

This quick reference lists the navigation path for commonly used UCPATH pages. The PeopleSoft menu is the same as the Main Menu. These pages can be added to your Bookmarks and/or Favorites in UCPATH.

Position Management Navigation

The following pages are used or referenced when creating and updating vacant positions in UCPATH.

PAGE AND DESCRIPTION	NAVIGATION
Add/Update Position Info Create positions, update vacant positions, review position data	PeopleSoft Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
Position History View information about employees currently and previously assigned to a position	PeopleSoft Menu > Organizational Development > Position Management > Review Position/Budget Info > Position History
Vacant Budgeted Positions View a summary of a department's currently vacant positions	PeopleSoft Menu > Organizational Development > Position Management > Review Position/Budget Info > Vacant Budgeted Positions
Position Summary View a summary of edits to position data	PeopleSoft Menu > Organizational Development > Position Management > Review Position/Budget Info > Position Summary

Template Transaction Navigation

The following pages are used or referenced when submitting Smart HR Template Transactions in UCPATH.

PAGE AND DESCRIPTION	NAVIGATION
Smart HR Template Transactions Submit Template Transactions and view templates you have submitted	PeopleSoft Menu > Workforce Administration > Smart HR Template > Smart HR Transactions

<p>SS Smart HR Transaction View template status in AWE and review Approver comments</p>	<p>PeopleSoft Menu > UC Customizations > UC Extensions > SS Smart HR Transactions</p>
<p>Transaction Status View template status after completing local AWE, view UCPC comments, clone denied/canceled transactions</p>	<p>PeopleSoft Menu > Workforce Administration > Smart HR Template > Transaction Status</p>
<p>Person Organizational Summary View a summary of an employee’s current organizational relationships and primary job assignment</p>	<p>PeopleSoft Menu > Workforce Administration > Personal Information > Person Organizational Summary</p>
<p>Search for People Search for an employee by name, SSN, and DOB to determine if employee exists in UCPATH</p>	<p>PeopleSoft Menu > Workforce Administration > Personal Information > Search for People</p>

PayPath and Employee Data Navigation

The following pages are used or referenced when managing jobs.

PAGE AND DESCRIPTION	NAVIGATION
<p>PayPath Actions Position, job, and additional pay changes for filled positions</p>	<p>PeopleSoft Menu > UC Customizations > UC Extensions > PayPath Actions</p>
<p>Job Data View a summary of job data and job data changes</p>	<p>PeopleSoft Menu > Workforce Administration > Job Information > Job Data</p>
<p>Person Organizational Summary View a summary of an employee’s current organizational relationships and primary job assignment</p>	<p>PeopleSoft Menu > Workforce Administration > Personal Information > Person Organizational Summary</p>

<p>Search for People</p> <p>Search for an employee by name, SSN, and DOB to determine if employee exists in UCPATH</p>	<p>PeopleSoft Menu > Workforce Administration > Personal Information > Search for People</p>
<p>Workforce Job Summary</p> <p>View summary of employee’s current, future, and historical data</p>	<p>PeopleSoft Menu > Workforce Administration > Job Information > Review Job Information > Workforce Job Summary</p>
<p>Security Clearance</p> <p>View and update an employee’s security clearance information</p>	<p>PeopleSoft Menu > Workforce Administration > Personal Information > Security Clearance</p>
<p>Identification Data</p> <p>View an employee’s identification data, including Citizenship Status</p>	<p>PeopleSoft Menu > Workforce Administration > Personal Information > Citizenship > Identification Data</p>
<p>Modify a Person</p> <p>View an employee’s personal information</p>	<p>PeopleSoft Menu > Workforce Administration > Personal Information > Modify a Person</p>
<p>Emergency Contact</p> <p>View and update an employee’s emergency contact information</p>	<p>PeopleSoft Menu > Workforce Administration > Personal Information > Emergency Contact</p>
<p>Employee Details</p> <p>View employee summary data</p>	<p>PeopleSoft Menu > UC Customization > UC Extensions > Employee Details</p>
<p>Person Profile</p> <p>View or update an employee’s licenses and certifications, education, Oath/patent signature dates, multi-location appointments, UC Student Status, employment verification or I-9 information (view only)</p>	<p>PeopleSoft Menu > Workforce Development > Profile Management > Profiles > Person Profiles</p>

Payroll Navigation

The following pages are used or referenced when submitting payroll transactions.

PAGE AND DESCRIPTION	NAVIGATION
Self Service Transactions Links Submit payroll requests: final pay, off-cycle pay, and overpayment	PeopleSoft Menu > UC Customization > UC Extensions > Self Service Transactions Links
PayPath Actions Position, job, and additional pay changes for filled positions	PeopleSoft Menu > UC Customizations > UC Extensions > PayPath Actions

Absence Management Navigation

The following pages are used or referenced when managing employee absences in UCPATH.

PAGE AND DESCRIPTION	NAVIGATION
Review Absence Balance View leave balances	PeopleSoft Menu > UC Customizations > UC Extensions > Admin – Review Absence Balance
Request Extended Absence Submit new leave of absence requests	PeopleSoft Menu > Global Payroll & Absence Management > Payee Data > Maintain Absences > UC Customizations > Request Extended Absence
Administer Extended Absence Update or cancel an existing leave of absence	PeopleSoft Menu > Global Payroll & Absence Management > Payee Data > Maintain Absences > UC Customizations > Administer Extended Absence

<p>Manage Accruals</p> <p>Enter adjustments for catastrophic leave, FMLA/PDLL/CFRA balances, and Sabbatical Credits</p>	<p>PeopleSoft Menu > UC Customizations > UC Extensions > Manage Accruals</p>
--	--

Funding Entry and Direct Retro Navigation

The following pages are used or referenced when managing funding information in UCPATH.

PAGE AND DESCRIPTION	NAVIGATION
<p>Funding Entry</p> <p>Create and update position funding</p>	<p>PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry</p>
<p>Funding Entry Inquiry</p> <p>View position funding</p>	<p>PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry Inquiry</p>
<p>Direct Retro</p> <p>Enter retroactive changes to pay distribution/enter salary cost transfers</p>	<p>PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > Process Direct Retro</p>
<p>Review Retro Distribution</p> <p>View existing direct retro transactions</p>	<p>PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > Review Retro Distribution</p>

*Due to continuing UCPATH enhancements and changes, this information is subject to change.
For the most updated materials, visit the [UCPATH Help Site for Transactional Users](#).*