

Understanding Employee Location Assignments

How to Update an Employee Location in Archibus:

1. Access the Space Update Form and navigate to the Rooms Details tab. Under the **Occupancy panel**, select the Add New button.
2. The “**Add New Occupancy Record**” is opened. You can search for an employee by name or employee ID.
3. **Indicate if this is the Primary Employee location by selecting Yes or No**
4. Click **Save** when done

Alternative ways to update employee location

1. **Via HR** - For new, transfer or relocated employees, departments submit a HR ticket to set up or update location. Data is sent to the Campus Locator System (CLS) that in turn is sent to UCSF Directory and Archibus.
2. **Via UCSF Directory Self-Service** - Employees can directly update their location. The new location is then sent to CLS and to Archibus.

It is important to understand the distinction between Primary vs Non-Primary location assignment in Archibus.

- In Archibus, only one Primary and multiple non-primary locations can be entered for an employee. However, the primary location in Archibus is the only location that feeds directly to the Campus Locator System and the Campus Directory.
- The Primary Employee location in Archibus is public-facing which means that it is the location that is visible in the UCSF Directory. *For example, Sue Supervisor manages the front desk of the fitness center, and also has a small office inside the fitness. Sue uses the front desk of the fitness center as her Primary location so that fitness center guests and vendors can locate her easily through the UCSF Directory. In Archibus, Sue’s small office is listed as her non-primary location.*

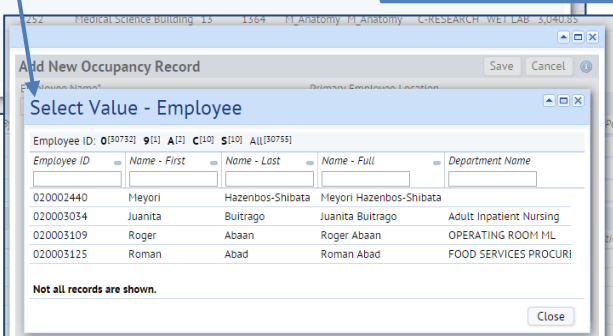
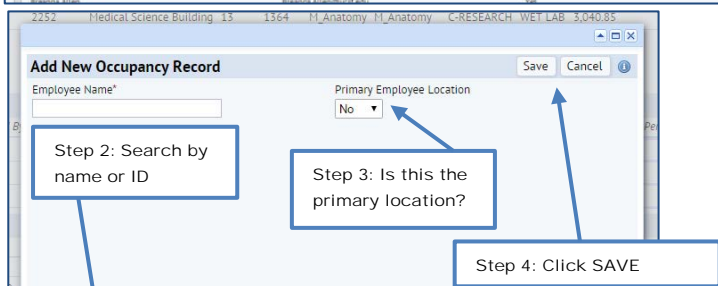
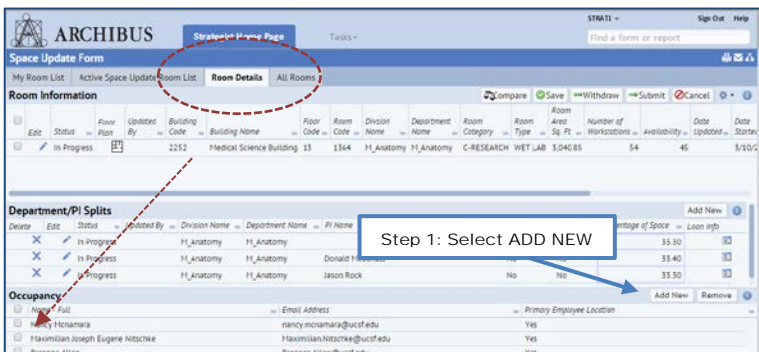
Primary Employee locations selected as (Y)

- In Archibus, primary location data for employees flows through to CLS and the UCSF Directory. This is interfaced immediately when selected in the Rooms Details tab
- If Primary Employee Location value is selected as ‘Yes,’ then any pre-existing Primary location for the employee will be removed from Archibus and the newly selected location will be routed to the UCSF Directory and HR. Please validate whether or not the employee has an existing Primary location before assigning a new one in the system.

Primary Employee locations selected as (N)

- Non-primary location data in Archibus is not interfaced to other systems.
- There is no limit on the number on non-primary locations that can be assigned to for an employee

Note: Archibus does not locate students, fellows, postdoctoral students, or contractors. Use Room Notes field to track such information. Only UCSF campuswide buildings are included in Archibus. Employee locations updated in Archibus are reflected in UCSF Directory and CLS (Campus Locator System) after a 20-30 minute sync cycle. If you want to confirm the changes done in Archibus, please allow upto 20-40 minutes to see the changes reflected in Directory (*timing varies according to last sync cycle*). For queries related to Box No in UCSF directory, please direct employees to your Access Administrator or open a SRS ticket.



Removing an employee location from a room

- In Archibus, if an employees’ Primary Location is removed from a room and not reassigned, the employee is moved to the Waiting Room.
- Employees assigned to the Waiting Room in Archibus will display a location in the UCSF Directory as “Location Required”.
- Once the employees’ location is updated via 1 of the 3 ways noted above the address information is shared between the systems.
- Once an employee is removed from a room please review it next day to confirm they do not re-appear in the rooms. Multiple locations of employees may cause them to reappear in the removed room.
- If a removed occupant reappears in a room please reach out to Archibus-support@ucsf.edu for assistance.