp.zendesk.com	Originated by Contingent Worker. Approved by CD	UCCE location sends to BOCK uccepositionfunding@ucanr.edu
HR	Data Change Form (DCF)	Change appt, extensions, job classification, pay scale, FTE, supervisor, or dept. Must include funding acct info & end date in Funding Section	ANR Staff Personnel Website – Forms and Resources	Originated by PI, Program Director or CD. Approved by CD	UCCE location sends to BOCK uccepositionfunding@ucanr.edu
HR	Termination and Final Pay	Used in lieu of resignation letter. Officially notifies UC ANR of employee's intent to voluntarily resign or retire.	ANR Staff Personnel Website – Forms and Resources	Originated by terminating employee. Submitted to supervisor for approval.	UCCE sends to HR Staff Personnel humanresources@ucanr.edu
BOC	Funding Change Request (FCR)	Extend end dates or change funding for staff	BOCK website	Originated by PI. Approved by CD	UCCE location sends to BOCK uccepositionfunding@ucanr.edu
BOC	Direct Retro (DR)	Transfer salary expense to a different account for accurate reporting of expense. Justification required.	BOCK website	Originated by PI or CD. Approved by CD	UCCE location sends to BOCK uccepositionfunding@ucanr.edu