

Understanding Employee Location Assignments

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.

How to Update an Employee Location in Archibus:

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

The image shows three screenshots of the Archibus system interface. The top screenshot is the 'Space Update Form' with the 'Room Details' tab selected. A red circle highlights the 'Add New' button in the 'Occupancy' panel. A blue arrow points to this button with the text 'Step 1: Select ADD NEW'. The middle screenshot shows the 'Add New Occupancy Record' form. A blue arrow points to the 'Employee Name' search field with the text 'Step 2: Search by name or ID'. Another blue arrow points to the 'Primary Employee Location' dropdown menu, which is set to 'No', with the text 'Step 3: Is this the primary location?'. A third blue arrow points to the 'Save' button with the text 'Step 4: Click SAVE'. The bottom screenshot shows the 'Select Value - Employee' dialog box, which lists employee records with columns for Employee ID, Name - First, Name - Last, Name - Full, and Department Name.

Primary Employee locations selected as (Y)

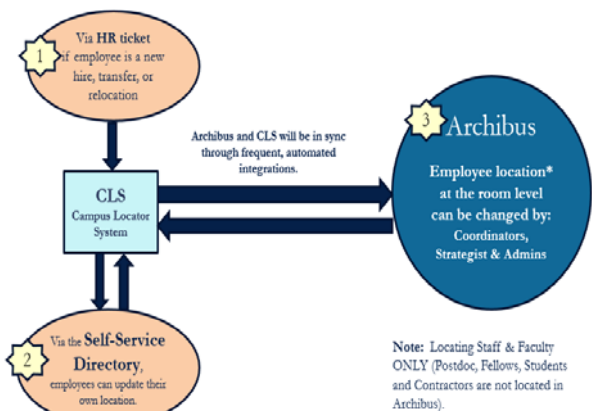
- In Archibus, primary location data for employees flows through to CLS and the UCSF Directory. This is interfaced immediately when selected in the Rooms Details tab
- If Primary Employee Location value is selected as 'Yes,' then any pre-existing Primary location for the employee will be removed from 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

There are three ways that employee location assignments may be entered or updated at UCSF:

- 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.
- Via UCSF Directory Self-Service** - Employees can directly update their location. The new location is then sent to CLS and to Archibus.
- Via Archibus** - Coordinators, Strategists and Administrators can update employee location through the Space Update form "Room Details tab".



Note: Archibus does not locate students, fellows, postdoctoral students, or contractors. Only UCSF campuswide buildings are included in Archibus.

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.