

















1	<p>Navigate to Service Now: https://ucop.service-now.com</p> <p><i>For the best result, please use the Chrome or Firefox browser.</i></p>										
2	<p>Log in using your user name and single sign on password – dual authentication is required</p> <div data-bbox="207 457 571 743"> <p>User name</p> <input type="text"/> <p>Password</p> <input type="password"/> <p>Forgot Password ? <input type="button" value="Login"/></p> </div>										
3	<p>Select 'Request Service' from the menu</p> <div data-bbox="295 835 1318 1129"> <table border="0"> <tr> <td data-bbox="328 842 769 905">  <p>Report Service Interruption Service Interruption: Report Something Broken (Incident), Report Something Lost or Stolen (Incident)</p> </td> <td data-bbox="862 842 1318 905">  <p>Service Hub/ServiceNow System Requests Service Hub group memberships management, ServiceNow enhancement requests.</p> </td> </tr> <tr> <td data-bbox="295 932 691 1041" style="border: 2px solid red;">  <p>Request Service Request Services, software, or hardware.</p> </td> <td data-bbox="862 947 1300 1010">  <p>Get Help Submit Other Requests, Ask a Question, Password reset, Contact Service Desk, Find Incident response time</p> </td> </tr> <tr> <td></td> <td data-bbox="862 1052 1240 1129">  <p>Information Search KB articles, FAQs, and other resources</p> </td> </tr> </table> </div>	 <p>Report Service Interruption Service Interruption: Report Something Broken (Incident), Report Something Lost or Stolen (Incident)</p>	 <p>Service Hub/ServiceNow System Requests Service Hub group memberships management, ServiceNow enhancement requests.</p>	 <p>Request Service Request Services, software, or hardware.</p>	 <p>Get Help Submit Other Requests, Ask a Question, Password reset, Contact Service Desk, Find Incident response time</p>		 <p>Information Search KB articles, FAQs, and other resources</p>				
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5 Select Staff Appreciation and Recognition (STAR) Form

[Service Catalog](#) > [Request Service](#) > [Human Resources](#)

Human Resources

UCOP local HR Requests

Items

- HR - Position Request (For Managers)**
POSITION CONTROL: TWO-STEP REVIEW PROCESS
- Staff Appreciation and Recognition(STAR) Form**
UCOP STAR Awards Nomination Form

6 Enter information as prompted

- Create a **Watchlist** if you wish others to view and be notified as the nomination advances through the process.

UCOP STAR Awards Nomination Form

Award Eligibility (all criteria must be met):

- Nominee is a: policy-covered PSS employee, MSP employee, or exclusively represented employee in the Clerical Unit (CX)
- Nominee is on active pay status or on an approved unpaid leave
- Nominee has a minimum performance rating of "Successfully Meets Expectations" on their most recent annual performance evaluation. New employees who have not yet receive confirms on the nomination form that they are "successfully meeting expectations" and attaches a written review of performance.
- Nominee has worked on a specific project or event that is **above and beyond the normal scope** of their regular job responsibilities

If nominating a team or a group of individuals, complete a separate request for each nominee.

Nominees who are not UCOP employees must be submitted on an attached form: [STAR Program nomination form \(doc\)](#).

User Information

Requested by

Merideth Wakeman



Your office number

9304

Your phone

(510)587-6050

Your department

LHR - Local Human Resources

* Requested on behalf of (yourself or someone else)

▶ More information



Users Watchlist

▶ More information



* Nominee is?

UCOP Employee

Non-UCOP Employee (must be submitted on STAR Program nomination form)

7 Enter Nominee information, amount of, and reason for the award

Nominee Information

- * Select Nominee
- Cannot find the nominee
- * Employee Department Code
- Employee Department Name
- * Amount of Award(\$)
- * Briefly describe how the employee completed work on a specific project or event that is above and beyond the normal scope of an employee's regular job responsibility that warrants a STAR Award (1000 character limit).

8 Enter Nominator information and the required Chart of Account Numbers and submit the request. COA will auto-populate when required fields are entered. An incorrect entry could delay processing.

Nominator Information

- * Nominator Name
- * Nominator's Email
- * Nominator Department
- * Nominator Department Name
- * Entity
Should be a 5 digit number
- * Fund
Should be a 1-5 characters alphanumeric
- * Financial Unit
Should be a 7 digit number
- * Function
Should be a 3 digit number
- * Program
Should be a 3 digit number
- COA