UCPATH INQUIRY ROLES | Self-Paced Training

To better understand the pages you have access to, it is strongly suggested you complete the following overview activities before tackling the Inquiry Training. These activities introduce UCPath concepts and vocabulary, as well as covering basic navigation.

TOPIC	TYPE
UCPath System Overview	Video 18 minutes
UCPath Center (UCPC) & UCPath Online Portal	Video 10 minutes
UCPath Vocabulary	Video 14 minutes
UCPath Concepts & Changes	Video 26 minutes
UCPath Components	Video 5 minutes
UCPath Navigation	Video 5 minutes
UCPath Basics & Navigation	Job Aid

It is recommended you review the following:

WEB BASED TUTORIALS	JOB AIDS
PeopleSoft Overview	UCPath Navigation
Basics and Navigation	Work in Multiple UCPath Windows
Help Site Overview	UCPath Search Options
AWE Overview and Approvals	UCPath Work Center
AWE Administration	Clear Your Web Browser's Cache

The **Inquiry Role** allows you to view, but not edit, specific pages within UCPath. Select from the 19 different Inquiry Roles in the table of contents to be directed to the appropriate information. You might be provisioned into one or more of these, dependent on your roles and responsibilities at UC San Diego.

NOTES:

1. Before clicking links listed under the Web Based Tutorial categories you must first log in to the UC Learning Center. Once you are logged in, the link will direct you to the specific course.
2. All screenshots included in this guide are scrambled/stage data.

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ABSENCE MANAGEMENT INQUIRY ROLE

Functional Role	AM Inquiry
Purpose / Definition	Inquiry role to view main AM components

NAVIGATION TO VIEWABLE PAGES:
Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > UC Customizations > Extended Absence Trans History
Main Menu > UC Customizations > UC Extensions > Admin - Review Absence Balance
Main Menu > Global Payroll & Absence Mgmt > Payee Data > Career & Benefits Elig Hrs INQ
Main Menu > UC Customizations > UC Extensions > Manage Accruals

JOB AIDS:

- UCPath Location Absence Management Navigation
- Earn Code to Absence Mapping
- Earnings Code Configuration

VIDEOS:

- View Absence Eligibility
- View Absence Request History

WEB BASED TUTORIALS:

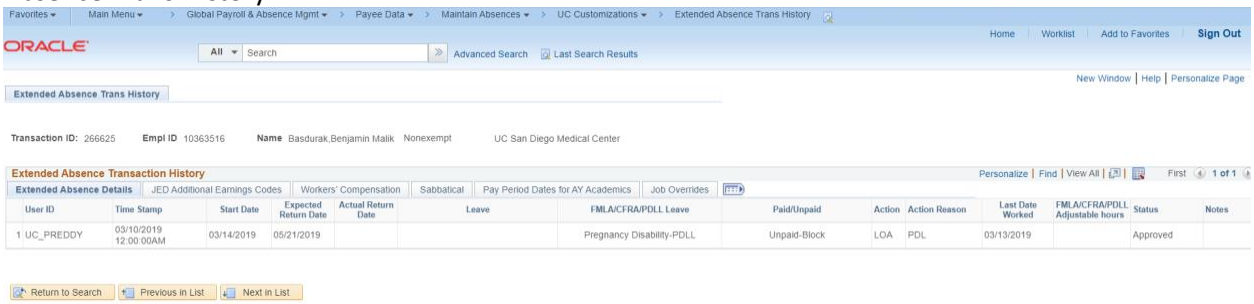
- Absence Management Overview
- Absence Management Inquiry

SIMULATIONS:

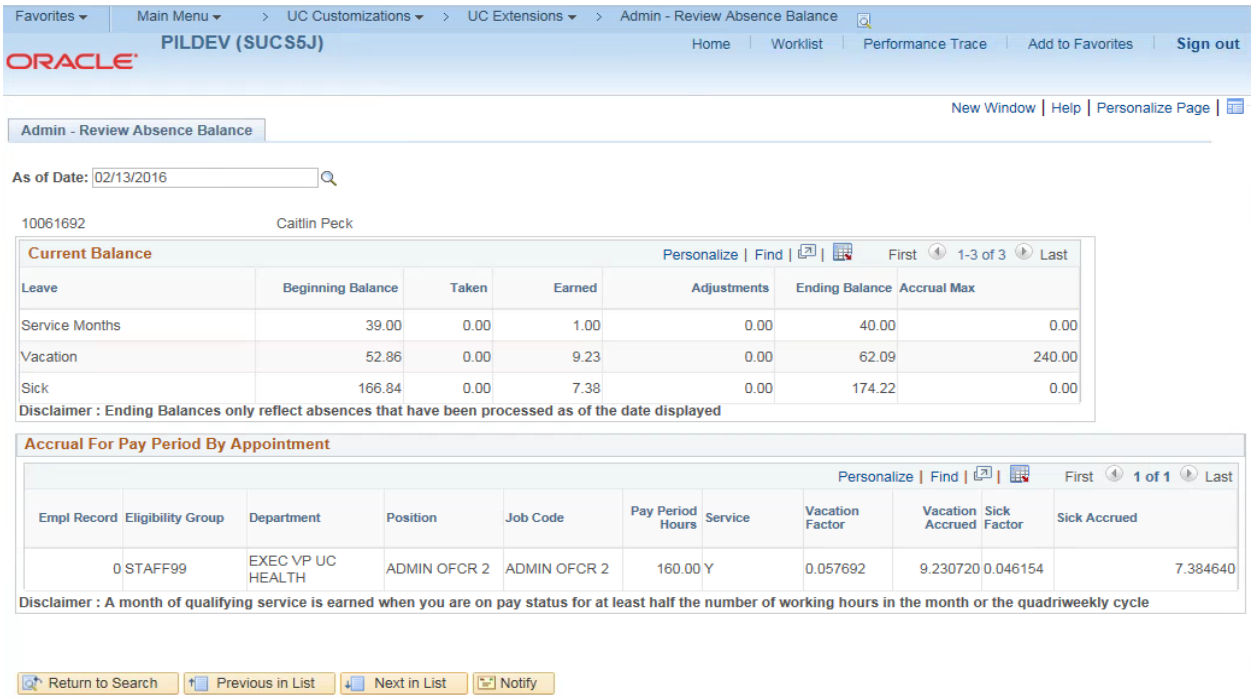
- View Extended Absence Trans History Component
- View Employee Absence Balance Data
- View Career and Benefits Elig Hrs INQ
- View Manage Accruals

SCREENSHOTS:

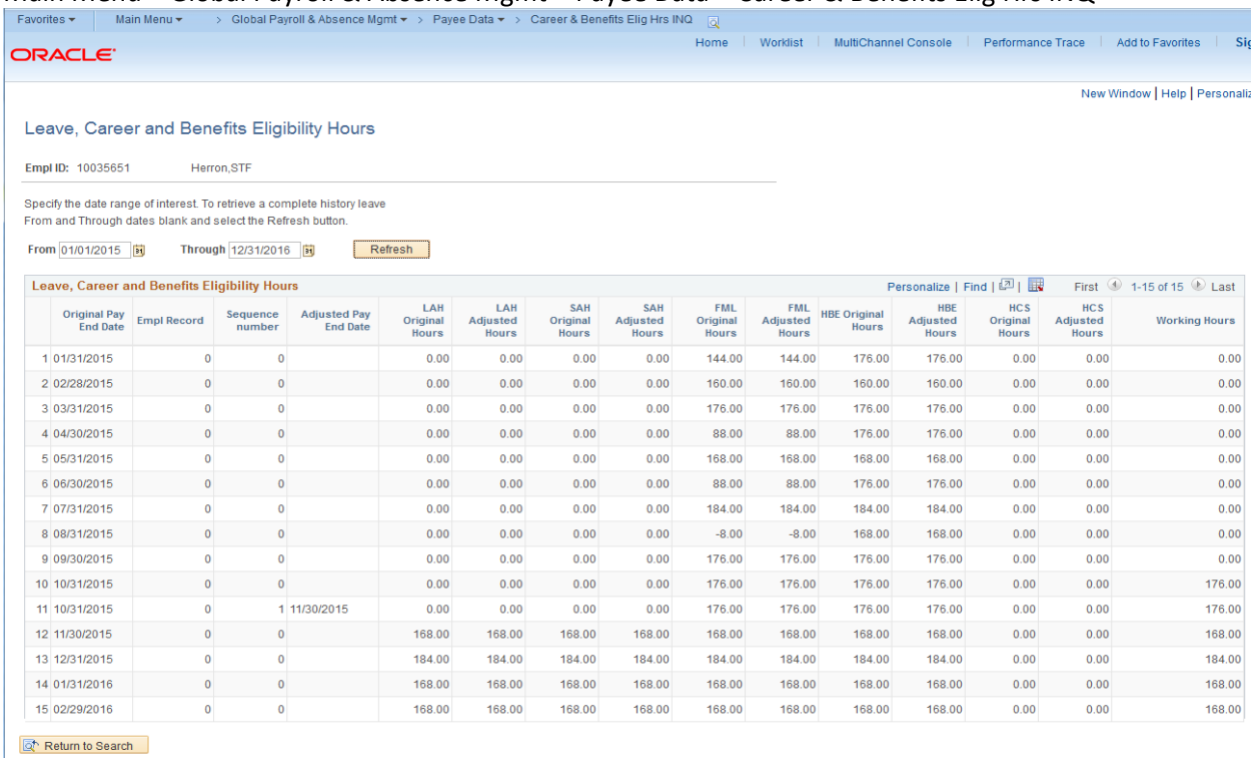
Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > UC Customizations > Extended Absence Trans History



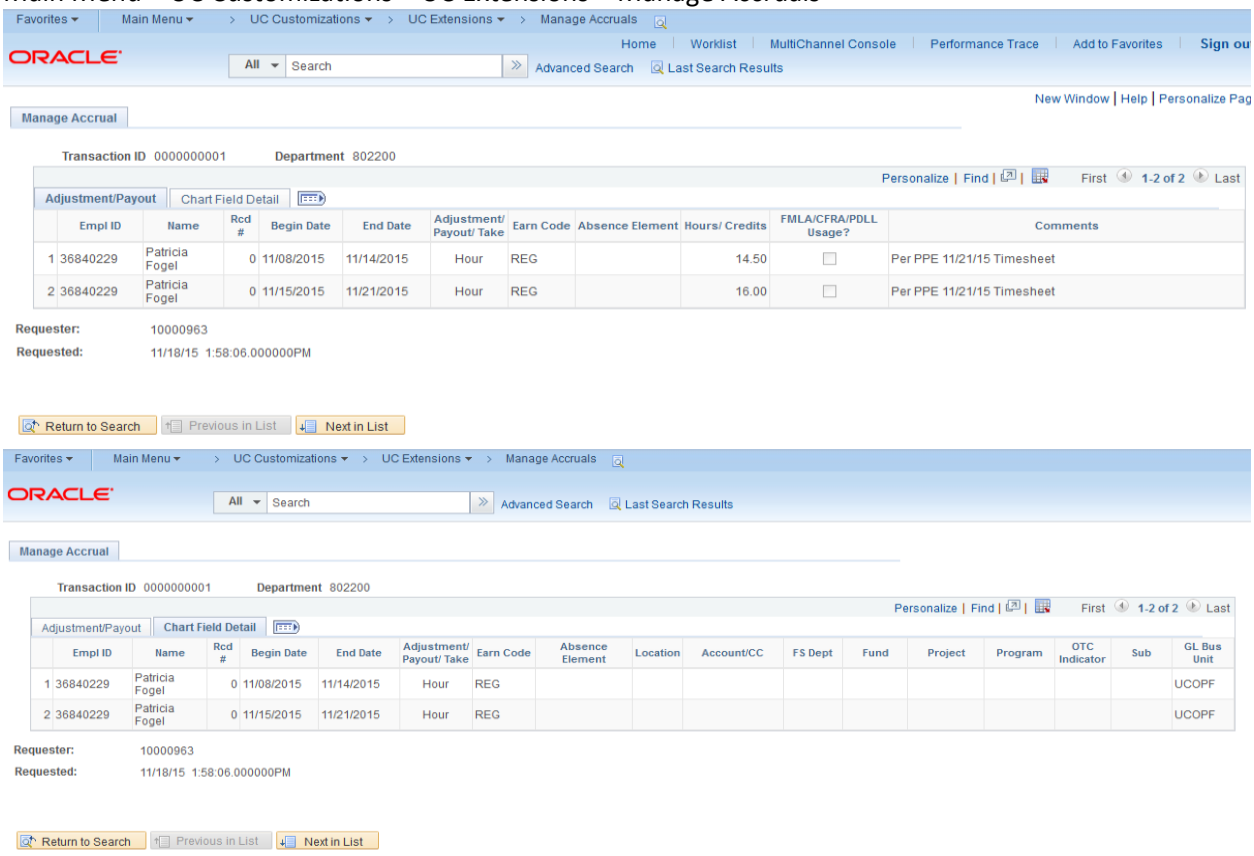
Main Menu > UC Customizations > UC Extensions > Admin - Review Absence Balance



Main Menu > Global Payroll & Absence Mgmt > Payee Data > Career & Benefits Elig Hrs INQ



Main Menu > UC Customizations > UC Extensions > Manage Accruals



BUDGET SNAPSHOT INQUIRY ROLE

Functional Role	Budget Snapshot Inquiry
Purpose / Definition	Inquiry role to review budget snapshots and budget distribution.

NAVIGATION TO VIEWABLE PAGES
Main Menu > Payroll for North America > Payroll Distribution > Commitment Accounting USA > UC Customizations > Snapshot Review

JOB AIDS:

- Labor Ledger Structure
- Earnings Code Configuration

WEB BASED TUTORIALS:

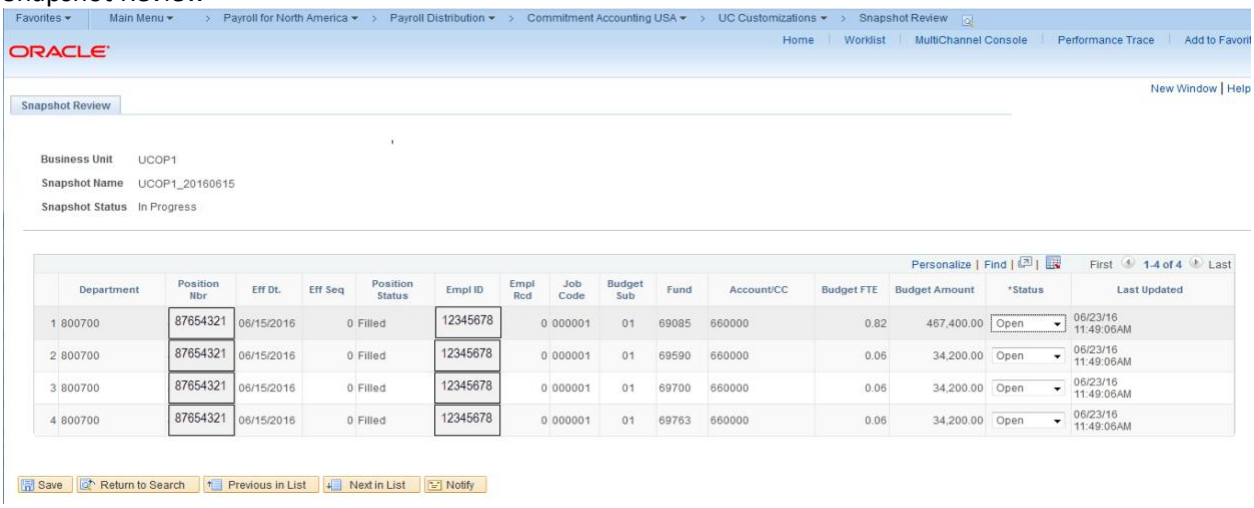
- Commitment Accounting Overview

SIMULATIONS:

- Export Budget Snapshot Data
- Review Budget Snapshot Data

SCREENSHOTS:

Main Menu > Payroll for North America > Payroll Distribution > Commitment Accounting USA > UC Customizations > Snapshot Review



CONTRACT PAY INQUIRY ROLE

Functional Role	Contract Pay Inquiry
Purpose / Definition	Monitor contract pay details before and after a person is paid on contract pay.

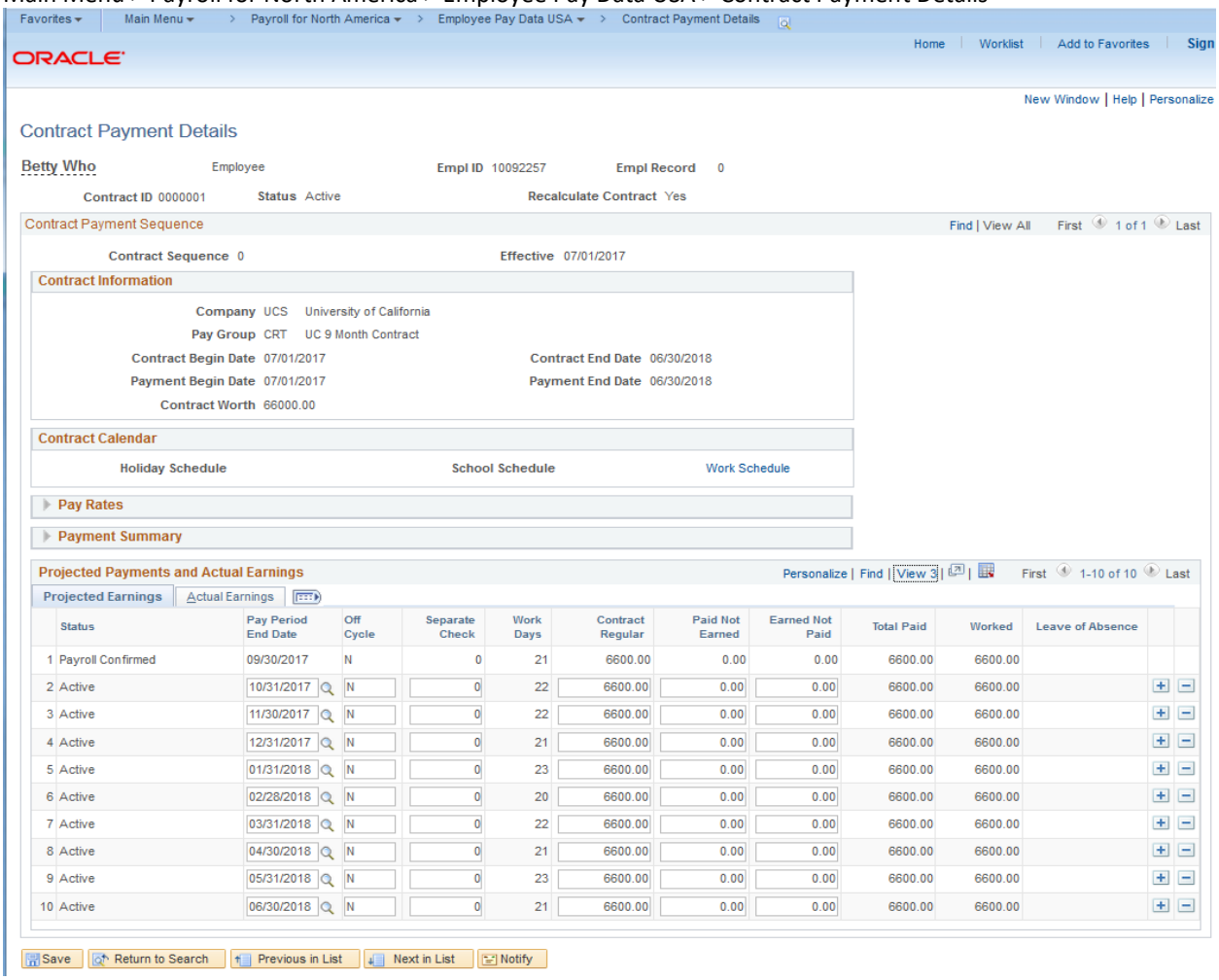
NAVIGATION TO VIEWABLE PAGES
Main Menu > Payroll for North America > Employee Pay Data USA > Contract Payment Details
Main Menu > Workforce Administration > Job Information > Contract Administration > Update Contract Pay NA

SIMULATIONS:

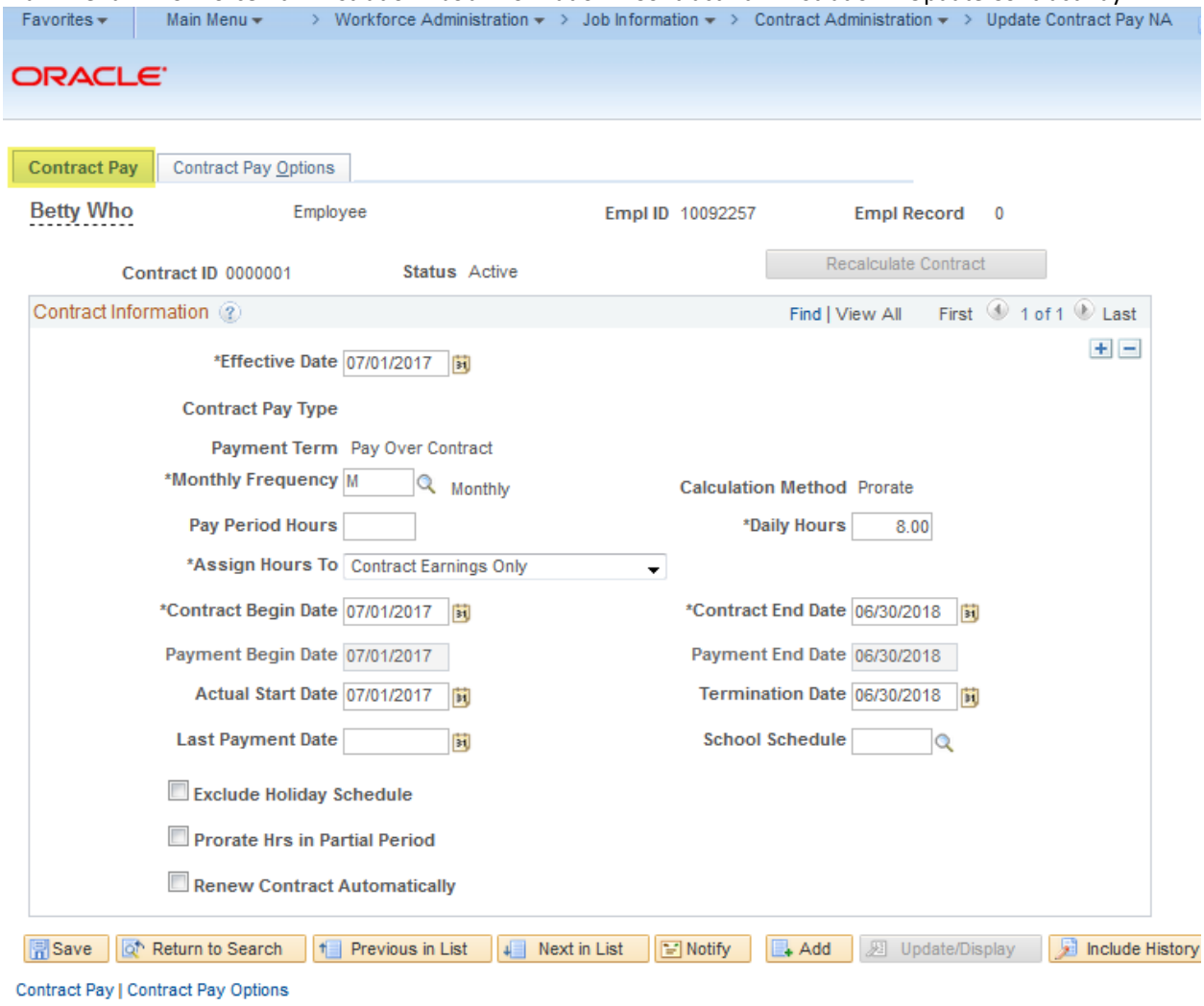
- View Contract Payment Details Page
- View Update Contract Pay NA Component

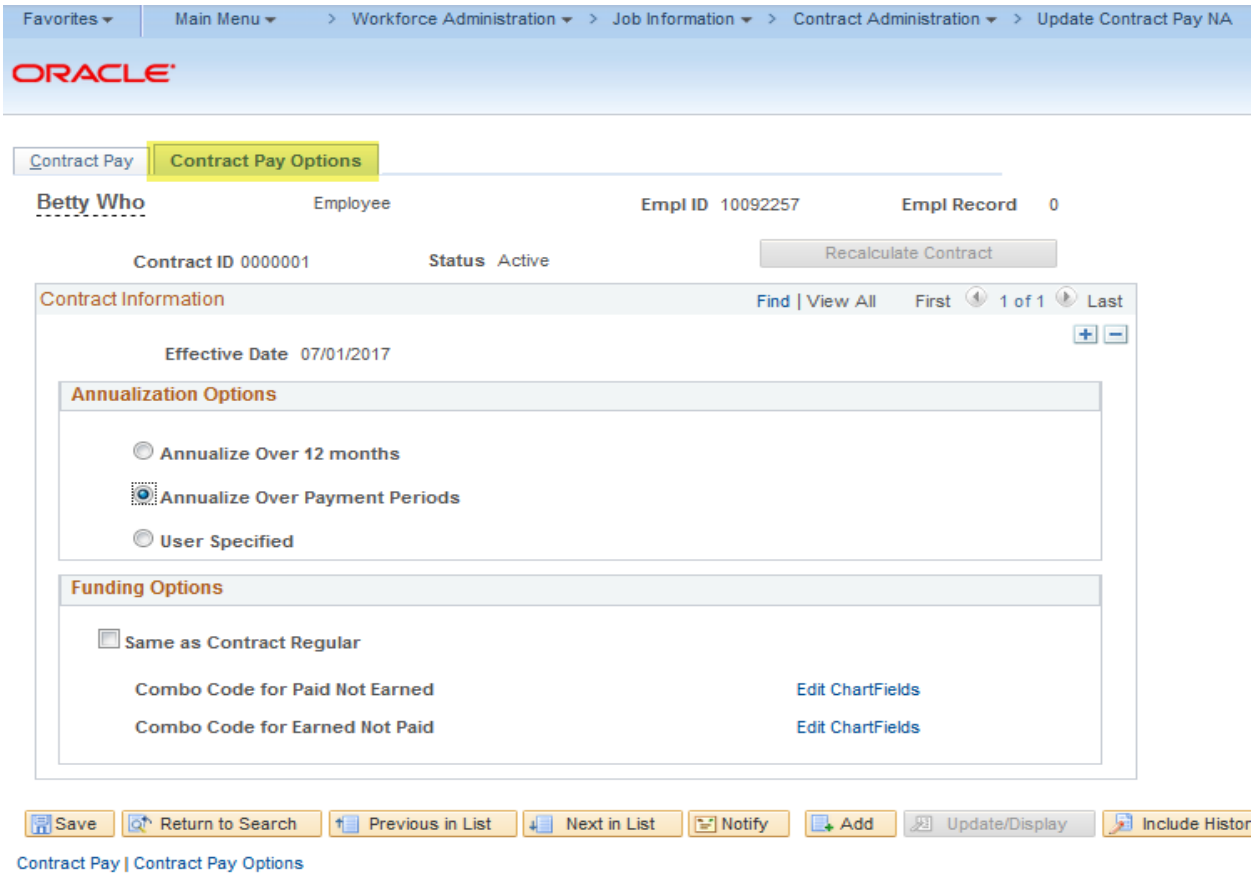
SCREENSHOTS:

Main Menu > Payroll for North America > Employee Pay Data USA > Contract Payment Details



Main Menu > Workforce Administration > Job Information > Contract Administration > Update Contract Pay NA




Favorites
Main Menu
Workforce Administration
Job Information
Contract Administration
Update Contract Pay NA
ORACLE
Contract Pay
Contract Pay Options
Betty Who
Employee
Empl ID 10092257
Empl Record 0
Contract ID 0000001
Status Active
Recalculate Contract
Contract Information
Find | View All
First 1 of 1 Last
Effective Date 07/01/2017
Annualization Options
Annualize Over 12 months
Annualize Over Payment Periods
User Specified
Funding Options
Same as Contract Regular
Combo Code for Paid Not Earned
Edit ChartFields
Combo Code for Earned Not Paid
Edit ChartFields
Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display
Include Histor
Contract Pay | Contract Pay Options

DIRECT RETRO INQUIRY ROLE

Functional Role	Direct Retro Inquiry
Purpose / Definition	Inquiry role for Direct Retro Transactions

NAVIGATION TO VIEWABLE PAGES
Main Menu > Payroll for North America > Payroll Distribution > UC Customizations > Review Retro Distribution

JOB AIDS:

- Labor Ledger Structure

WEB BASED TUTORIALS:

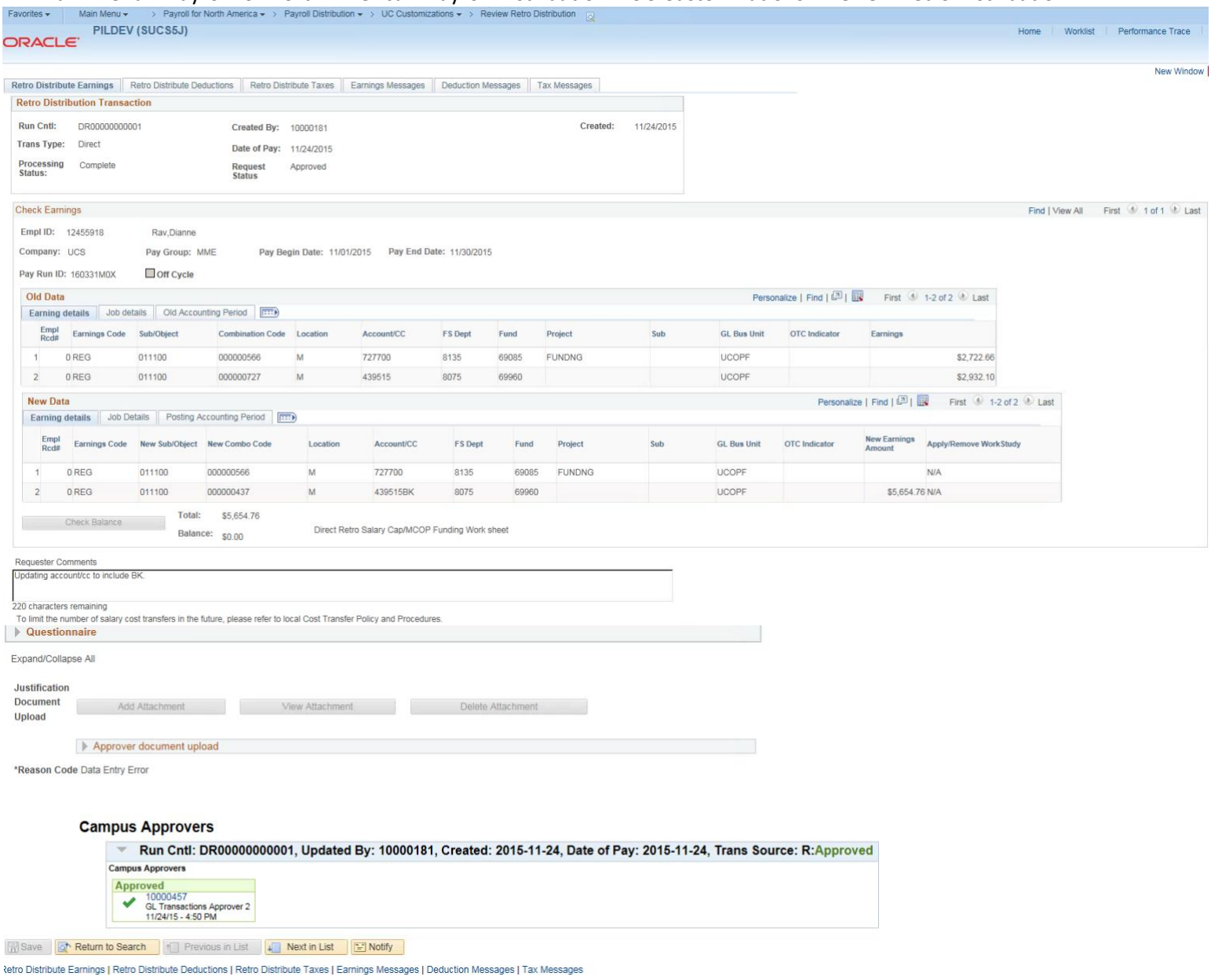
- Direct Retro Inquiry

SIMULATIONS:

- Review Retro Distribution

SCREENSHOTS:

Main Menu > Payroll for North America > Payroll Distribution > UC Customizations > Review Retro Distribution



Favorites | Main Menu > Payroll for North America > Payroll Distribution > UC Customizations > Review Retro Distribution

ORACLE PILDEV (SUCS5J) Home

Retro Distribute Earnings | **Retro Distribute Deductions** | Retro Distribute Taxes | Earnings Messages | Deduction Messages | Tax Messages

Retro Distribution Transaction

Run Cntl:	DR00000000001	**Created By:**	10000181	**Created:**	11/24/2015
Trans Type:	Direct	**Date of Pay:**	11/24/2015		
Status:	Complete				

Check Earnings — Find | View All — First 1 of 1 Last

Empl ID 12455918 Rav,Dianne

Company UCS **Pay Group** MME **Pay Begin Date** 11/01/2015 **Pay End Date** 11/30/2015

Pay Run ID 160331M0X ☐ Off Cycle

Old Data — Personalize | Find | First 1-16 of 16 Last

Deduction details | Plan details | Old Accounting Period

	Empl Rcd#	Deduction Code	Deduction Classification	Sub/Object	Combination Code	Deduction Amount	Location	Fund	Account/CC	Project	Sub	GL Bus Unit	OTC Indicator
1	0	BCARBT	N	068900	000000566	284.48	M	69085	727700	FUNDNG		UCOPF	
2	0	BCARBT	N	068900	000000727	306.37	M	69960	439515			UCOPF	
3	0	DPPOBT	N	068950	000000566	42.33	M	69085	727700	FUNDNG		UCOPF	
4	0	DPPOBT	N	068950	000000727	45.58	M	69960	439515			UCOPF	
5	0	VSPBT	N	068830	000000566	6.14	M	69085	727700	FUNDNG		UCOPF	
6	0	VSPBT	N	068830	000000727	6.61	M	69960	439515			UCOPF	
7	0	OWEL	N	068900	000000566	3.66	M	69085	727700	FUNDNG		UCOPF	
8	0	OWEL	N	068900	000000727	3.94	M	69960	439515			UCOPF	
9	0	BLIF	N	068980	000000566	2.09	M	69085	727700	FUNDNG		UCOPF	
10	0	BLIF	N	068980	000000727	2.25	M	69960	439515			UCOPF	
11	0	STD	N	068800	000000566	3.23	M	69085	727700	FUNDNG		UCOPF	
12	0	STD	N	068800	000000727	3.48	M	69960	439515			UCOPF	
13	0	UCRPBT	N	068600	000000566	381.17	M	69085	727700	FUNDNG		UCOPF	
14	0	UCRPBT	N	068600	000000727	410.50	M	69960	439515			UCOPF	
15	0	EAPER	N	068530	000000566	1.04	M	69085	727700	FUNDNG		UCOPF	

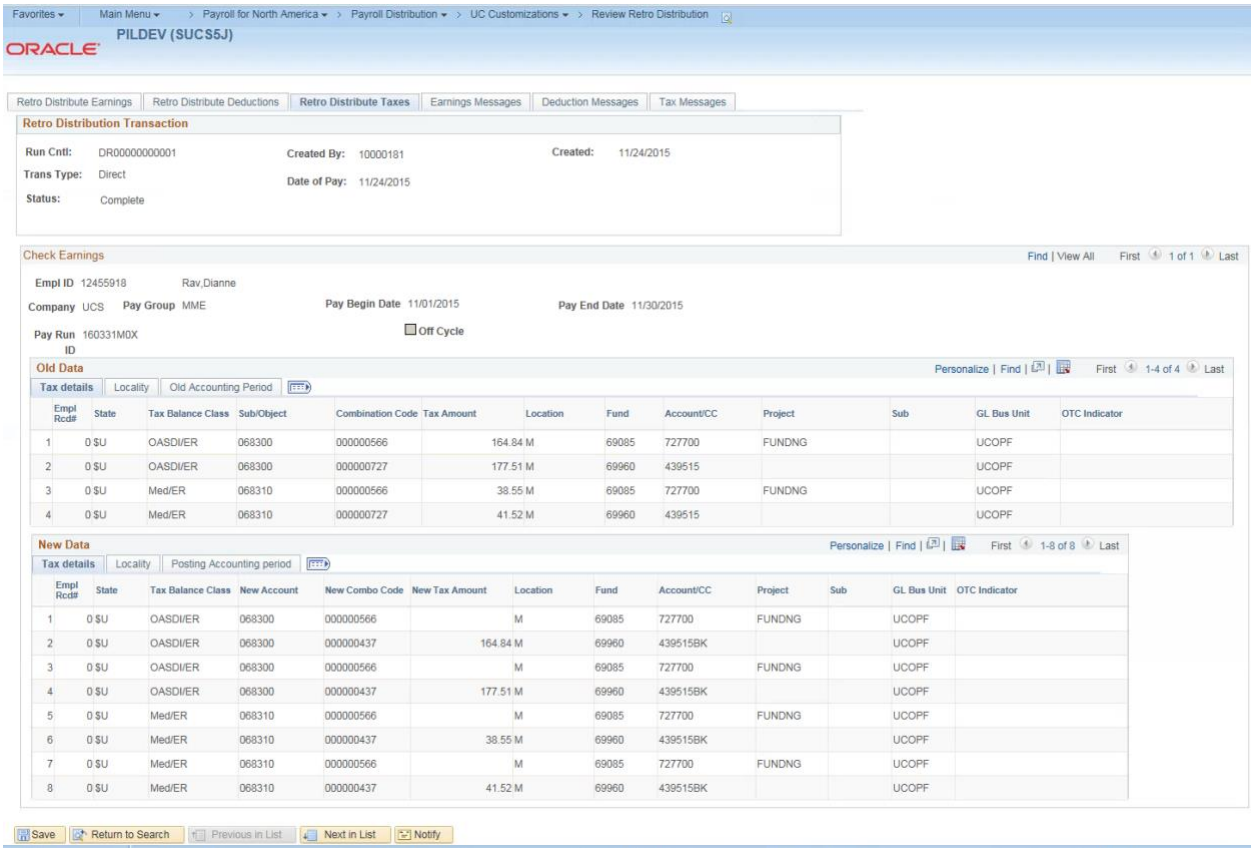
New Data — Personalize | Find | First 1-32 of 32 Last

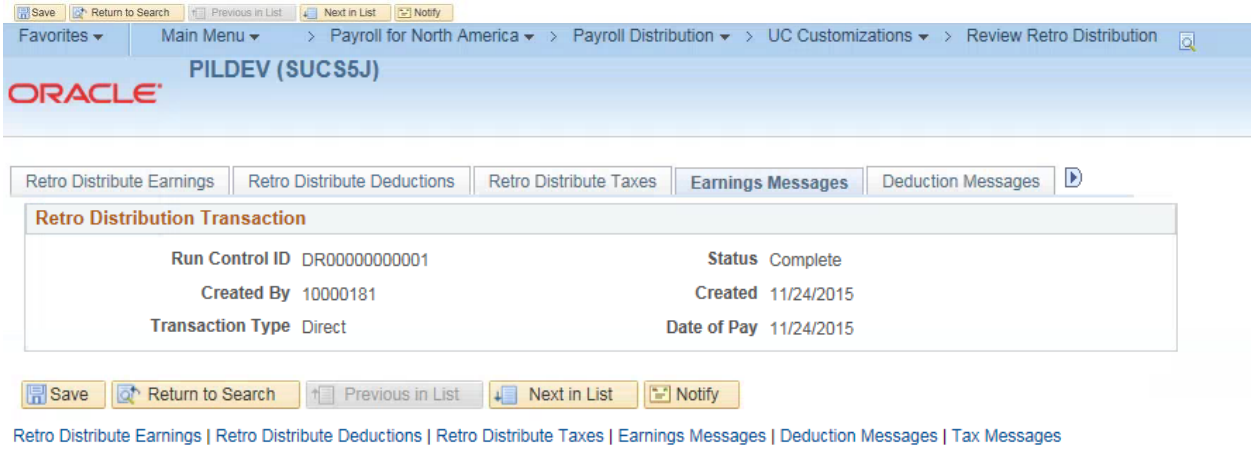
Deduction details | Plan details | Posting Accounting Period

	Empl Rcd#	Deduction Code	Deduction Classification	New Account	New Combo Code	New Deduction Amt	Location	Fund	Account/CC	Project	Sub	GL Bus Unit	OTC Indicator
1	0	BCARBT	N	068900	000000566		M	69085	727700	FUNDNG		UCOPF	
2	0	BCARBT	N	068900	000000437	284.48	M	69960	439515BK			UCOPF	
3	0	BCARBT	N	068900	000000566		M	69085	727700	FUNDNG		UCOPF	
4	0	BCARBT	N	068900	000000437	306.37	M	69960	439515BK			UCOPF	
5	0	DPPOBT	N	068950	000000566		M	69085	727700	FUNDNG		UCOPF	
6	0	DPPOBT	N	068950	000000437	42.33	M	69960	439515BK			UCOPF	
7	0	DPPOBT	N	068950	000000566		M	69085	727700	FUNDNG		UCOPF	
8	0	DPPOBT	N	068950	000000437	45.58	M	69960	439515BK			UCOPF	
9	0	VSPBT	N	068830	000000566		M	69085	727700	FUNDNG		UCOPF	
10	0	VSPBT	N	068830	000000437	6.14	M	69960	439515BK			UCOPF	
11	0	VSPBT	N	068830	000000566		M	69085	727700	FUNDNG		UCOPF	
12	0	VSPBT	N	068830	000000437	6.61	M	69960	439515BK			UCOPF	
13	0	OWEL	N	068900	000000566		M	69085	727700	FUNDNG		UCOPF	
14	0	OWEL	N	068900	000000437	3.66	M	69960	439515BK			UCOPF	
15	0	OWEL	N	068900	000000566		M	69085	727700	FUNDNG		UCOPF	

Save | Return to Search | Previous in List | Next in List | Notify

Retro Distribute Earnings | Retro Distribute Deductions | Retro Distribute Taxes | Earnings Messages | Deduction Messages | Tax Messages


Favorites
Main Menu
Payroll for North America
Payroll Distribution
UC Customizations
Review Retro Distribution
PILDEV (SUCS5J)
Retro Distribute Earnings
Retro Distribute Deductions
Retro Distribute Taxes
Earnings Messages
Deduction Messages
Tax Messages
Retro Distribution Transaction
Run Cntl: DR00000000001
Created By: 10000181
Created: 11/24/2015
Trans Type: Direct
Date of Pay: 11/24/2015
Status: Complete
Check Earnings
Empl ID 12455918 Rav,Dianne
Company UCS Pay Group MME
Pay Begin Date 11/01/2015
Pay End Date 11/30/2015
Pay Run ID 160331M0X
Off Cycle
Old Data
Tax details
Locality
Old Accounting Period
New Data
Posting Accounting period
Save
Return to Search
Previous in List
Next in List
Notify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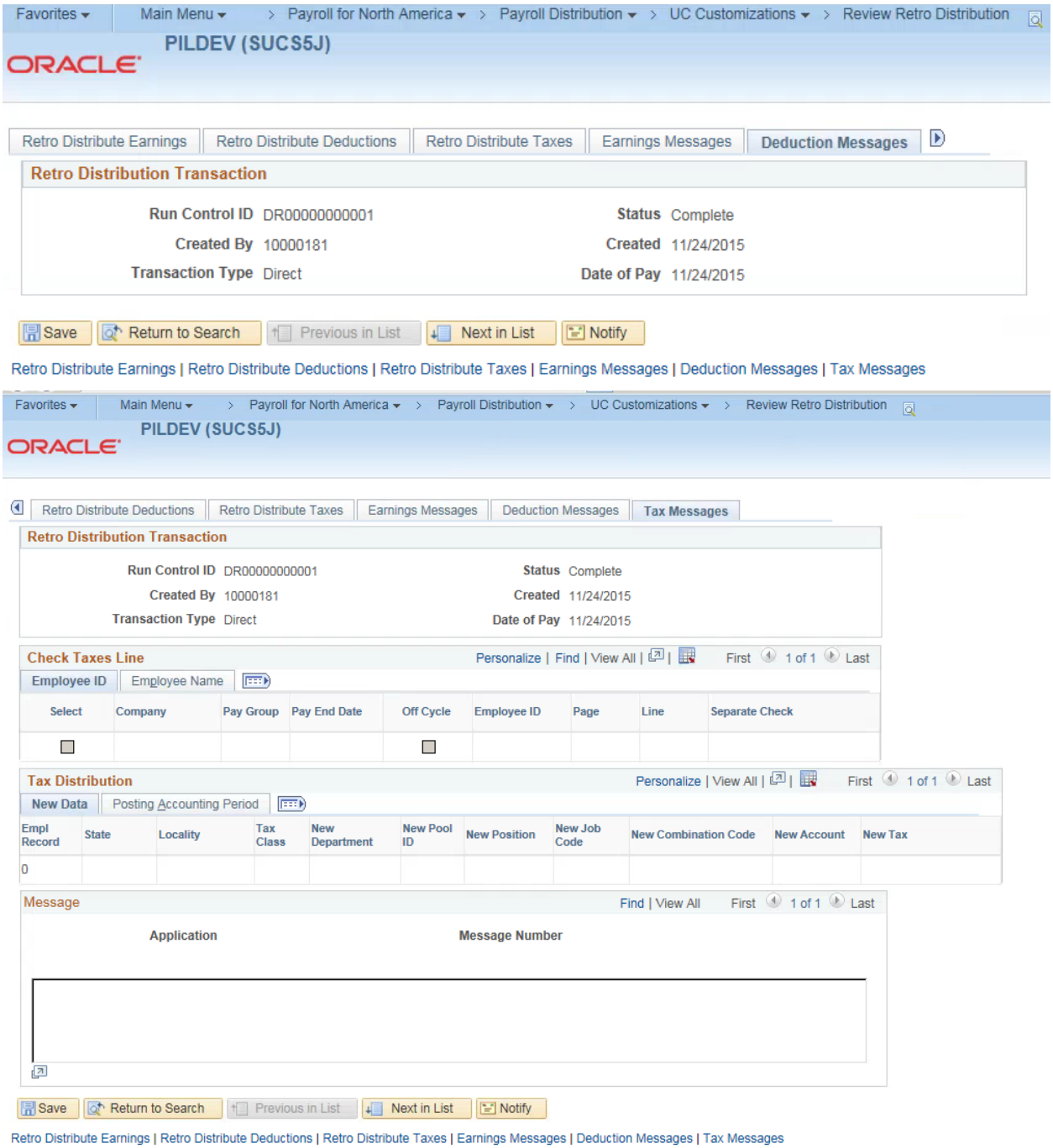
Retro Distribute Deductions
Retro Distribute Taxes
Earnings Messages
Deduction Messages
Retro Distribution Transaction
Run Control ID DR00000000001
Status Complete
Created By 10000181
Created 11/24/2015
Transaction Type Direct
Date of Pay 11/24/2015
Save
Return to Search
Previous in List
Next in List
Notify
Retro Distribute Earnings | Retro Distribute Deductions | Retro Distribute Taxes | Earnings Messages | Deduction Messages | Tax Messages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Retro Distribute Deductions
Retro Distribute Taxes
Earnings Messages
Deduction Messages
Retro Distribution Transaction
Run Control ID DR00000000001
Status Complete
Created By 10000181
Created 11/24/2015
Transaction Type Direct
Date of Pay 11/24/2015
Save
Return to Search
Previous in List
Next in List
Notify
Retro Distribute Earnings | Retro Distribute Deductions | Retro Distribute Taxes | Earnings Messages | Deduction Messages | Tax Messages
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Retro Distribute Taxes
Earnings Messages
Deduction Messages
Tax Messages
Retro Distribution Transaction
Run Control ID DR00000000001
Status Complete
Created By 10000181
Created 11/24/2015
Transaction Type Direct
Date of Pay 11/24/2015
Check Taxes Line
Personalize | Find | View All | First 1 of 1 Last
Employee ID
Employee Name
Select
Company
Pay Group
Pay End Date
Off Cycle
Employee ID
Page
Line
Separate Check
Tax Distribution
Personalize | View All | First 1 of 1 Last
New Data
Posting Accounting Period
Empl Record
State
Locality
Tax Class
New Department
New Pool ID
New Position
New Job Code
New Combination Code
New Account
New Tax
0
Message
Find | View All First 1 of 1 Last
Application
Message Number
Save
Return to Search
Previous in List
Next in List
Notify
Retro Distribute Earnings | Retro Distribute Deductions | Retro Distribute Taxes | Earnings Messages | Deduction Messages | Tax Messages

E-010 ERROR REPORTING – GL

Functional Role	E-010 Error Reporting - GL
Purpose / Definition	Central Error Reporting Distribution Role for E-010 - for the GL interfaces: I-101 I-159 I-160 I-703

NAVIGATION TO VIEWABLE PAGES
Main Menu > Reporting Tools > Report Manager

JOB AIDS:

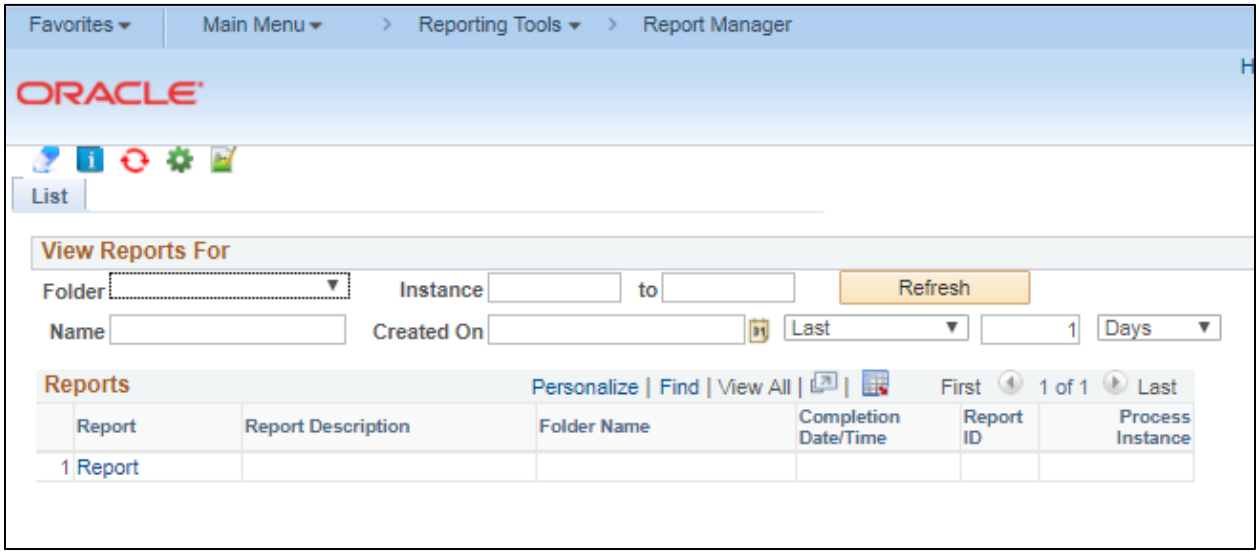
- Location Error Report for Locations
- E-010 Location Error Reporting Resolution Guide

SIMULATIONS:

- Monitor UCPath Center Cases

SCREENSHOTS:

Main Menu > Reporting Tools > Report Manager



E-010 ERROR REPORTING – PY

Functional Role	E-010 Error Reporting - PY
Purpose / Definition	Central Error Reporting Distribution Role for E-010 - for the PY Interfaces: I-156 I-171 I-176 I-178 I-181 I-185 I-378 I-618

NAVIGATION TO VIEWABLE PAGES
Main Menu > Reporting Tools > Report Manager

JOB AIDS:

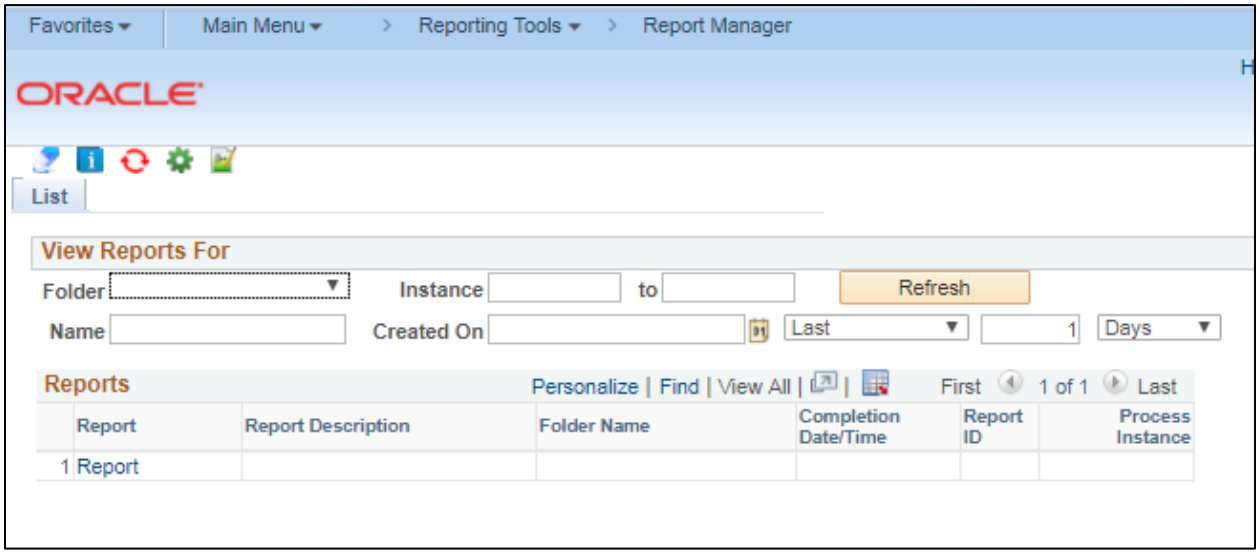
- Location Error Report for Locations
- E-010 Location Error Reporting Resolution Guide

SIMULATIONS:

- Monitor UCPath Center Cases

SCREENSHOTS:

Main Menu > Reporting Tools > Report Manager



FILE DISTRIBUTION DASHBOARD

Functional Role	File Distribution Dashboard (E-017)
Purpose / Definition	Role to view the File Distribution Dashboard which helps track interface files in near real time as they move from UCPath to vendors/locations and vice-versa. This functionality provides insights to support teams to track the status of UCPath file transfers.

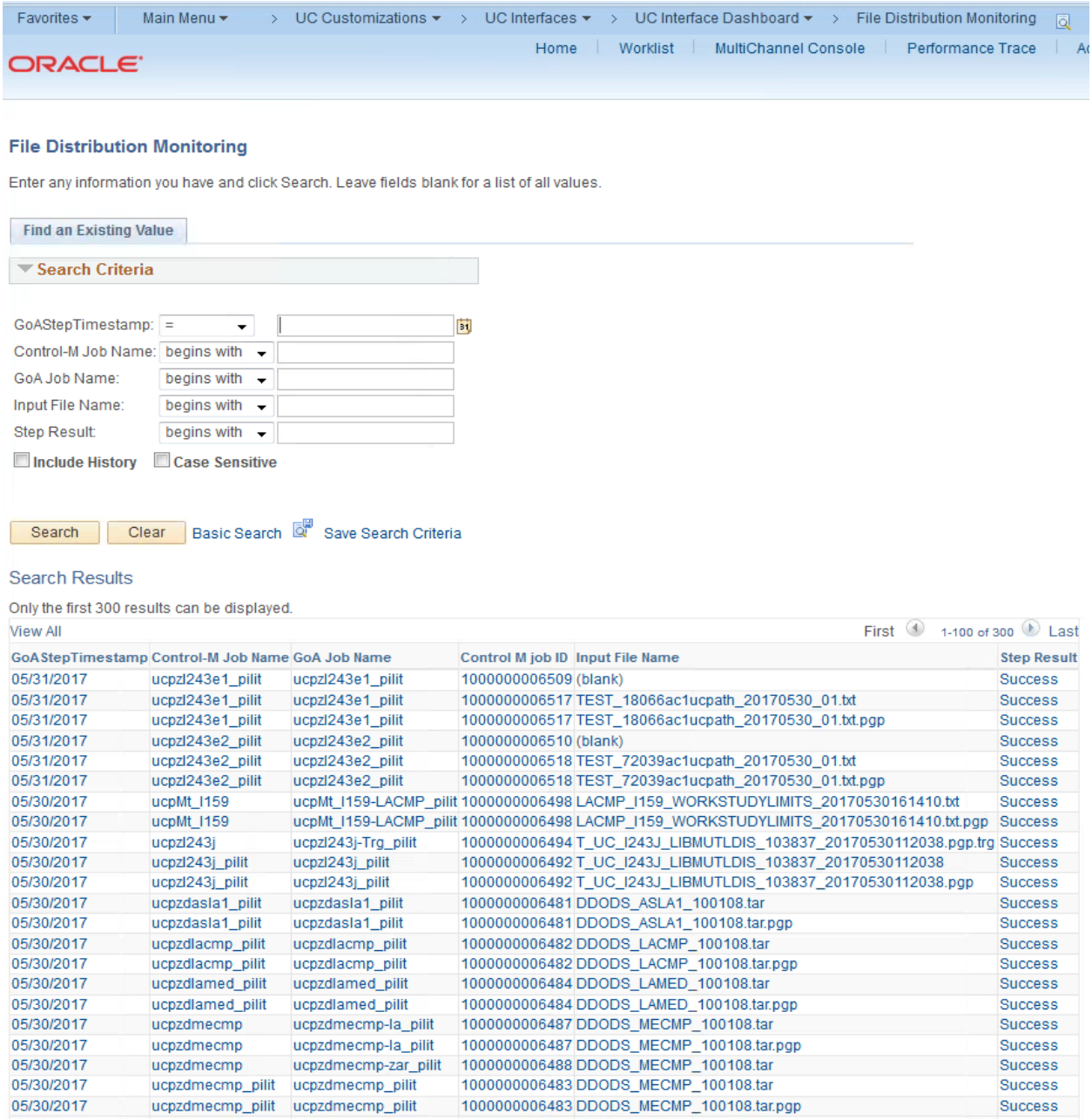
NAVIGATION TO VIEWABLE PAGES
Main Menu > UC Customizations > UC Interfaces > UC Interface Dashboard > File Distribution Monitoring

SIMULATIONS:

- Monitor UCPath Center Cases

SCREENSHOTS:

Main Menu > UC Customizations > UC Interfaces > UC Interface Dashboard > File Distribution Monitoring



GoA StepTimestamp	Control-M Job Name	GoA Job Name	Control M job ID	Input File Name	Step Result
05/31/2017	ucpzl243e1_pilit	ucpzl243e1_pilit	1000000006509	(blank)	Success
05/31/2017	ucpzl243e1_pilit	ucpzl243e1_pilit	1000000006517	TEST_18066ac1ucpath_20170530_01.txt	Success
05/31/2017	ucpzl243e1_pilit	ucpzl243e1_pilit	1000000006517	TEST_18066ac1ucpath_20170530_01.txt.pgp	Success
05/31/2017	ucpzl243e2_pilit	ucpzl243e2_pilit	1000000006510	(blank)	Success
05/31/2017	ucpzl243e2_pilit	ucpzl243e2_pilit	1000000006518	TEST_72039ac1ucpath_20170530_01.txt	Success
05/31/2017	ucpzl243e2_pilit	ucpzl243e2_pilit	1000000006518	TEST_72039ac1ucpath_20170530_01.txt.pgp	Success
05/30/2017	ucpMt_I159	ucpMt_I159-LACMP_pilit	1000000006498	LACMP_I159_WORKSTUDYLIMITS_20170530161410.txt	Success
05/30/2017	ucpMt_I159	ucpMt_I159-LACMP_pilit	1000000006498	LACMP_I159_WORKSTUDYLIMITS_20170530161410.txt.pgp	Success
05/30/2017	ucpzl243j	ucpzl243j-Trg_pilit	1000000006494	T_UC_I243J_LIBMUTLDIS_103837_20170530112038.pgp.trg	Success
05/30/2017	ucpzl243j_pilit	ucpzl243j_pilit	1000000006492	T_UC_I243J_LIBMUTLDIS_103837_20170530112038	Success
05/30/2017	ucpzl243j_pilit	ucpzl243j_pilit	1000000006492	T_UC_I243J_LIBMUTLDIS_103837_20170530112038.pgp	Success
05/30/2017	ucpzdasla1_pilit	ucpzdasla1_pilit	1000000006481	DDODS_ASLA1_100108.tar	Success
05/30/2017	ucpzdasla1_pilit	ucpzdasla1_pilit	1000000006481	DDODS_ASLA1_100108.tar.pgp	Success
05/30/2017	ucpzdlacmp_pilit	ucpzdlacmp_pilit	1000000006482	DDODS_LACMP_100108.tar	Success
05/30/2017	ucpzdlacmp_pilit	ucpzdlacmp_pilit	1000000006482	DDODS_LACMP_100108.tar.pgp	Success
05/30/2017	ucpzdlamed_pilit	ucpzdlamed_pilit	1000000006484	DDODS_LAMED_100108.tar	Success
05/30/2017	ucpzdlamed_pilit	ucpzdlamed_pilit	1000000006484	DDODS_LAMED_100108.tar.pgp	Success
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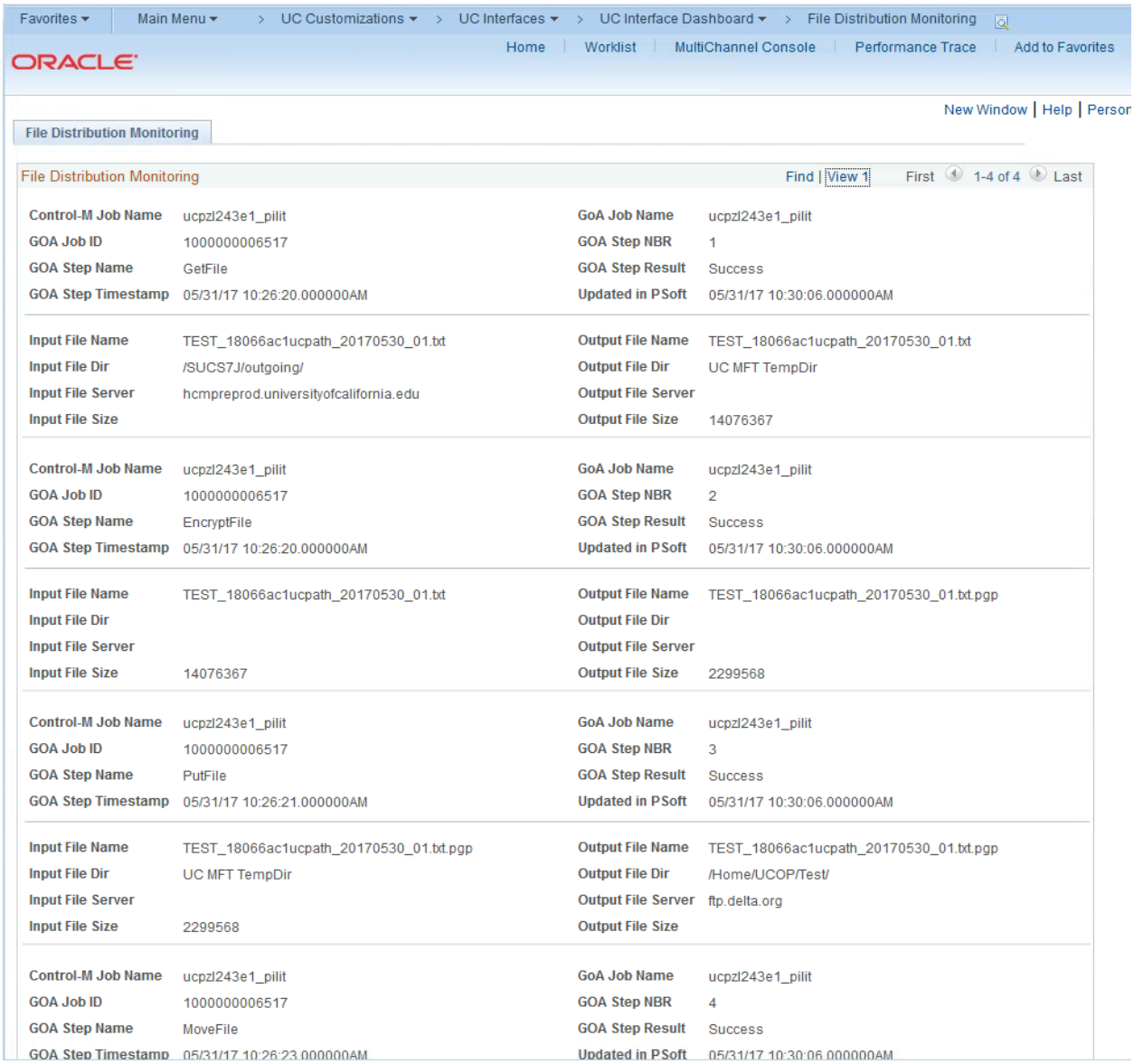
05/30/2017	ucpzdmecmp	ucpzdmecmp-la_pilit	1000000006487	DDODS_MECMP_100108.tar.pgp	Success
05/30/2017	ucpzdmecmp	ucpzdmecmp-zar_pilit	1000000006488	DDODS_MECMP_100108.tar	Success
05/30/2017	ucpzdmecmp_pilit	ucpzdmecmp_pilit	1000000006483	DDODS_MECMP_100108.tar	Success
05/30/2017	ucpzdmecmp_pilit	ucpzdmecmp_pilit	1000000006483	DDODS_MECMP_100108.tar.pgp	Success


Favorites
Main Menu
UC Customizations
UC Interfaces
UC Interface Dashboard
File Distribution Monitoring
ORACLE
Home
Worklist
MultiChannel Console
Performance Trace
Add to Favorites
New Window | Help | Persor
File Distribution Monitoring
File Distribution Monitoring
Find | View 1
First 1-4 of 4 Last
Control-M Job Name ucpzl243e1_pilit
GoA Job Name ucpzl243e1_pilit
GOA Job ID 1000000006517
GOA Step NBR 1
GOA Step Name GetFile
GOA Step Result Success
GOA Step Timestamp 05/31/17 10:26:20.000000AM
Updated in PSoft 05/31/17 10:30:06.000000AM
Input File Name TEST_18066ac1ucpath_20170530_01.txt
Output File Name TEST_18066ac1ucpath_20170530_01.txt
Input File Dir /SUCS7J/outgoing/
Output File Dir UC MFT TempDir
Input File Server hcmpreprod.universityofcalifornia.edu
Output File Server
Input File Size
Output File Size 14076367
Control-M Job Name ucpzl243e1_pilit
GoA Job Name ucpzl243e1_pilit
GOA Job ID 1000000006517
GOA Step NBR 2
GOA Step Name EncryptFile
GOA Step Result Success
GOA Step Timestamp 05/31/17 10:26:20.000000AM
Updated in PSoft 05/31/17 10:30:06.000000AM
Input File Name TEST_18066ac1ucpath_20170530_01.txt
Output File Name TEST_18066ac1ucpath_20170530_01.txt.pgp
Input File Dir
Output File Dir
Input File Server
Output File Server
Input File Size 14076367
Output File Size 2299568
Control-M Job Name ucpzl243e1_pilit
GoA Job Name ucpzl243e1_pilit
GOA Job ID 1000000006517
GOA Step NBR 3
GOA Step Name PutFile
GOA Step Result Success
GOA Step Timestamp 05/31/17 10:26:21.000000AM
Updated in PSoft 05/31/17 10:30:06.000000AM
Input File Name TEST_18066ac1ucpath_20170530_01.txt.pgp
Output File Name TEST_18066ac1ucpath_20170530_01.txt.pgp
Input File Dir UC MFT TempDir
Output File Dir /Home/UCOP/Test/
Input File Server
Output File Server ftp.delta.org
Input File Size 2299568
Output File Size
Control-M Job Name ucpzl243e1_pilit
GoA Job Name ucpzl243e1_pilit
GOA Job ID 1000000006517
GOA Step NBR 4
GOA Step Name MoveFile
GOA Step Result Success
GOA Step Timestamp 05/31/17 10:26:23.000000AM
Updated in PSoft 05/31/17 10:30:06.000000AM

I9 eVERIFY REVIEWER

Functional Role	I-9 / eVerify Reviewer
Purpose / Definition	Review data updated by Guardian / Glacier

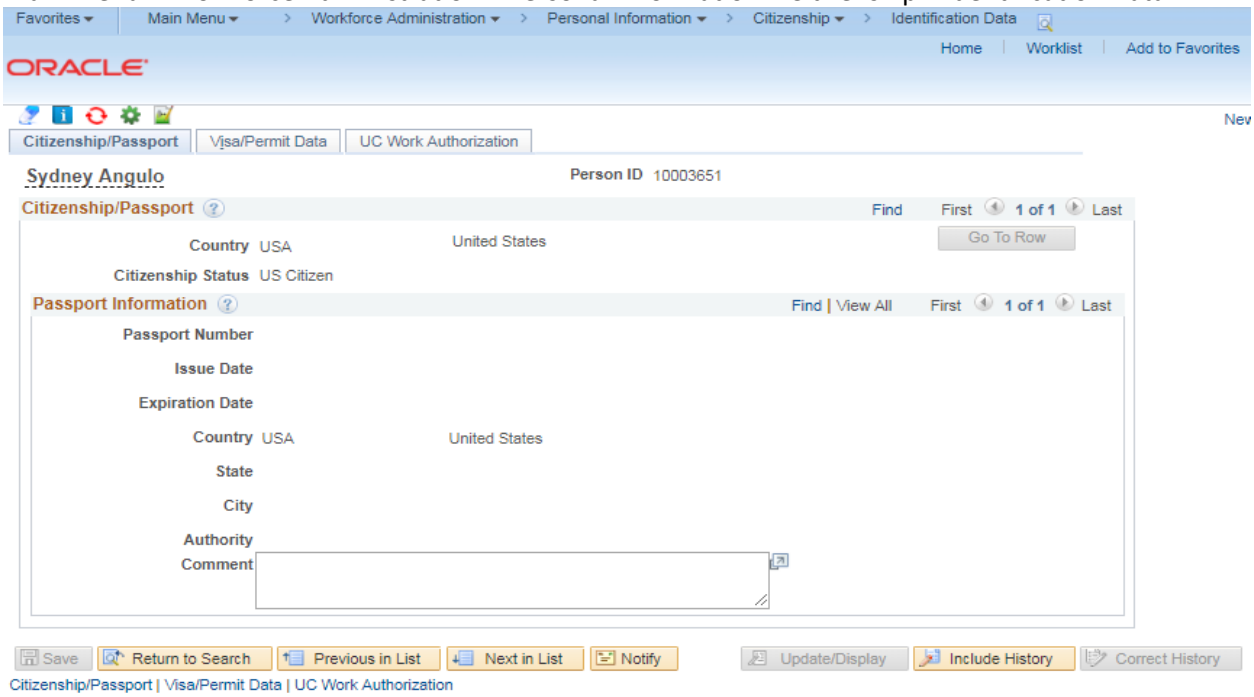
NAVIGATION TO VIEWABLE PAGES
Main Menu > Workforce Administration > Personal Information > Citizenship > Identification Data
Main Menu > Workforce Administration > Personal Information > Security Clearance

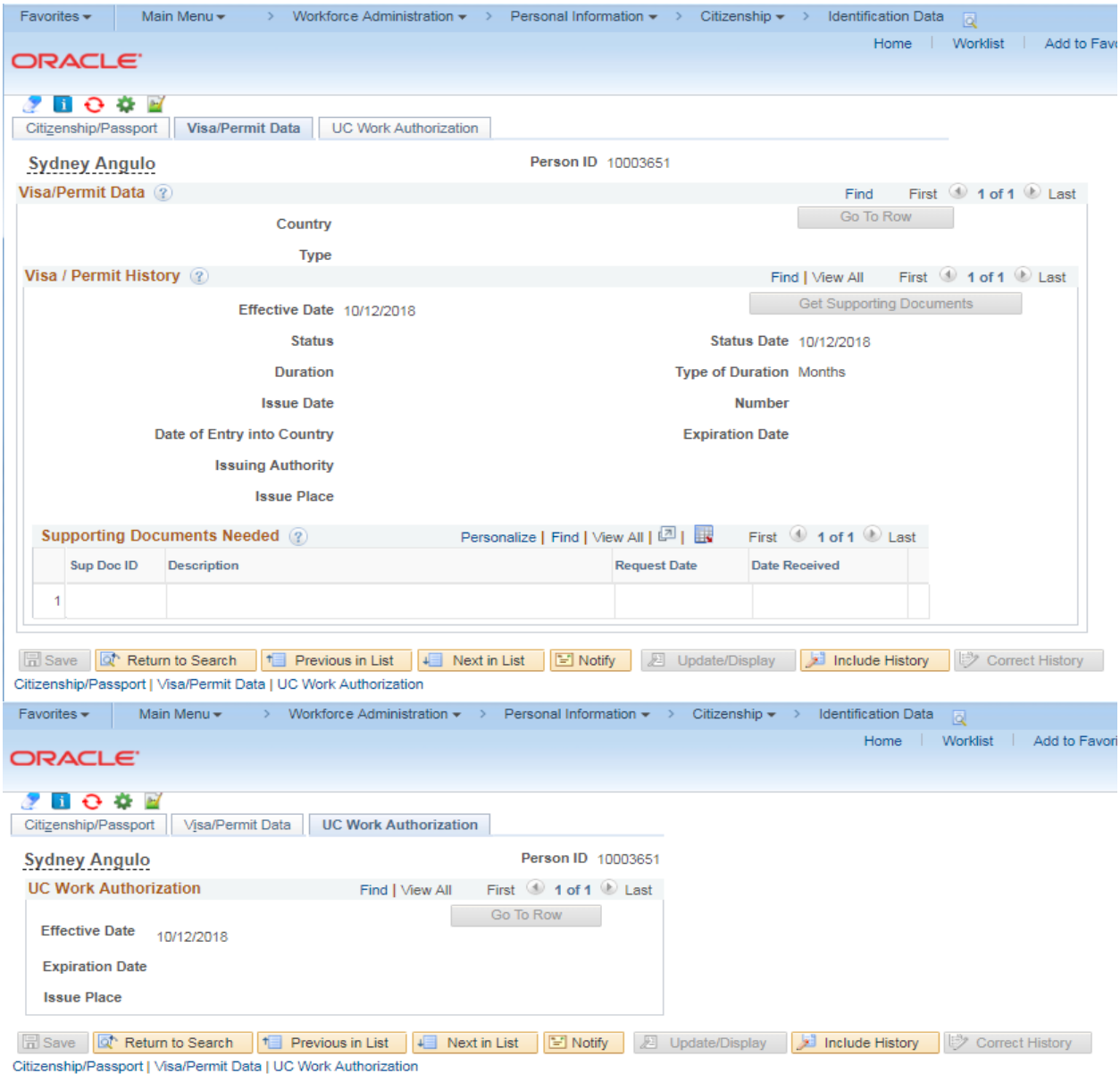
SIMLUATIONS:

- View Security Clearance
- View Identification Data

SCREENSHOTS:

Main Menu > Workforce Administration > Personal Information > Citizenship > Identification Data




Favorites
Main Menu
Workforce Administration
Personal Information
Citizenship
Identification Data
Home
Worklist
ORACLE
Citizenship/Passport
Visa/Permit Data
UC Work Authorization
Sydney Angulo
Person ID 10003651
Visa/Permit Data
Find First 1 of 1 Last
Go To Row
Country
Type
Visa / Permit History
Find | View All First 1 of 1 Last
Get Supporting Documents
Effective Date 10/12/2018
Status
Status Date 10/12/2018
Duration
Type of Duration Months
Issue Date
Number
Date of Entry into Country
Expiration Date
Issuing Authority
Issue Place
Supporting Documents Needed
Personalize | Find | View All | First 1 of 1 Last
Sup Doc ID
Description
Request Date
Date Received
Save
Return to Search
Previous in List
Next in List
Notify
Update/Display
Include History
Correct History
Citizenship/Passport | Visa/Permit Data | UC Work Authorization

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Identification Data
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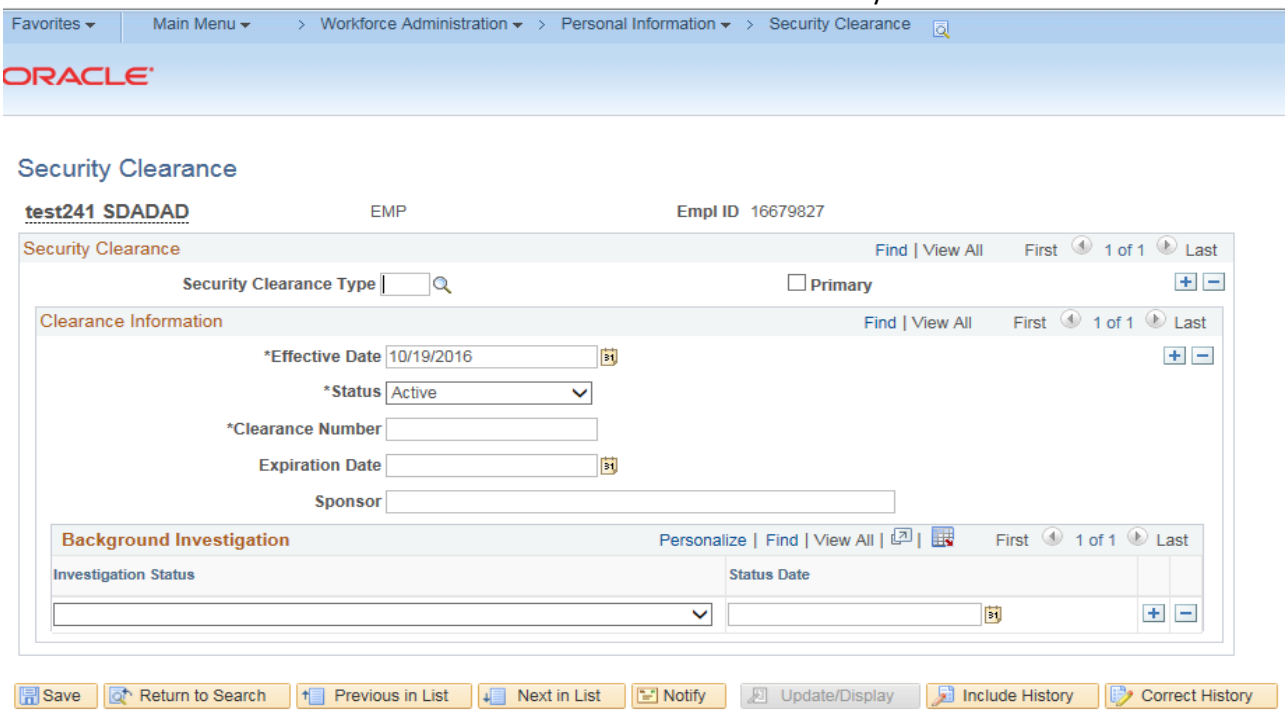
ORACLE
Citizenship/Passport
Visa/Permit Data
UC Work Authorization
Sydney Angulo
Person ID 10003651
UC Work Authorization
Find | View All First 1 of 1 Last
Go To Row
Effective Date 10/12/2018
Expiration Date
Issue Place
Save
Return to Search
Previous in List
Next in List
Notify
Update/Display
Include History
Correct History
Citizenship/Passport | Visa/Permit Data | UC Work Authorization

Main Menu > Workforce Administration > Personal Information > Security Clearance



HEALTH CARE FACILITATOR

Functional Role	Health Care Facilitator
Purpose / Definition	For Location Health Care Facilitator (HCF)
Who is this for?	Role for the Location Health Care Facilitator (HCF) to access Benefits Summary and Dependent/Beneficiary information.

NAVIGATION TO VIEWABLE PAGES
Main Menu > Benefits > Review Employee Benefits > Benefits Summary
Main Menu > Benefits > Employee/Dependent Information > Update Dependent/Beneficiary

JOB AIDS:

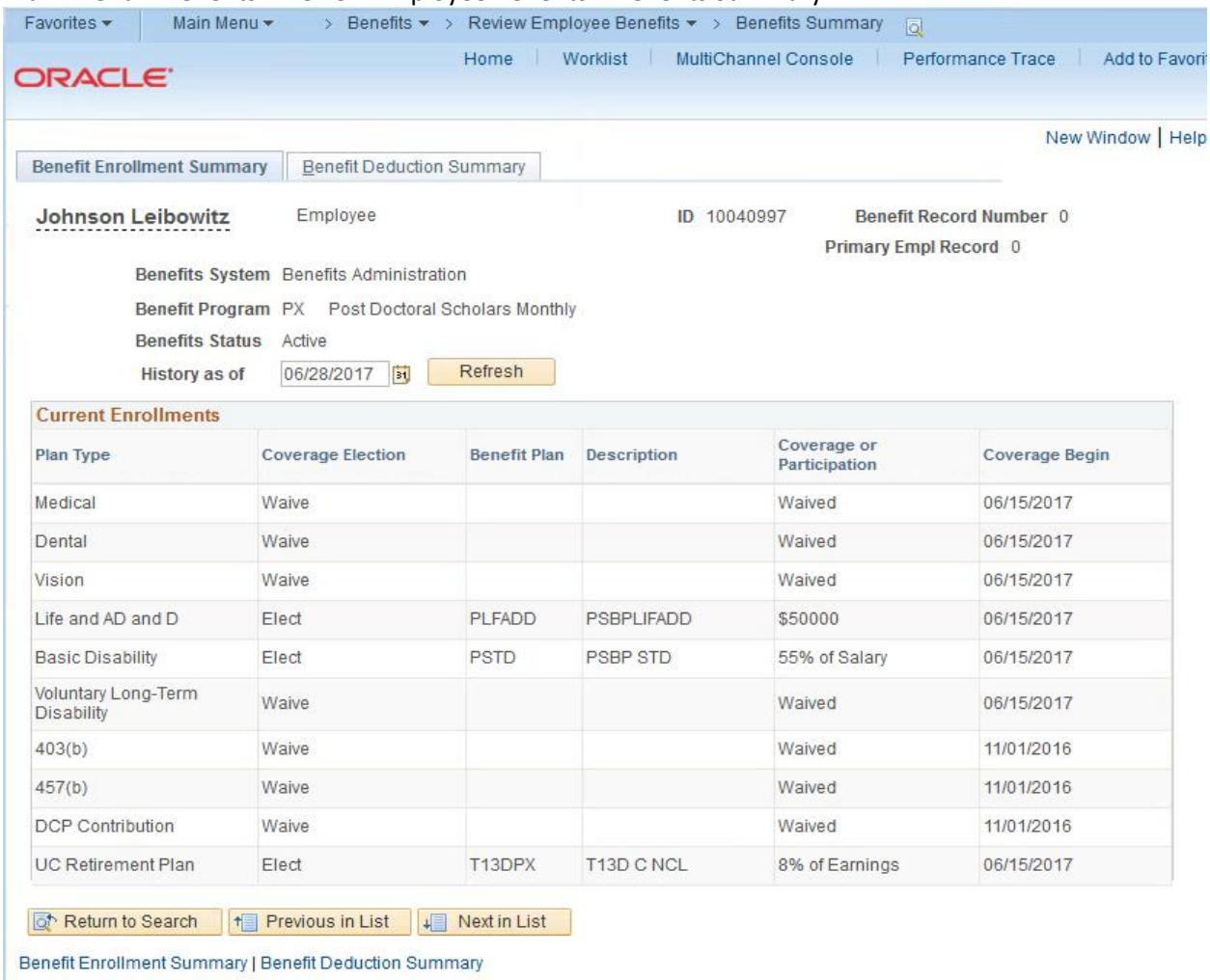
- Benefits Administration (Ben Admin) Eligibility Configuration Fields
- I-181 Form Submission for Reporting BYH Hours

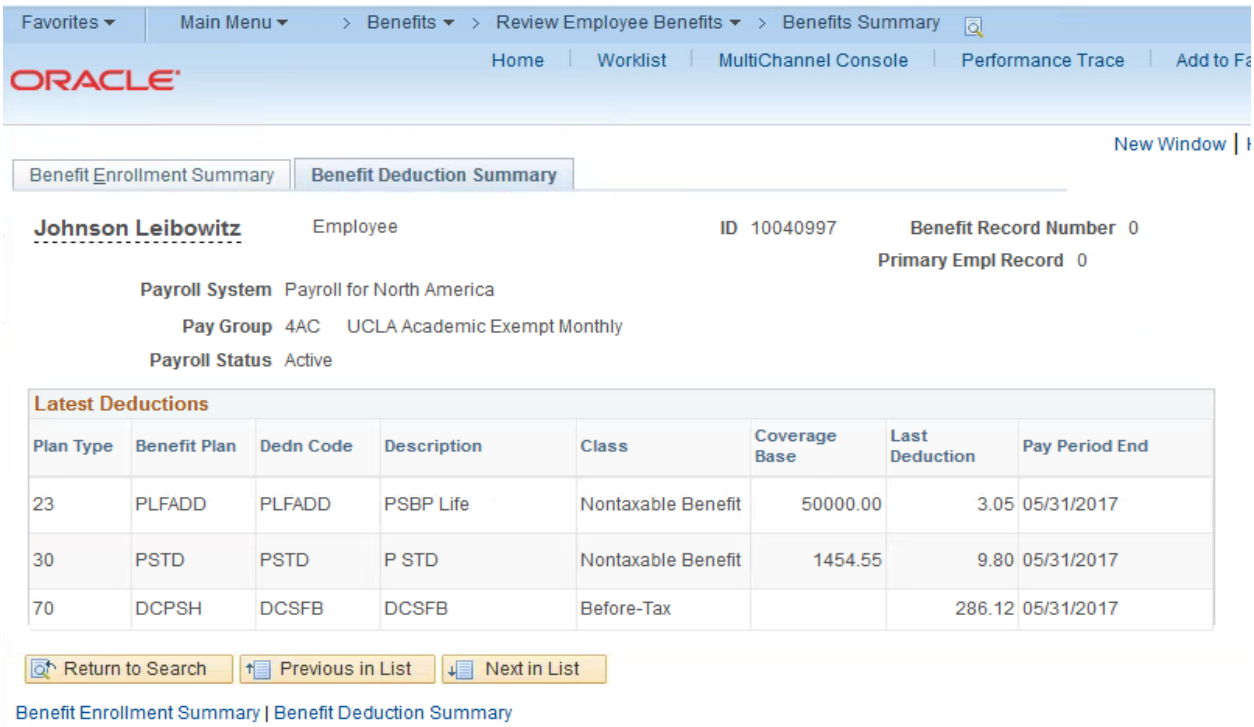
SIMULATIONS:

- View Benefits Summary

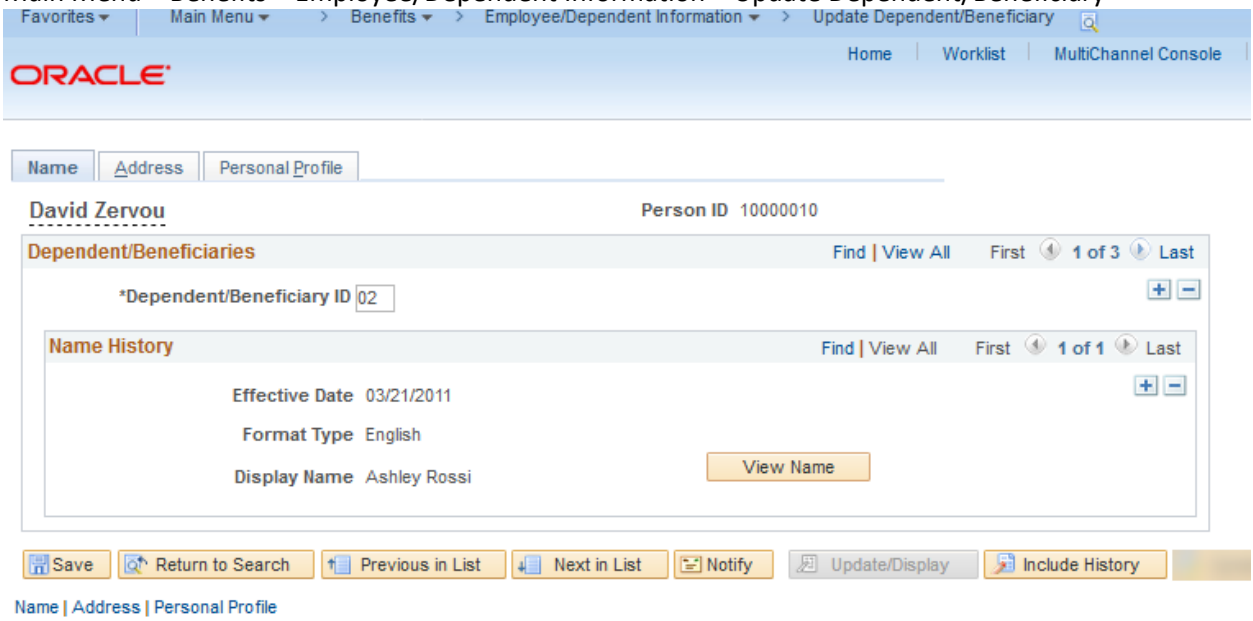
SCREENSHOTS:

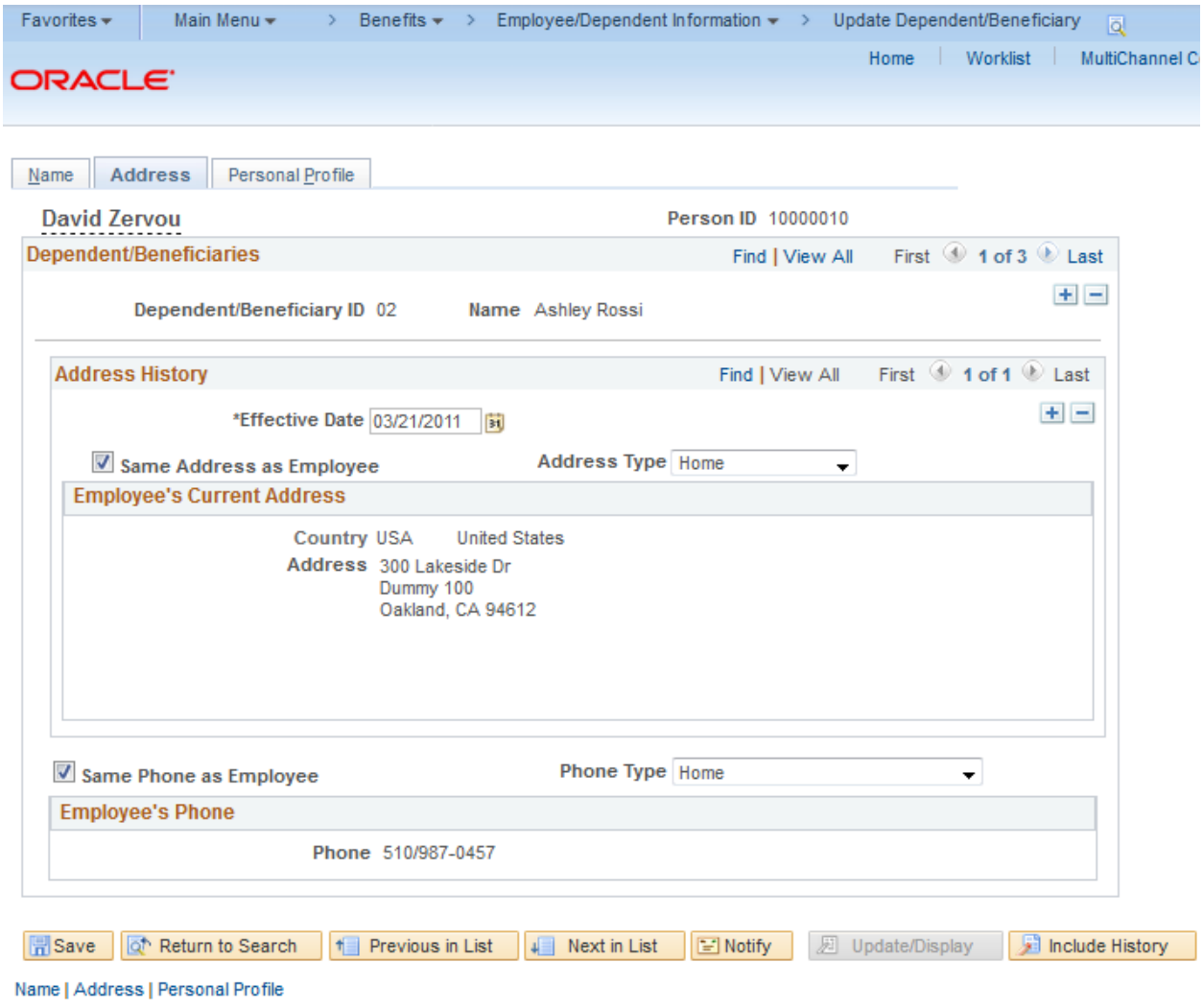
Main Menu > Benefits > Review Employee Benefits > Benefits Summary

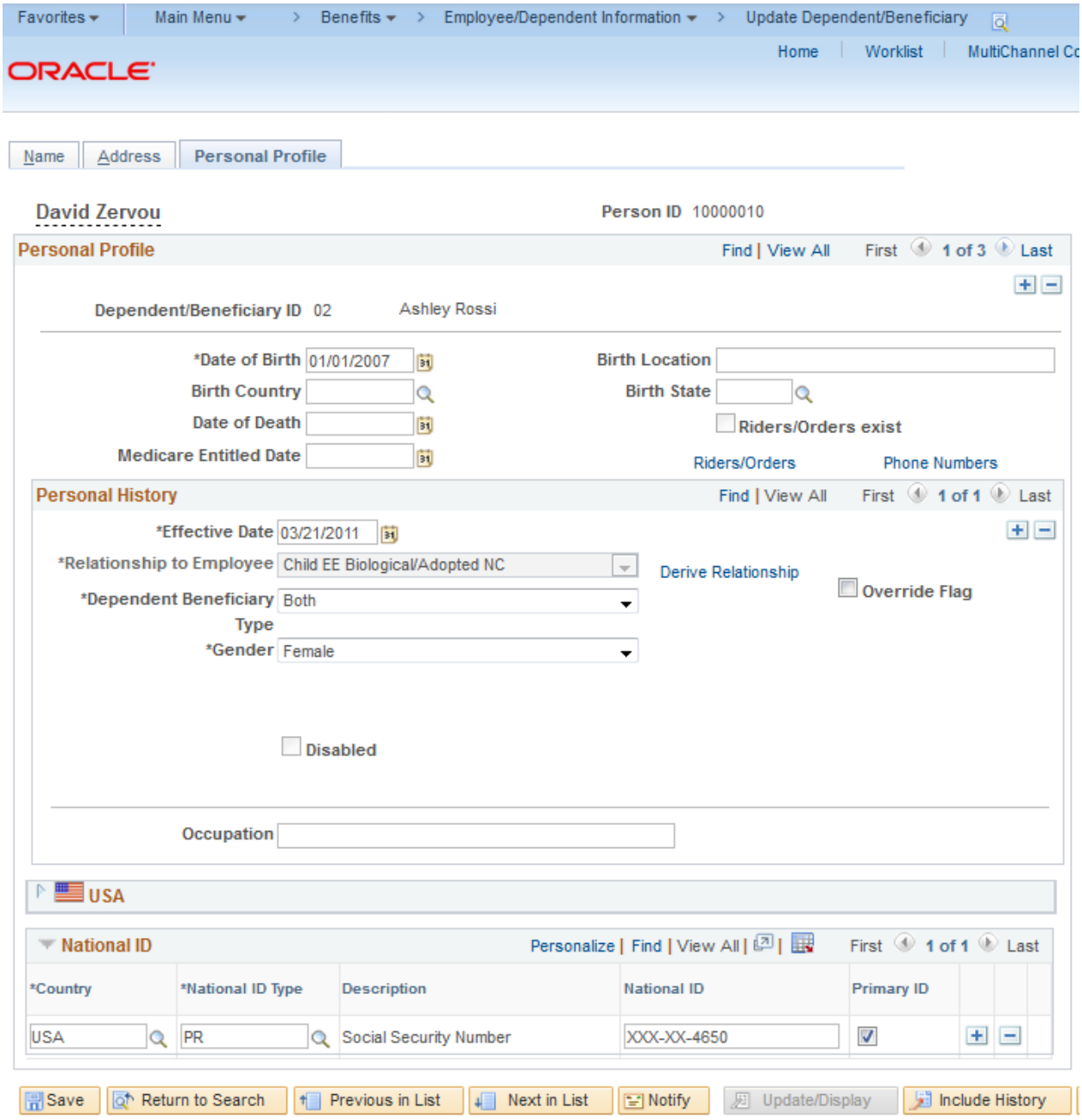




Main Menu > Benefits > Employee/Dependent Information > Update Dependent/Beneficiary




Favorites
Main Menu
Benefits
Employee/Dependent Information
Update Dependent/Beneficiary
Home
Worklist
MultiChannel C
ORACLE
Name
Address
Personal Profile
David Zervou
Person ID 10000010
Dependent/Beneficiaries
Find | View All
First 1 of 3 Last
Dependent/Beneficiary ID 02
Name Ashley Rossi
Address History
Find | View All
First 1 of 1 Last
*Effective Date 03/21/2011
Same Address as Employee
Address Type Home
Employee's Current Address
Country USA United States
Address 300 Lakeside Dr
Dummy 100
Oakland, CA 94612
Same Phone as Employee
Phone Type Home
Employee's Phone
Phone 510/987-0457
Save
Return to Search
Previous in List
Next in List
Notify
Update/Display
Include History
Name | Address | Personal Profile


Favorites
Main Menu
Benefits
Employee/Dependent Information
Update Dependent/Beneficiary
Home
Worklist
MultiChannel Co
ORACLE
Name
Address
Personal Profile
David Zervou
Person ID 10000010
Personal Profile
Find | View All
First 1 of 3 Last
Dependent/Beneficiary ID 02
Ashley Rossi
*Date of Birth 01/01/2007
Birth Location
Birth Country
Birth State
Date of Death
Riders/Orders exist
Medicare Entitled Date
Riders/Orders
Phone Numbers
Personal History
Find | View All
First 1 of 1 Last
*Effective Date 03/21/2011
*Relationship to Employee Child EE Biological/Adopted NC
Derive Relationship
Override Flag
*Dependent Beneficiary Type Both
*Gender Female
Disabled
Occupation
USA
National ID
Personalize | Find | View All |
First 1 of 1 Last
*Country
*National ID Type
Description
National ID
Primary ID
USA
PR
Social Security Number
XXX-XX-4650
Save
Return to Search
Previous in List
Next in List
Notify
Update/Display
Include History
Name | Address | Personal Profile

LOCATION REPORTS DISTRIBUTION ROLES

Functional Role	Location Report Distribution Roles
UCPath Role	ULSHR_RT_REPORT_DIST_SDCMP ULSHR_RT_REPORT_DIST_SDMED
Purpose / Definition	Central Reporting Distribution Role for PS Reports to be distributed to the Location through Report Manager.

NAVIGATION TO VIEWABLE PAGES
Main Menu > Reporting Tools > Report Manager

JOB AIDS:

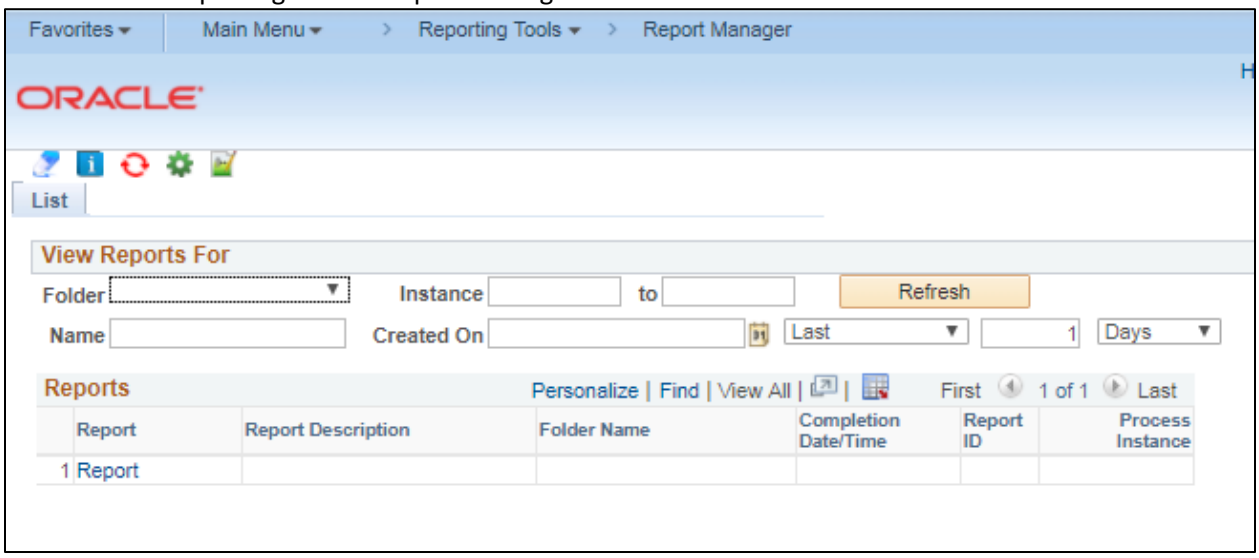
- Location Error Report for Locations
- E-010 Location Error Reporting Resolution Guide

SIMULATIONS:

- Monitor UCPath Center Cases

SCREENSHOTS:

Main Menu > Reporting Tools > Report Manager



FUNDING INQUIRY ROLE

Functional Role	Funding Inquiry
Purpose / Definition	View approved and saved funding transactions

NAVIGATION TO VIEWABLE PAGES
Main Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry
Main Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry Inquiry

JOB AIDS:

- Examples of Funding Entry Inquiry
- Earnings Code Configuration

VIDEOS:

- New Funding Entry

WEB BASED TUTORIALS:

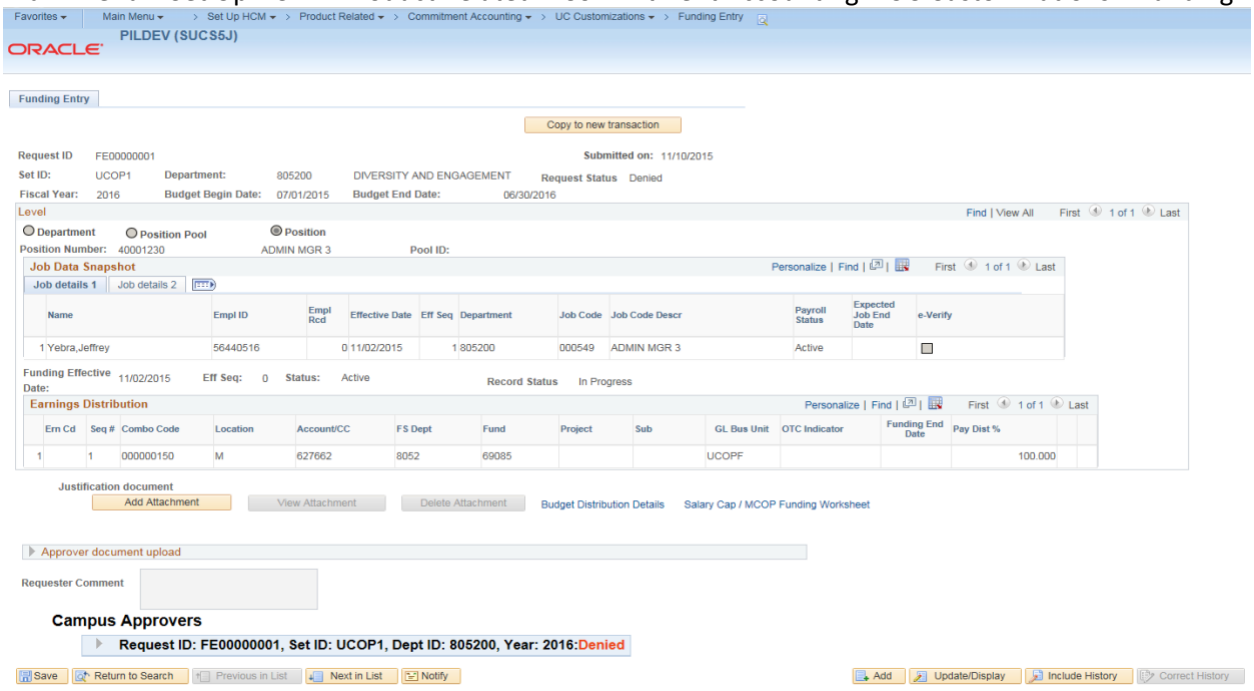
- Funding Entry Inquiry

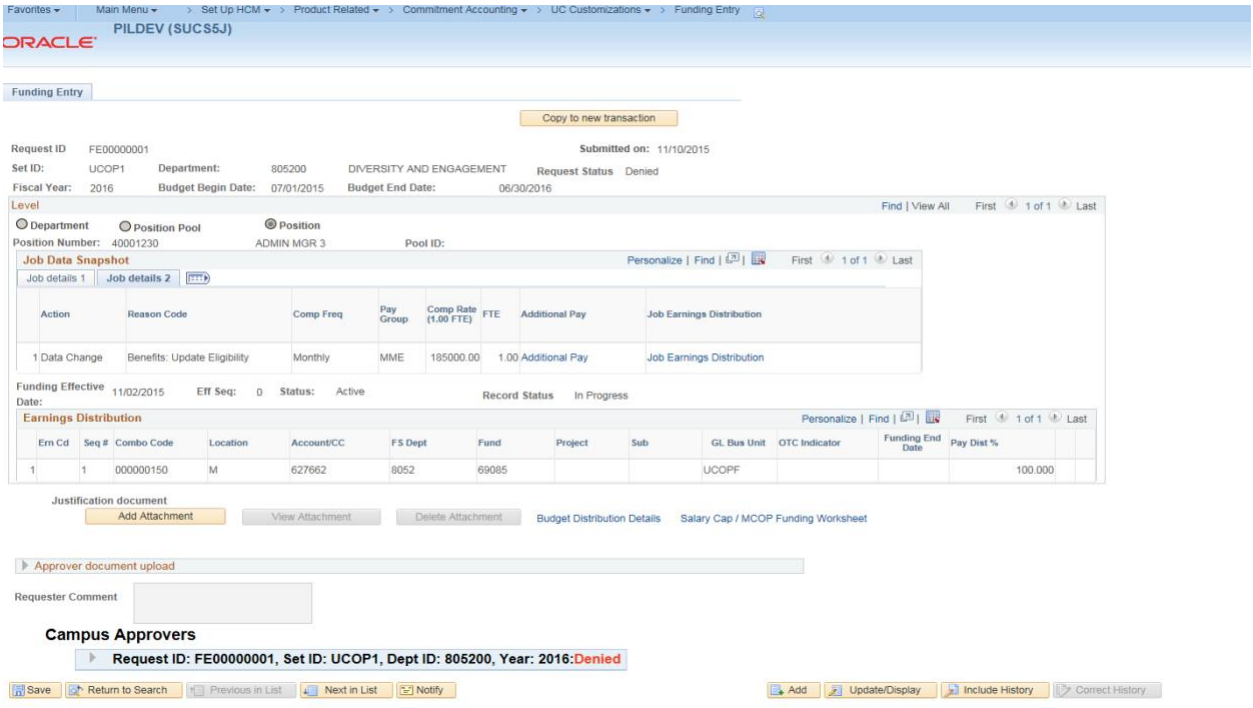
SIMULATIONS:

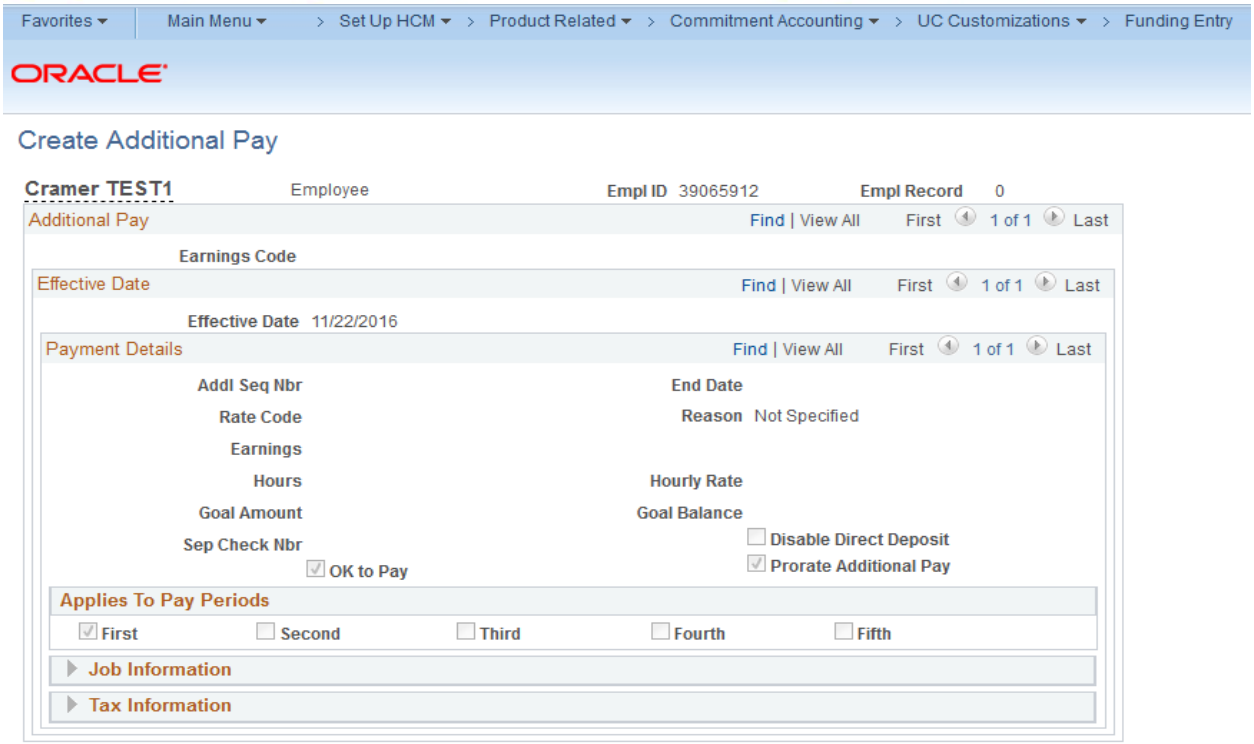
- View Funding Entry Inquiry Page

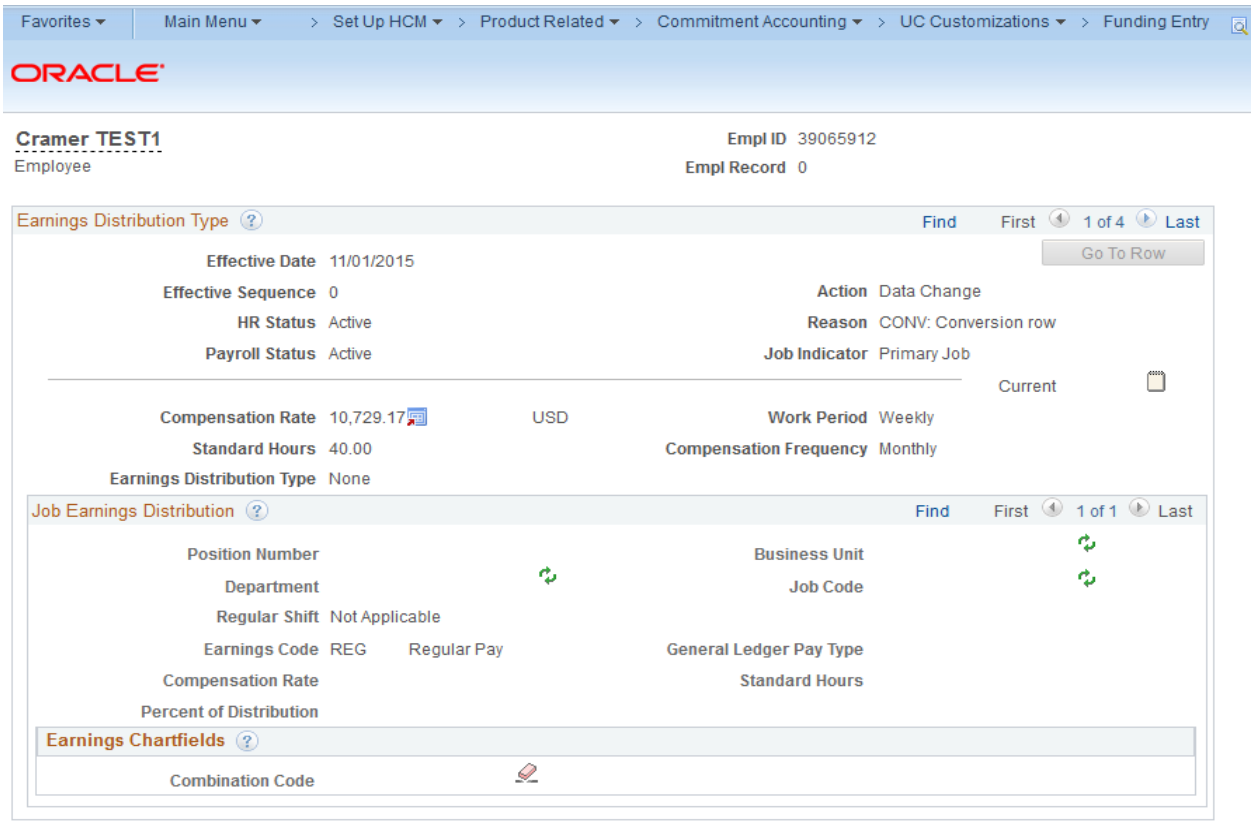
SCREENSHOTS:

Main Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry

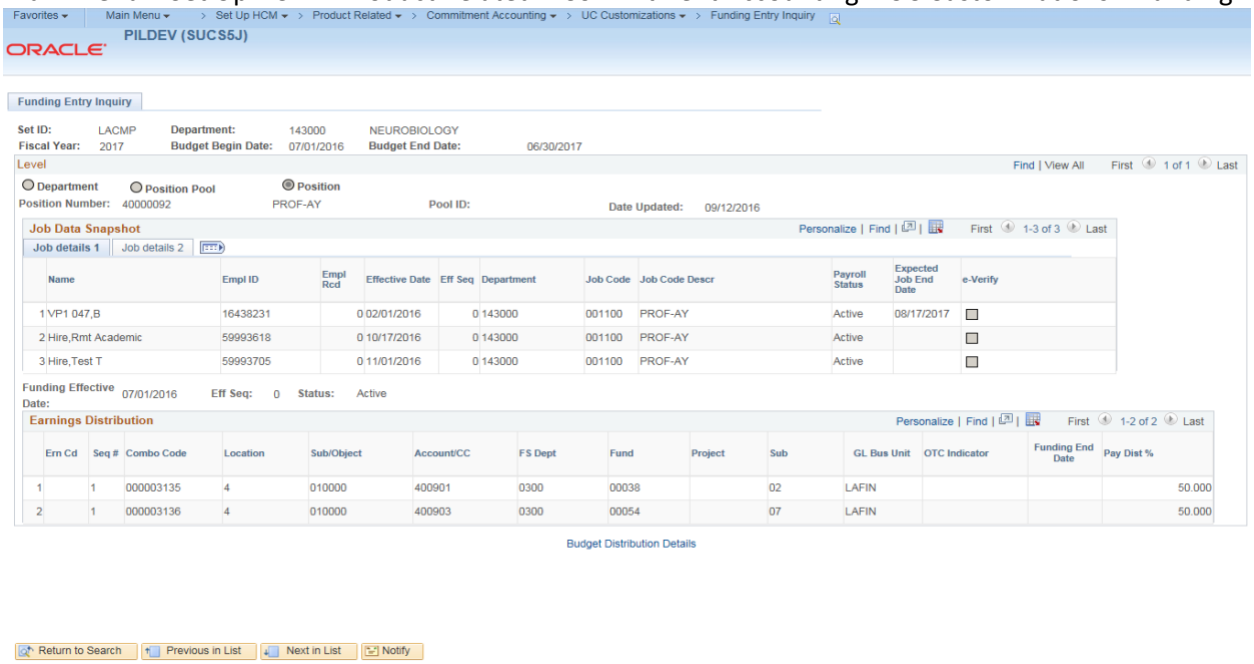


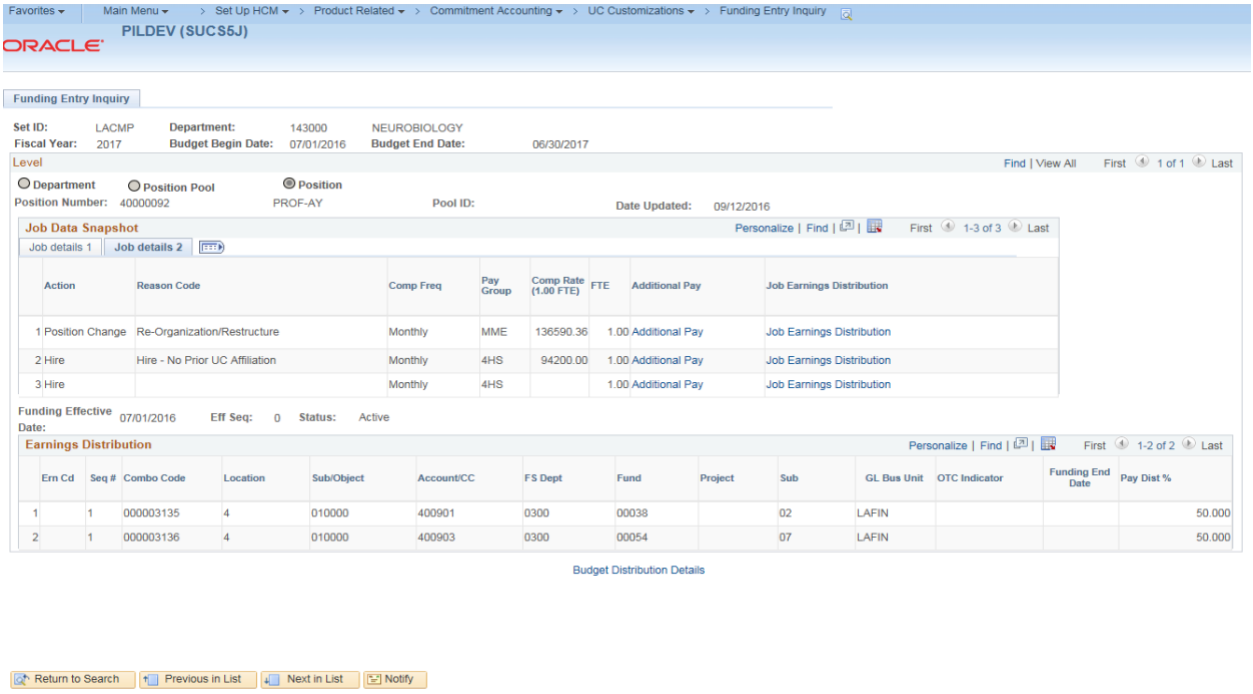

Favorites
Main Menu
Set Up HCM
Product Related
Commitment Accounting
UC Customizations
Funding Entry
PILDEV (SUCS5J)
Funding Entry
Copy to new transaction
Request ID FE00000001
Submitted on: 11/10/2015
Set ID: UCOP1
Department: 805200 DIVERSITY AND ENGAGEMENT
Request Status Denied
Fiscal Year: 2016
Budget Begin Date: 07/01/2015
Budget End Date: 06/30/2016
Level
Find | View All First 1 of 1 Last
Department
Position Pool
Position
Position Number: 40001230
ADMIN MGR 3
Pool ID:
Job Data Snapshot
Personalize | Find | First 1 of 1 Last
Job details 1
Job details 2
Action
Reason Code
Comp Freq
Pay Group
Comp Rate (1.00 FTE)
FTE
Additional Pay
Job Earnings Distribution
1 Data Change
Benefits: Update Eligibility
Monthly
MME
185000.00
1.00 Additional Pay
Job Earnings Distribution
Funding Effective Date: 11/02/2015
Eff Seq: 0
Status: Active
Record Status In Progress
Earnings Distribution
Personalize | Find | First 1 of 1 Last
Ern Cd
Seq #
Combo Code
Location
Account/CC
FS Dept
Fund
Project
Sub
GL Bus Unit
OTC Indicator
Funding End Date
Pay Dist %
1
1
000000150
M
627662
8052
69085
UCOPF
100.000
Justification document
Add Attachment
View Attachment
Delete Attachment
Budget Distribution Details
Salary Cap / MCOP Funding Worksheet
Approver document upload
Requester Comment
Campus Approvers
Request ID: FE00000001, Set ID: UCOP1, Dept ID: 805200, Year: 2016:Denied
Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display
Include History
Correct History


Favorites
Main Menu
Set Up HCM
Product Related
Commitment Accounting
UC Customizations
Funding Entry
Create Additional Pay
Cramer TEST1
Employee
Empl ID 39065912
Empl Record 0
Additional Pay
Find | View All First 1 of 1 Last
Earnings Code
Effective Date
Find | View All First 1 of 1 Last
Effective Date 11/22/2016
Payment Details
Find | View All First 1 of 1 Last
Addl Seq Nbr
End Date
Rate Code
Reason Not Specified
Earnings
Hours
Hourly Rate
Goal Amount
Goal Balance
Sep Check Nbr
Disable Direct Deposit
OK to Pay
Prorate Additional Pay
Applies To Pay Periods
First
Second
Third
Fourth
Fifth
Job Information
Tax Information



Main Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry Inquiry




Favorites
Main Menu
Set Up HCM
Product Related
Commitment Accounting
UC Customizations
Funding Entry Inquiry
ORACLE
PILDEV (SUCS5J)
Funding Entry Inquiry
Set ID: LACMP Department: 143000 NEUROBIOLOGY
Fiscal Year: 2017 Budget Begin Date: 07/01/2016 Budget End Date: 06/30/2017
Level
Find | View All First 1 of 1 Last
Department Position Pool Position
Position Number: 40000092 PROF-AY Pool ID: Date Updated: 09/12/2016
Job Data Snapshot
Personalize | Find | First 1-3 of 3 Last
Job details 1 Job details 2
Action Reason Code Comp Freq Pay Group Comp Rate (1.00 FTE) FTE Additional Pay Job Earnings Distribution
1 Position Change Re-Organization/Restructure Monthly MME 136590.36 1.00 Additional Pay Job Earnings Distribution
2 Hire Hire - No Prior UC Affiliation Monthly 4HS 94200.00 1.00 Additional Pay Job Earnings Distribution
3 Hire Monthly 4HS 1.00 Additional Pay Job Earnings Distribution
Funding Effective Date: 07/01/2016 Eff Seq: 0 Status: Active
Earnings Distribution
Personalize | Find | First 1-2 of 2 Last
Ern Cd Seq # Combo Code Location Sub/Object Account/CC FS Dept Fund Project Sub GL Bus Unit OTC Indicator Funding End Date Pay Dist %
1 1 000003135 4 010000 400901 0300 00038 02 LAFIN 50.000
2 1 000003136 4 010000 400903 0300 00054 07 LAFIN 50.000
Budget Distribution Details
Return to Search
Previous in List
Next in List
Notify

PAYROLL INQUIRY ROLE

Functional Role	Payroll Inquiry
Purpose / Definition	Inquiry role to view main PY components
Notes	PY Inquiry Role for both recurring addl pay and one time pay, Final Pay, General Deductions Submitter

NAVIGATION TO VIEWABLE PAGES:
Main Menu > UC Customizations > UC Extensions > Self Service Additional Pay
Main Menu > UC Customizations > UC Extensions > Self Service Transaction Links > One-Time Payments
Main Menu > UC Customizations > UC Extensions > Upload One-Time Payment File
Main Menu > UC Customizations > UC Extensions > Self Service Transaction Links > Payroll Requests
Main Menu > UC Customizations > UC Extensions > General Deduction Entry Update
Main Menu > Set Up HCM > UC Customizations > BU Academic Session Sched

JOB AIDS:

- BU Academic Session Schedule
- Earnings Code Configuration

WEB BASED TUTORIALS:

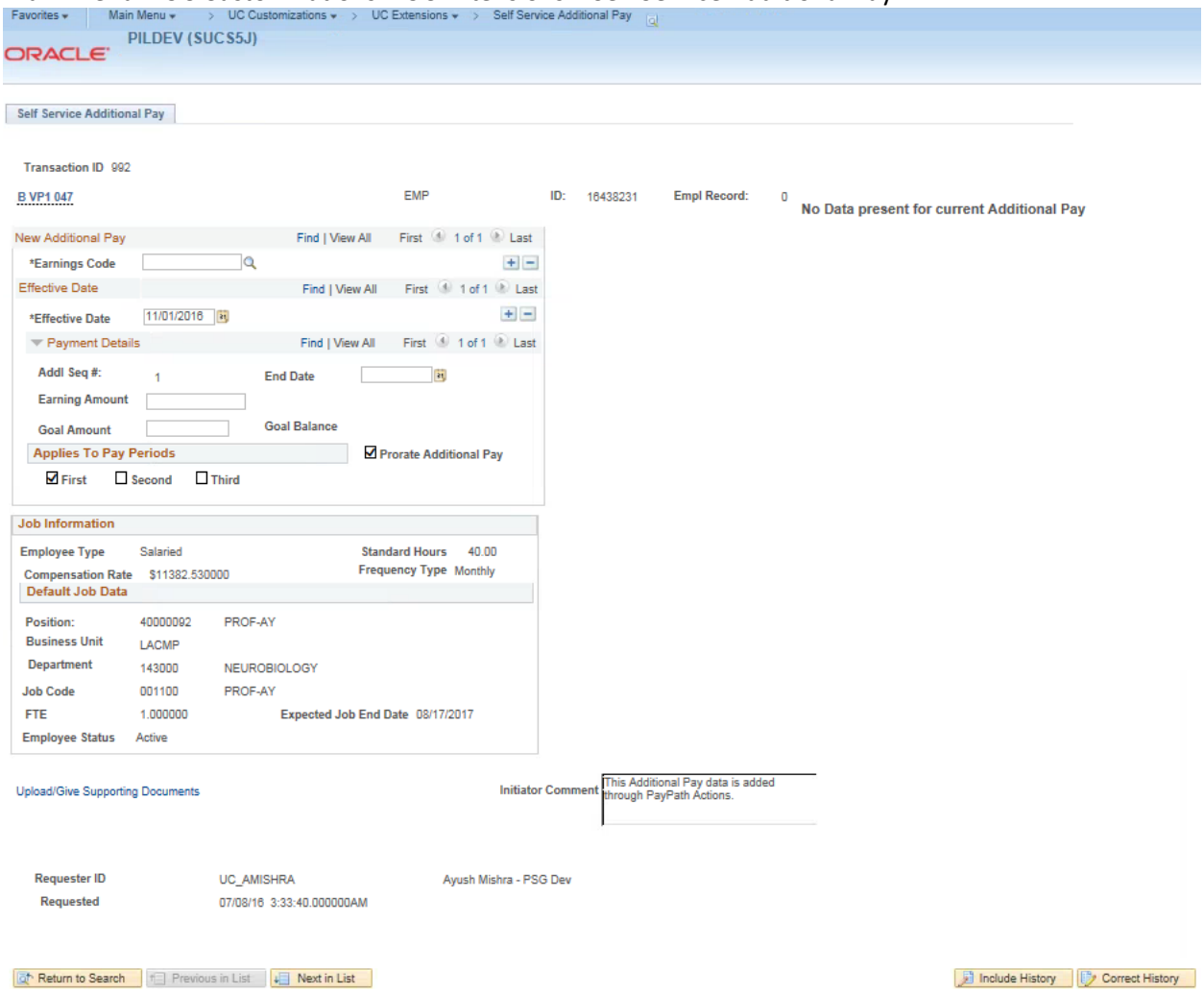
- Payroll Overview for UC Locations
- Payroll Inquiry

SIMULATIONS:

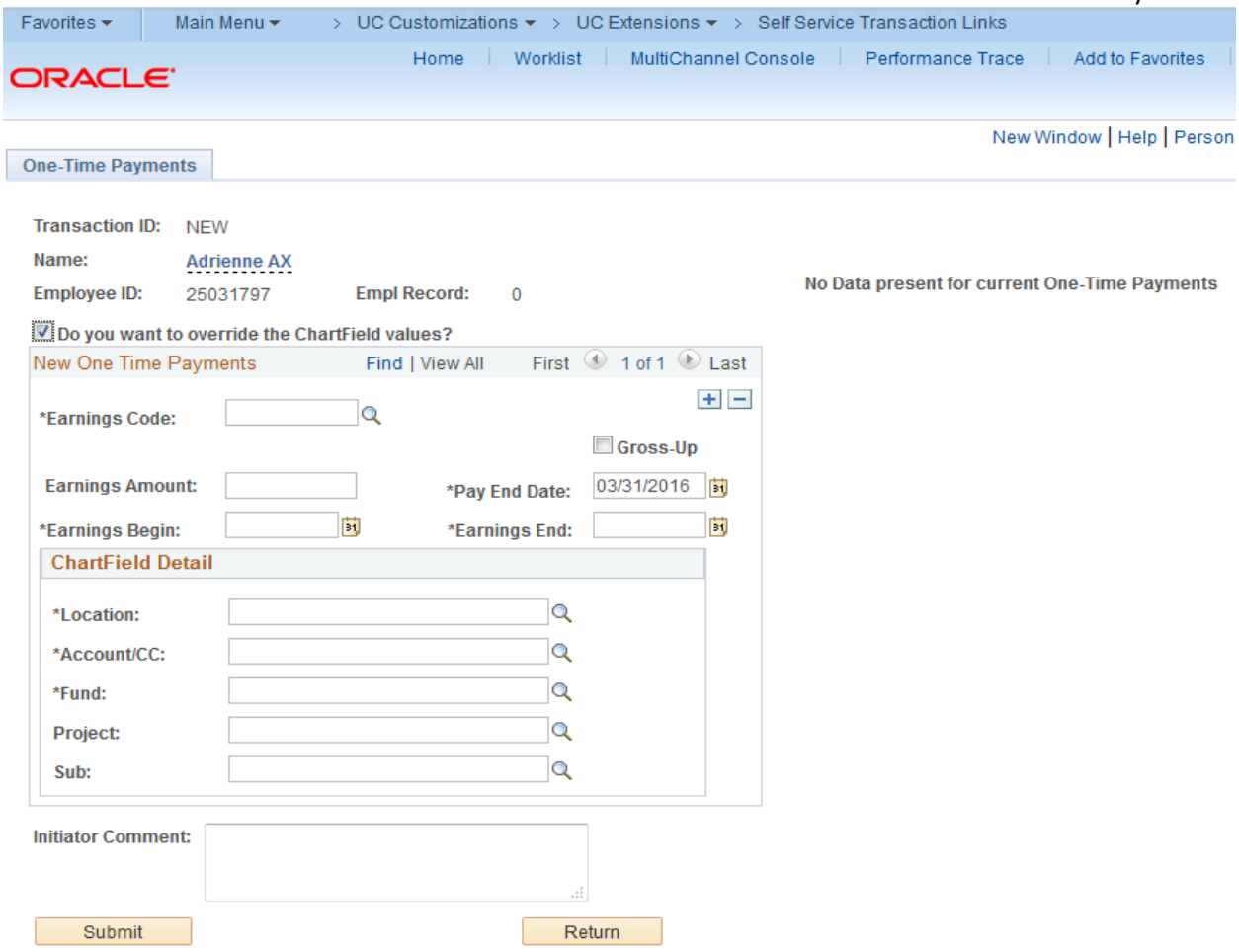
- View General Deduction
- View Payroll Requests
- View One-Time Payment File
- View One-Time Payment
- View Recurring Additional Pay

SCREENSHOTS:

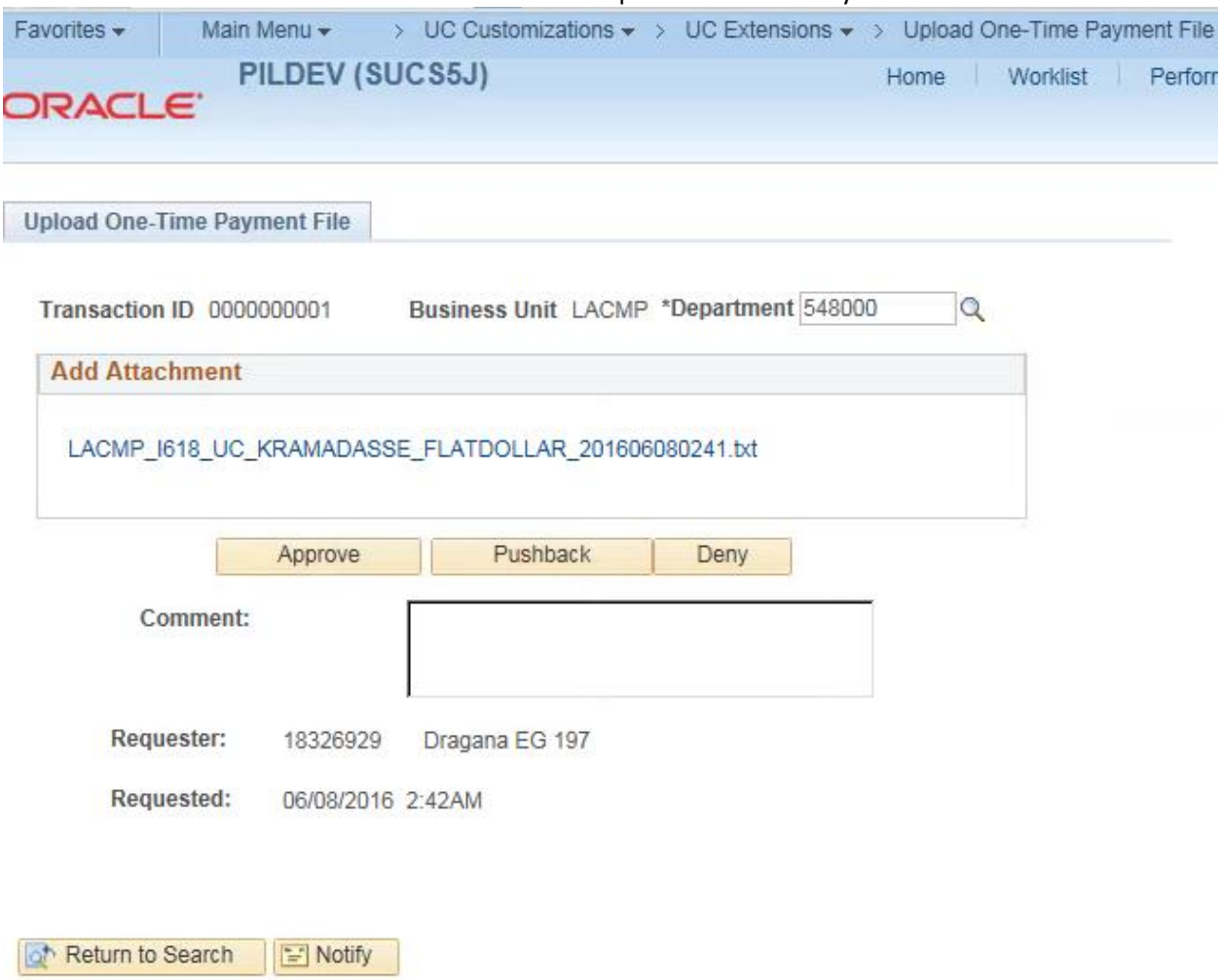
Main Menu > UC Customizations > UC Extensions > Self Service Additional Pay



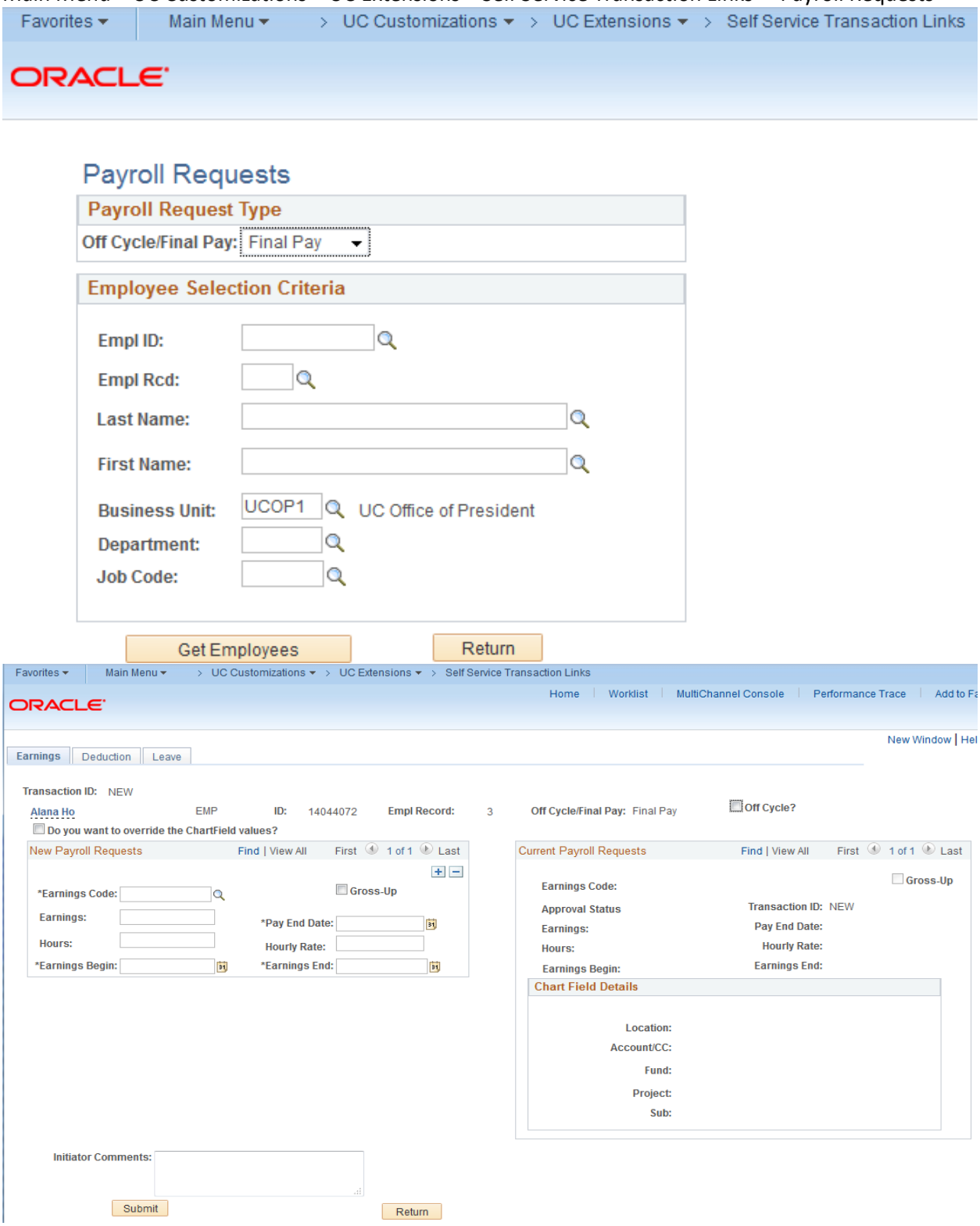
Main Menu > UC Customizations > UC Extensions > Self Service Transaction Links > One-Time Payments

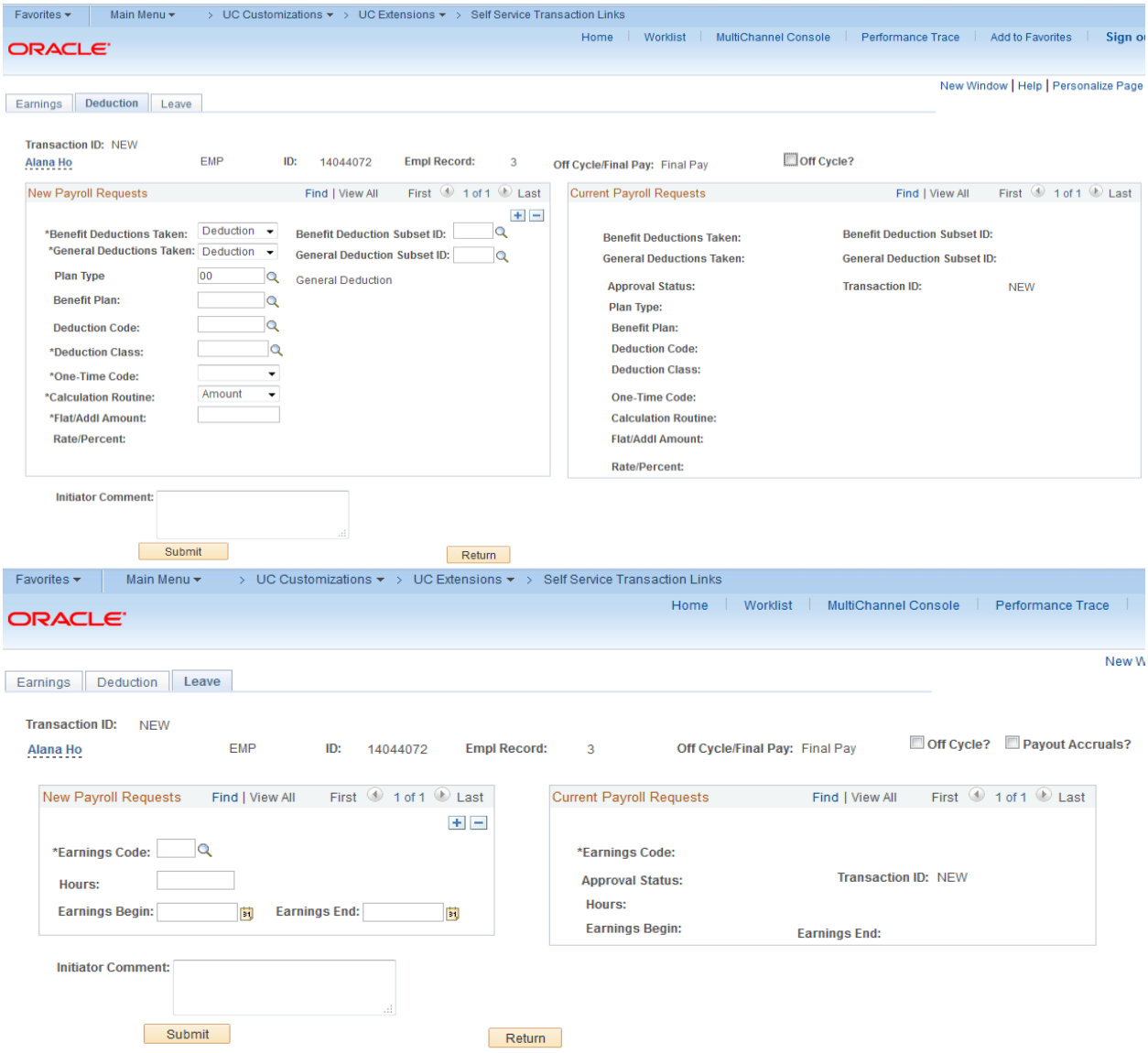


Main Menu > UC Customizations > UC Extensions > Upload One-Time Payment File



Main Menu > UC Customizations > UC Extensions > Self Service Transaction Links > Payroll Requests




Favorites
Main Menu
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UC Extensions
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Worklist
MultiChannel Console
Performance Trace
Add to Favorites
Sign o
New Window | Help | Personalize Page
Earnings
Deduction
Leave
Transaction ID: NEW
Alana Ho
EMP
ID: 14044072
Empl Record: 3
Off Cycle/Final Pay: Final Pay
Off Cycle?
New Payroll Requests
Find | View All
First 1 of 1 Last
*Benefit Deductions Taken: Deduction
*General Deductions Taken: Deduction
Benefit Deduction Subset ID:
General Deduction Subset ID:
Plan Type 00
General Deduction
Benefit Plan:
Deduction Code:
*Deduction Class:
*One-Time Code:
*Calculation Routine: Amount
*Flat/Addl Amount:
Rate/Percent:
Current Payroll Requests
Find | View All
First 1 of 1 Last
Benefit Deductions Taken:
Benefit Deduction Subset ID:
General Deductions Taken:
General Deduction Subset ID:
Approval Status:
Transaction ID: NEW
Plan Type:
Benefit Plan:
Deduction Code:
Deduction Class:
One-Time Code:
Calculation Routine:
Flat/Addl Amount:
Rate/Percent:
Initiator Comment:
Submit
Return

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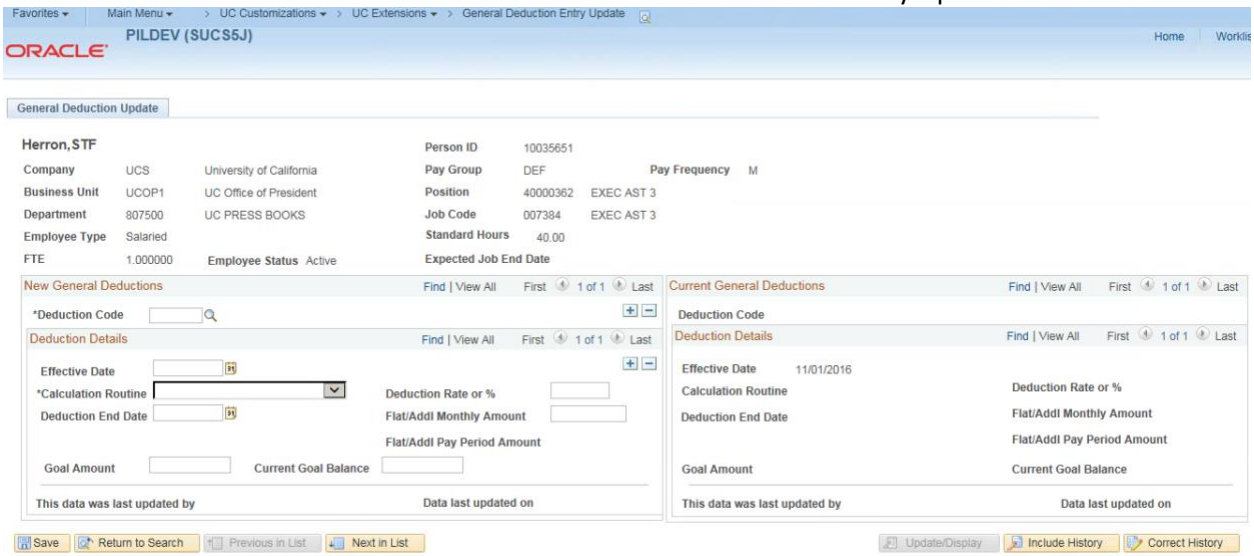
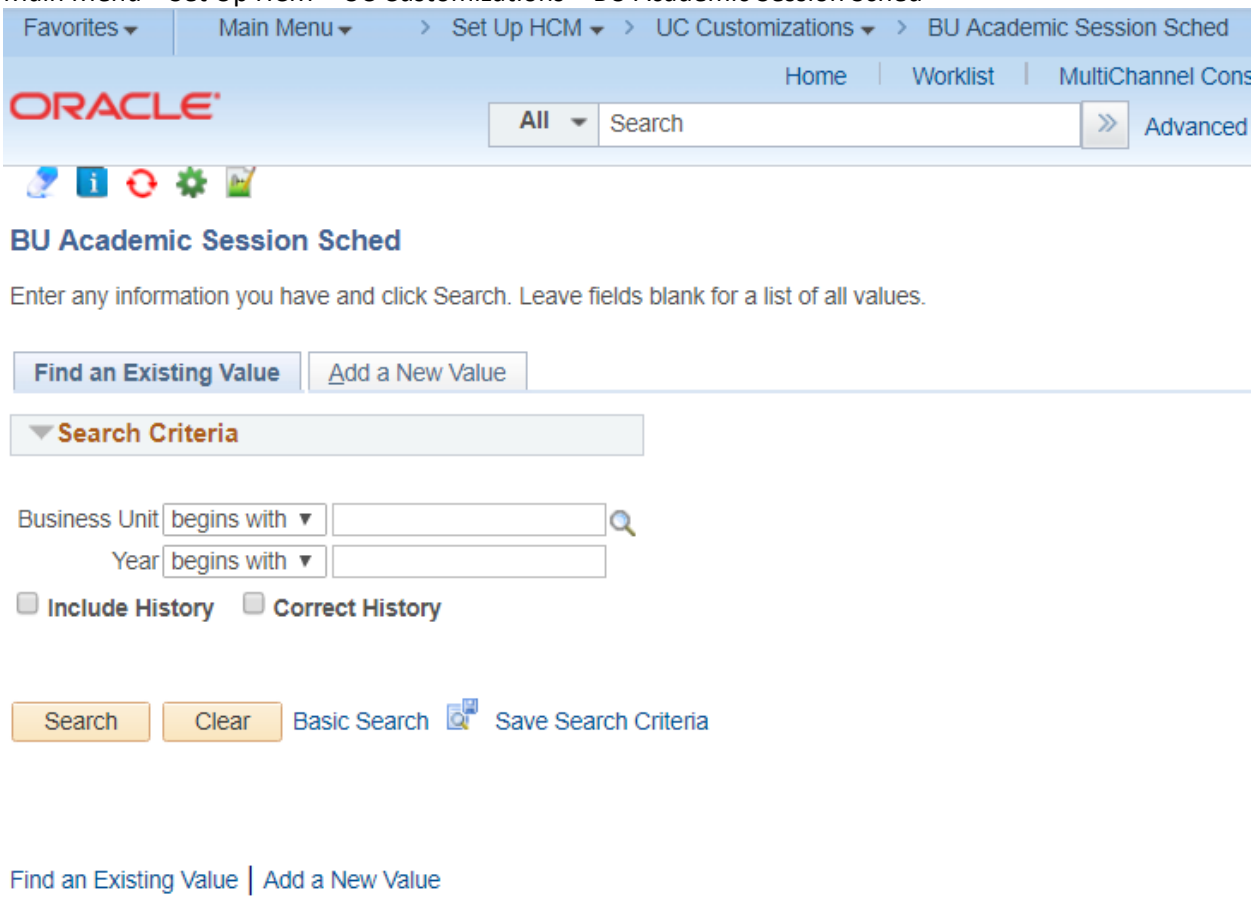
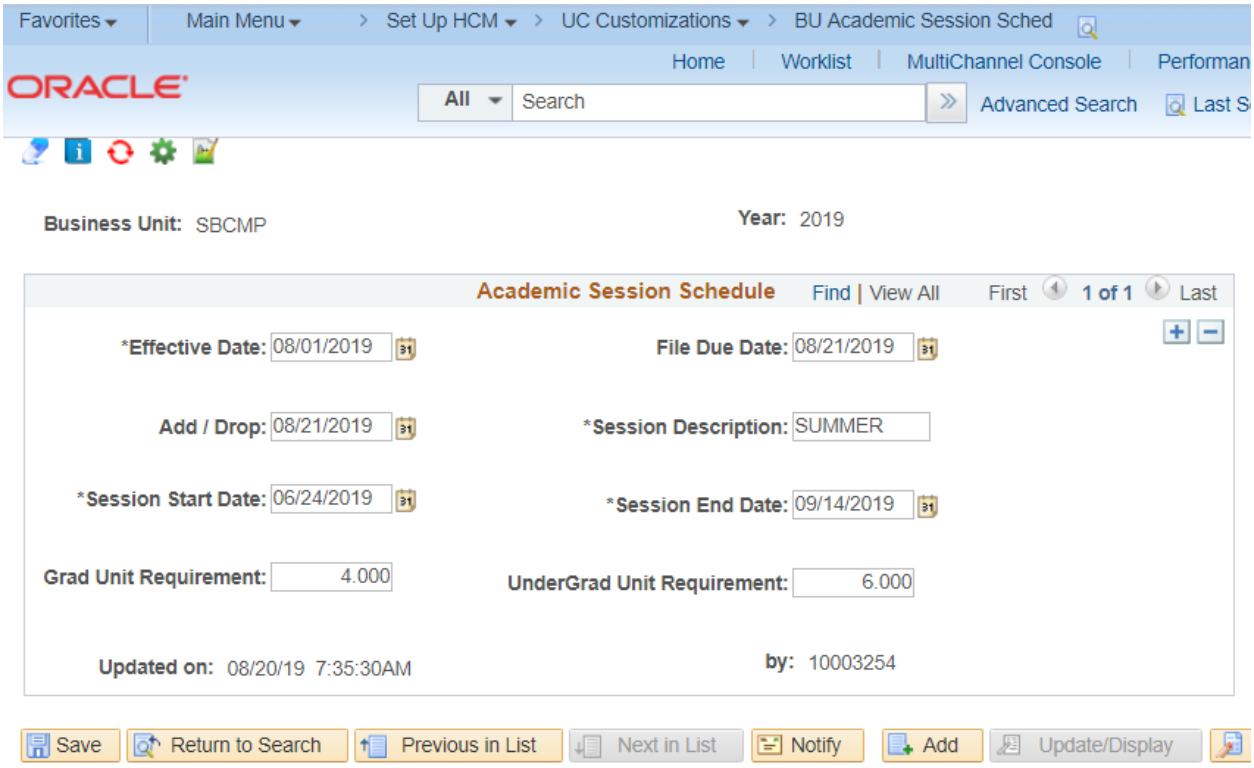
Deduction
Leave
Transaction ID: NEW
Alana Ho
EMP
ID: 14044072
Empl Record: 3
Off Cycle/Final Pay: Final Pay
Off Cycle?
Payout Accruals?
New Payroll Requests
Find | View All
First 1 of 1 Last
*Earnings Code:
Hours:
Earnings Begin:
Earnings End:
Current Payroll Requests
Find | View All
First 1 of 1 Last
*Earnings Code:
Approval Status:
Transaction ID: NEW
Hours:
Earnings Begin:
Earnings End:
Initiator Comment:
Submit
Return

Main Menu > UC Customizations > UC Extensions > General Deduction Entry Update



Main Menu > Set Up HCM > UC Customizations > BU Academic Session Sched




Favorites
Main Menu
Set Up HCM
UC Customizations
BU Academic Session Sched
Home
Worklist
MultiChannel Console
Performan
ORACLE
All
Search
Advanced Search
Last S
Business Unit: SBCMP
Year: 2019
Academic Session Schedule
Find | View All
First
1 of 1
Last
*Effective Date: 08/01/2019
File Due Date: 08/21/2019
Add / Drop: 08/21/2019
*Session Description: SUMMER
*Session Start Date: 06/24/2019
*Session End Date: 09/14/2019
Grad Unit Requirement: 4.000
UnderGrad Unit Requirement: 6.000
Updated on: 08/20/19 7:35:30AM
by: 10003254
Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

PERSON CHECKLIST

Functional Role	Person Checklist
Purpose / Definition	Provides access to maintain person checklist
Notes	Person Checklists- New Hire, Rehire, Separation, Transfer, CWR

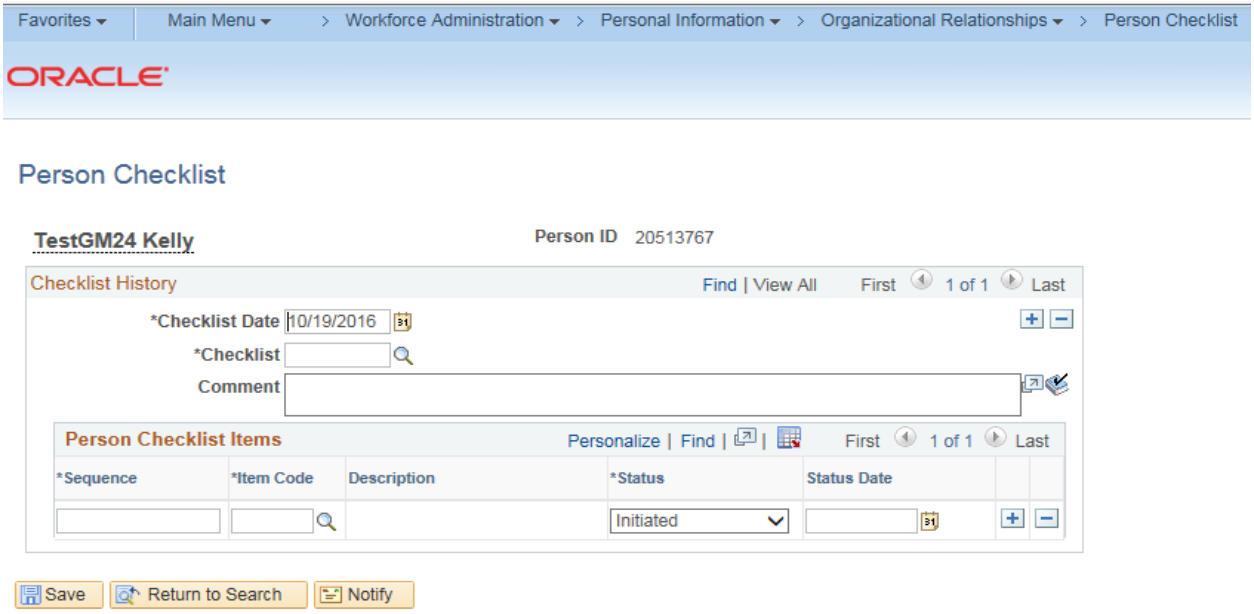
NAVIGATION TO VIEWABLE PAGES
Main Menu > Workforce Administration > Personal Information > Organizational Relationships > Person Checklist

SIMULATIONS:

- Update Person Checklist

SCREENSHOTS:

Main Menu > Workforce Administration > Personal Information > Organizational Relationships > Person Checklist



PERSONAL ORG SUMMARY INQUIRY ROLE

Functional Role	Person Org Summary
Purpose / Definition	Inquiry Role to view Person Organizational Summary which does not have any Row Level Security. It allows users to look up people across the entire UC System.

NAVIGATION TO VIEWABLE PAGES
Main Menu > Workforce Administration > Personal Information > Person Organizational Summary

SIMULATIONS:

- View Person Organizational Summary

SCREENSHOTS:

Main Menu > Workforce Administration > Personal Information > Person Organizational Summary

PREPSHUP STAGING TABLES READ ONLY (E-011, E-012)

UCPath Role Description	PREPSHUP Staging Tables RO
Purpose / Definition	Location use only to provide insight into the PY Staging Tables (E-011 & E-012). There is code in place so that anyone with this role will have display only access to the 2 staging tables but will be able to use the search functionality.
Notes	This is truly display only - no update action available.

NAVIGATION TO VIEWABLE PAGES
Main Menu > Payroll for North America > Payroll Processing USA > UC PREPSHUP Process > Update PREPSHUP Staging Trans

JOB AIDS:

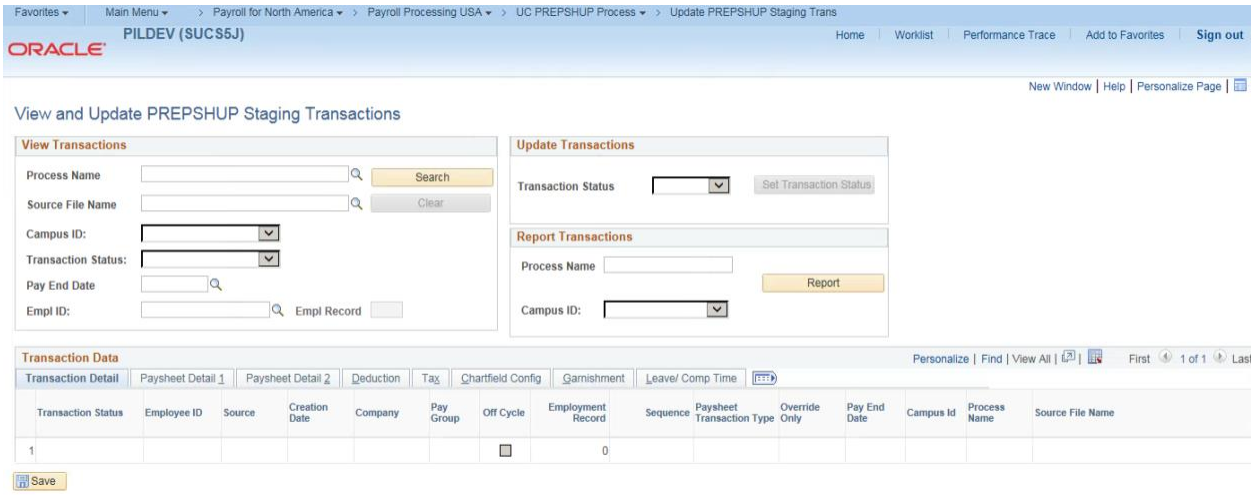
- View and Update PREPSHUP Staging Tables

WEB BASED TUTORIALS:

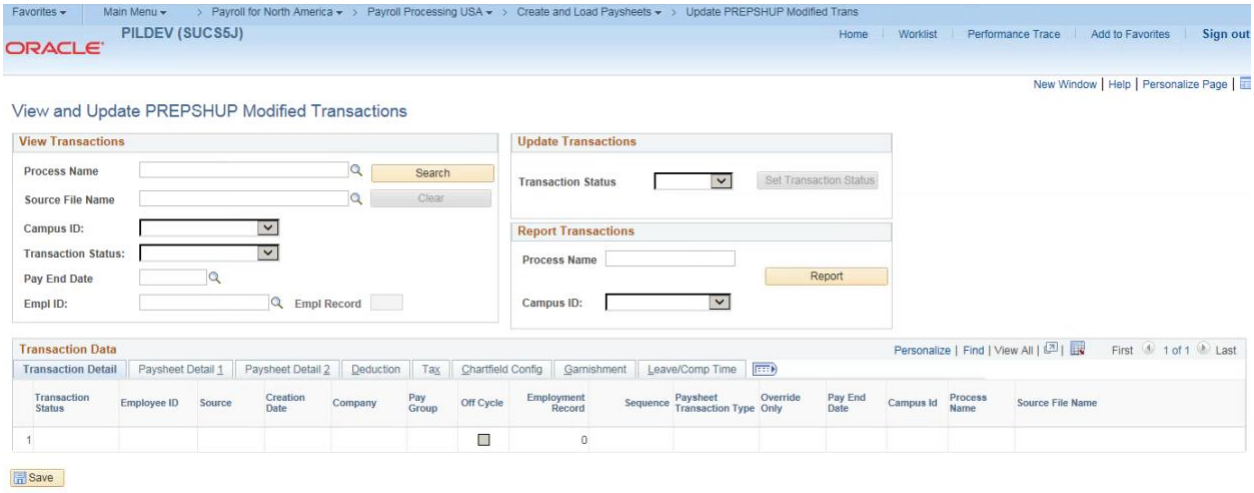
- Payroll Overview for UC Locations

SCREENSHOTS:

Main Menu > Payroll for North America > Payroll Processing USA > UC PREPSHUP Process > Update PREPSHUP Staging Trans



Main Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Update PREPSHUP Modified Trans



REVIEW PAYCHECK INQUIRY ROLE

Functional Role	Review Paycheck
Purpose / Definition	Inquiry role to view Review Paycheck page

NAVIGATION TO VIEWABLE PAGES:
Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

JOB AIDS:

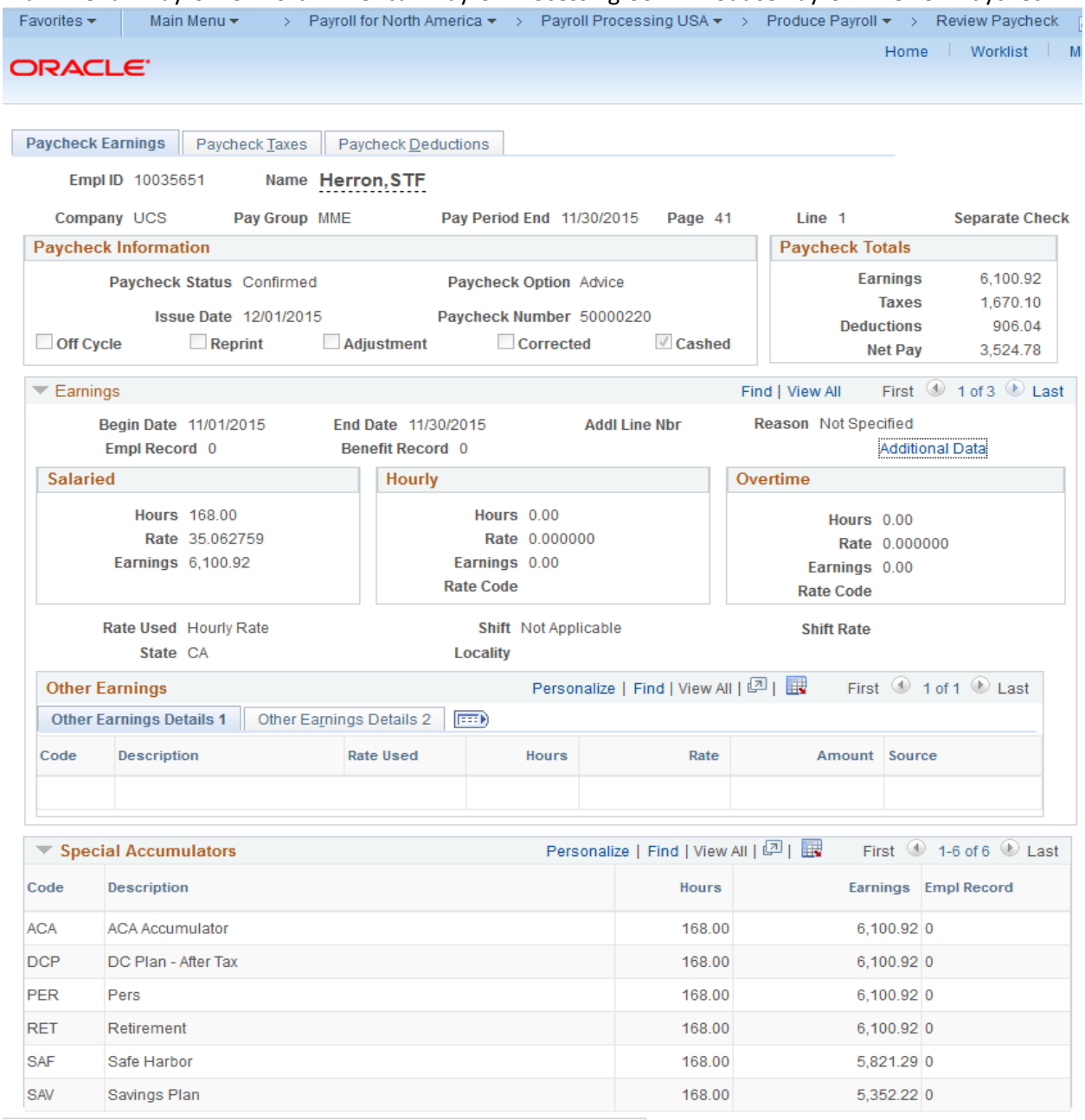
- Review Employee Paycheck Data
- Your UC Paycheck – Changes to Expect
- Your UC Paycheck (Nurse) – Changes to Expect
- Your UC Paycheck (Academic) – Changes to Expect

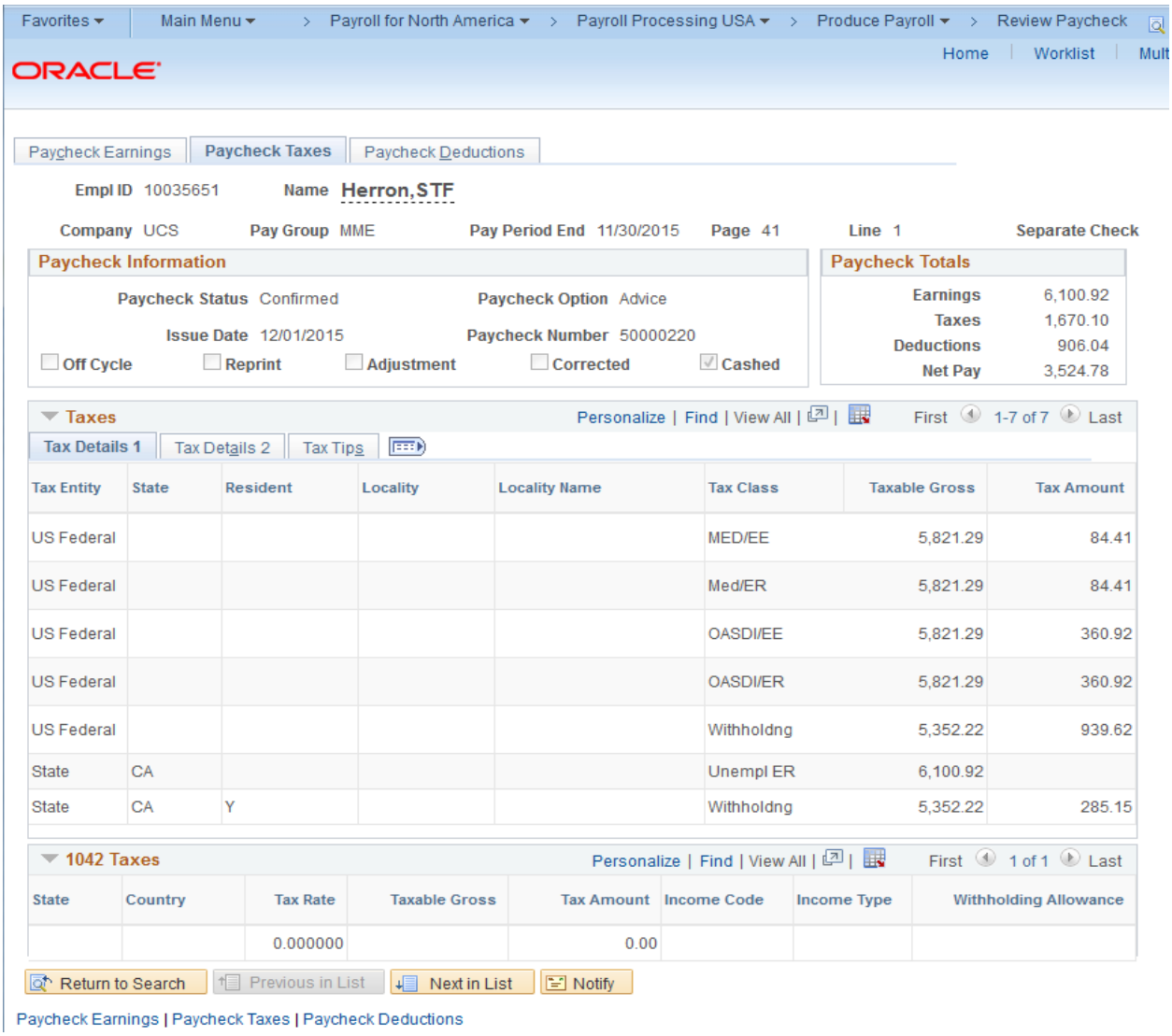
WEB BASED TUTORIALS:

- Payroll Overview for UC Locations

SCREENSHOTS:

Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck





Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

Home | Worklist | Mult

ORACLE

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Empl ID 10035651 Name Herron,STF

Company UCS Pay Group MME Pay Period End 11/30/2015 Page 41 Line 1 Separate Check

Paycheck Information

Paycheck Status Confirmed Paycheck Option Advice

Issue Date 12/01/2015 Paycheck Number 50000220

☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☑ Cashed

Paycheck Totals

Earnings	6,100.92
Taxes	1,670.10
Deductions	906.04
Net Pay	3,524.78

Taxes Personalize | Find | View All | First 1-7 of 7 Last

Tax Details 1 | Tax Details 2 | Tax Tips

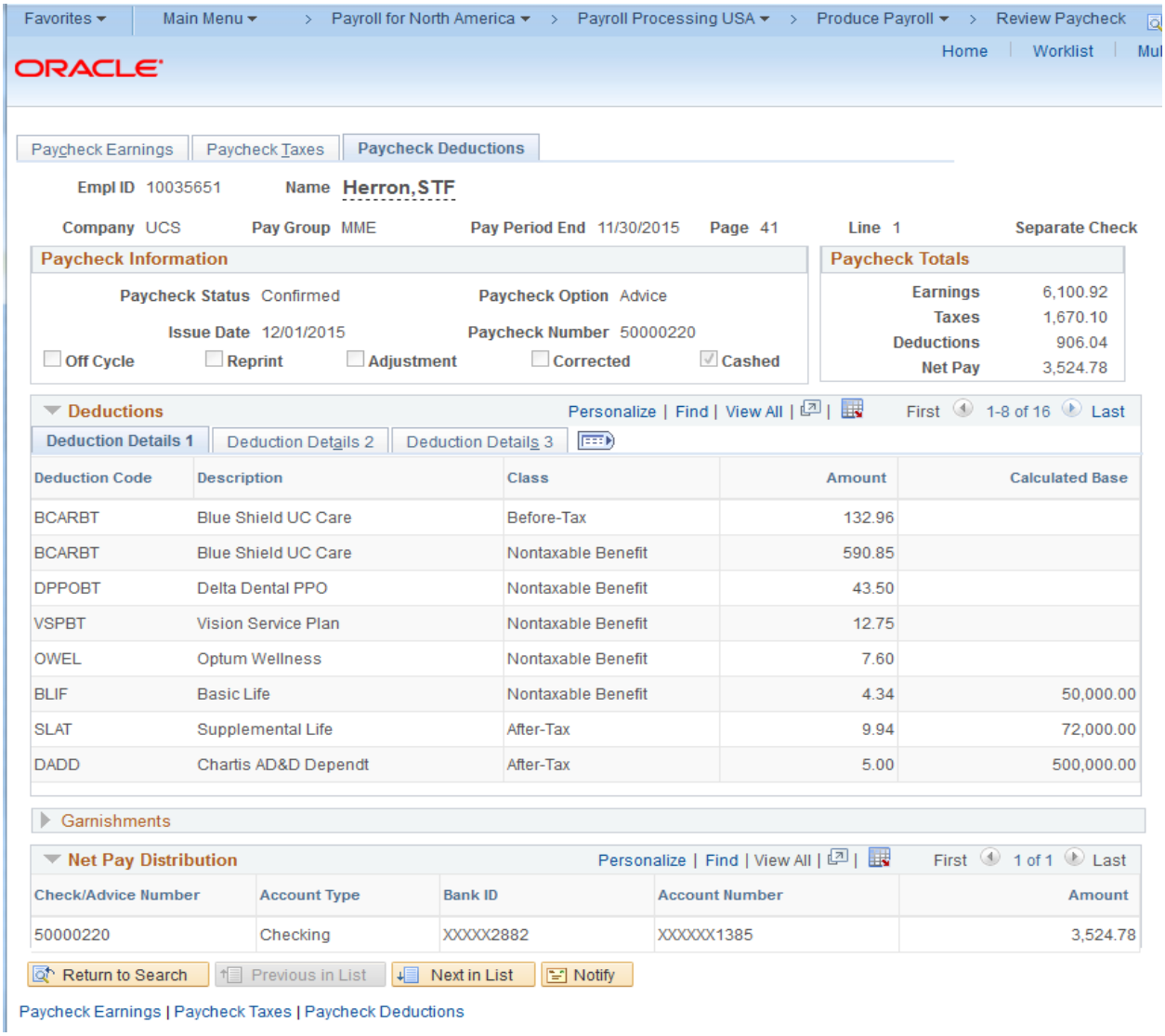
Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					MED/EE	5,821.29	84.41
US Federal					Med/ER	5,821.29	84.41
US Federal					OASDI/EE	5,821.29	360.92
US Federal					OASDI/ER	5,821.29	360.92
US Federal					Withholdng	5,352.22	939.62
State	CA				Unempl ER	6,100.92	
State	CA	Y			Withholdng	5,352.22	285.15

1042 Taxes Personalize | Find | View All | First 1 of 1 Last

State	Country	Tax Rate	Taxable Gross	Tax Amount	Income Code	Income Type	Withholding Allowance
		0.000000		0.00			

Return to Search | Previous in List | Next in List | Notify

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions



Favorites | Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

Home | Worklist | Mul

ORACLE

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Empl ID 10035651 Name Herron,STF

Company UCS Pay Group MME Pay Period End 11/30/2015 Page 41 Line 1 Separate Check

Paycheck Information

Paycheck Status Confirmed Paycheck Option Advice

Issue Date 12/01/2015 Paycheck Number 50000220

☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☑ Cashed

Paycheck Totals

Earnings	6,100.92
Taxes	1,670.10
Deductions	906.04
Net Pay	3,524.78

Deductions Personalize | Find | View All | First 1-8 of 16 Last

Deduction Details 1 | Deduction Details 2 | Deduction Details 3

Deduction Code	Description	Class	Amount	Calculated Base
BCARBT	Blue Shield UC Care	Before-Tax	132.96	
BCARBT	Blue Shield UC Care	Nontaxable Benefit	590.85	
DPPOBT	Delta Dental PPO	Nontaxable Benefit	43.50	
VSPBT	Vision Service Plan	Nontaxable Benefit	12.75	
OWEL	Optum Wellness	Nontaxable Benefit	7.60	
BLIF	Basic Life	Nontaxable Benefit	4.34	50,000.00
SLAT	Supplemental Life	After-Tax	9.94	72,000.00
DADD	Chartis AD&D Dependt	After-Tax	5.00	500,000.00

Garnishments

Net Pay Distribution Personalize | Find | View All | First 1 of 1 Last

Check/Advice Number	Account Type	Bank ID	Account Number	Amount
50000220	Checking	XXXXX2882	XXXXXX1385	3,524.78

Return to Search | Previous in List | Next in List | Notify

Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

UC EXTERNAL SYSTEM IDs

Functional Role	UC External System IDs
Purpose / Definition	Inquiry Role to view the UC External System IDs page.

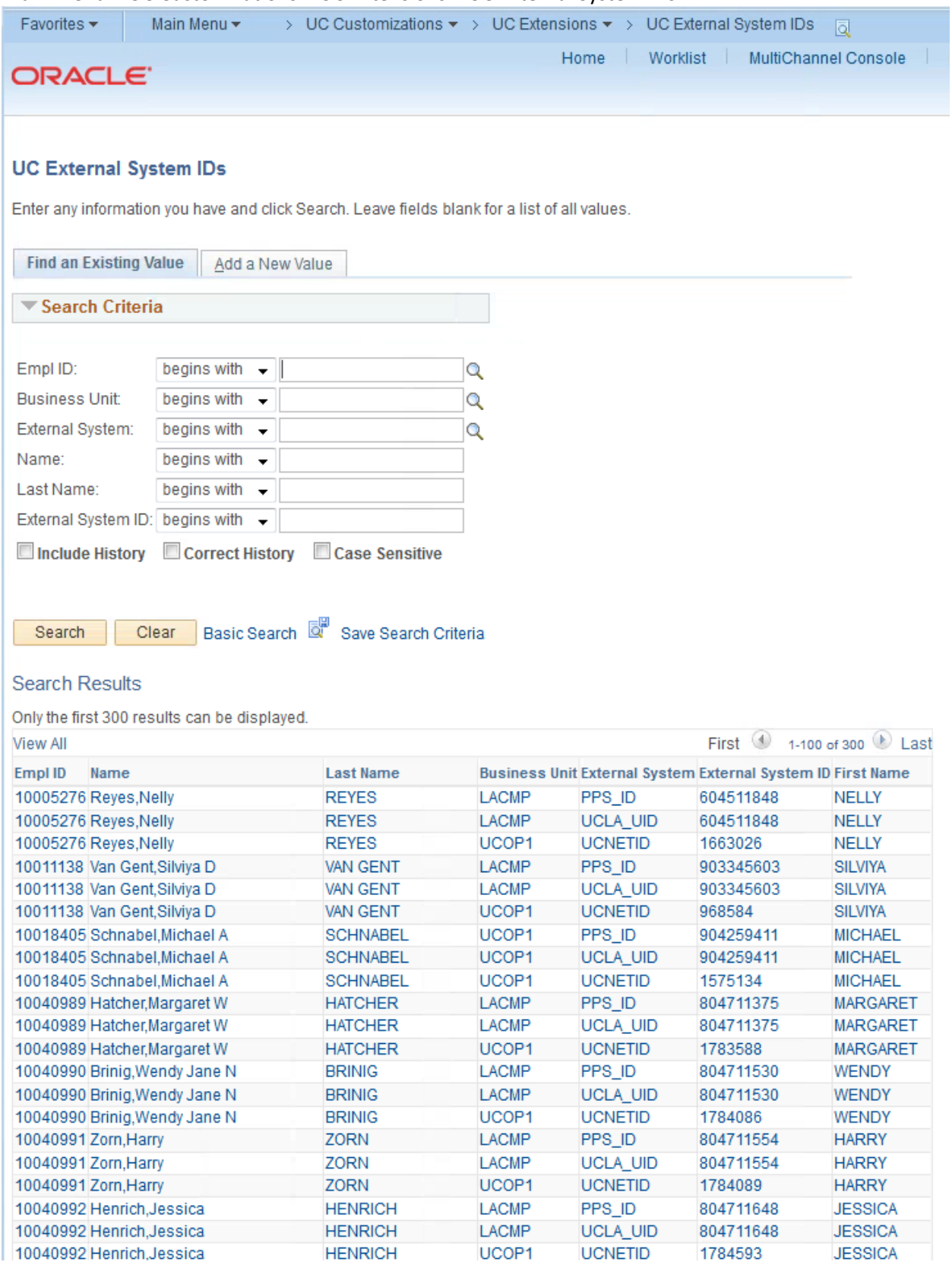
NAVIGATION TO VIEWABLE PAGES
Main Menu > UC Customizations > UC Extensions > UC External System IDs

SIMULATIONS:

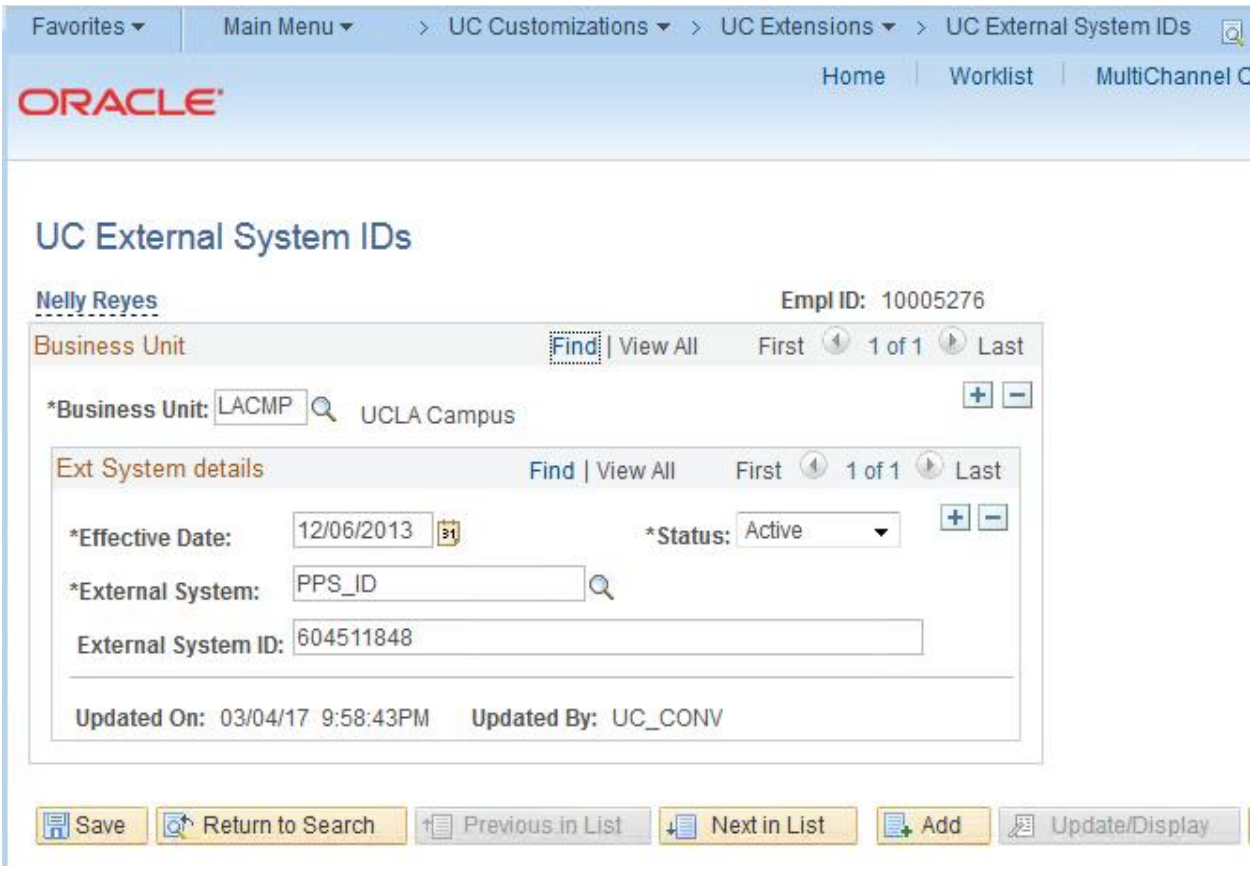
View UC External System IDs

SCREENSHOTS:

Main Menu > UC Customizations > UC Extensions > UC External System IDs



Empl ID	Name	Last Name	Business Unit	External System	External System ID	First Name
10005276	Reyes,Nelly	REYES	LACMP	PPS_ID	604511848	NELLY
10005276	Reyes,Nelly	REYES	LACMP	UCLA_UID	604511848	NELLY
10005276	Reyes,Nelly	REYES	UCOP1	UCNETID	1663026	NELLY
10011138	Van Gent,Silviya D	VAN GENT	LACMP	PPS_ID	903345603	SILVIYA
10011138	Van Gent,Silviya D	VAN GENT	LACMP	UCLA_UID	903345603	SILVIYA
10011138	Van Gent,Silviya D	VAN GENT	UCOP1	UCNETID	968584	SILVIYA
10018405	Schnabel,Michael A	SCHNABEL	UCOP1	PPS_ID	904259411	MICHAEL
10018405	Schnabel,Michael A	SCHNABEL	UCOP1	UCLA_UID	904259411	MICHAEL
10018405	Schnabel,Michael A	SCHNABEL	UCOP1	UCNETID	1575134	MICHAEL
10040989	Hatcher,Margaret W	HATCHER	LACMP	PPS_ID	804711375	MARGARET
10040989	Hatcher,Margaret W	HATCHER	LACMP	UCLA_UID	804711375	MARGARET
10040989	Hatcher,Margaret W	HATCHER	UCOP1	UCNETID	1783588	MARGARET
10040990	Brinig,Wendy Jane N	BRINIG	LACMP	PPS_ID	804711530	WENDY
10040990	Brinig,Wendy Jane N	BRINIG	LACMP	UCLA_UID	804711530	WENDY
10040990	Brinig,Wendy Jane N	BRINIG	UCOP1	UCNETID	1784086	WENDY
10040991	Zorn,Harry	ZORN	LACMP	PPS_ID	804711554	HARRY
10040991	Zorn,Harry	ZORN	LACMP	UCLA_UID	804711554	HARRY
10040991	Zorn,Harry	ZORN	UCOP1	UCNETID	1784089	HARRY
10040992	Henrich,Jessica	HENRICH	LACMP	PPS_ID	804711648	JESSICA
10040992	Henrich,Jessica	HENRICH	LACMP	UCLA_UID	804711648	JESSICA
10040992	Henrich,Jessica	HENRICH	UCOP1	UCNETID	1784593	JESSICA


Favorites
Main Menu
UC Customizations
UC Extensions
UC External System IDs
Home
Worklist
MultiChannel C
ORACLE
UC External System IDs
Nelly Reyes
Empl ID: 10005276
Business Unit
Find | View All
First
1 of 1
Last
*Business Unit: LACMP
UCLA Campus
Ext System details
Find | View All
First
1 of 1
Last
*Effective Date: 12/06/2013
*Status: Active
*External System: PPS_ID
External System ID: 604511848
Updated On: 03/04/17 9:58:43PM
Updated By: UC_CONV
Save
Return to Search
Previous in List
Next in List
Add
Update/Display

WFA INQUIRY ROLE:

Functional Role	WFA Inquiry
Purpose / Definition	Inquiry role to view main WFA components

NAVIGATION TO VIEWABLE PAGES:
Main Menu > Workforce Administration > Personal Information > Person Organizational Summary
Main Menu > Workforce Administration > Personal Information > Biographical > Additional Names
Main Menu > Workforce Administration > Personal Information > Organizational Relationships > Person Checklist
Main Menu > Workforce Administration > Personal Information > Modify a Person
Main Menu > Workforce Administration > Personal Information > Personal Relationships > Emergency Contact
Main Menu > Workforce Administration > Personal Information > Citizenship > Identification Data
Main Menu > Workforce Administration > Personal Information > Security Clearance
Main Menu > Workforce Administration > Job Information > Review Job Information > Workforce Job Summary
Main Menu > Workforce Administration > Job Information > Job Data
Main Menu > Workforce Administration > Smart HR Template > Transaction Status
Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles
Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay
Main Menu > Compensation > Base Compensation > Group Increases > UC Employee Review
Main Menu > Workforce Administration > Personal Information > Search for People

JOB AIDS:

- UCPath Workforce Administration Employee Data Inquiry

VIDEOS:

- View Position Info
- View Transaction Status

WEB BASED TUTORIALS:

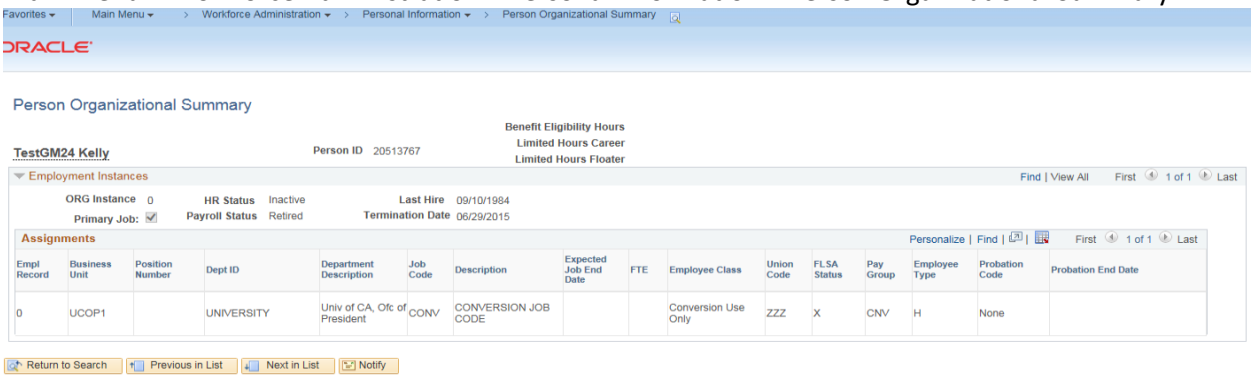
- Employee Data Inquiry
- Workforce Administration Overview

SIMULATIONS:

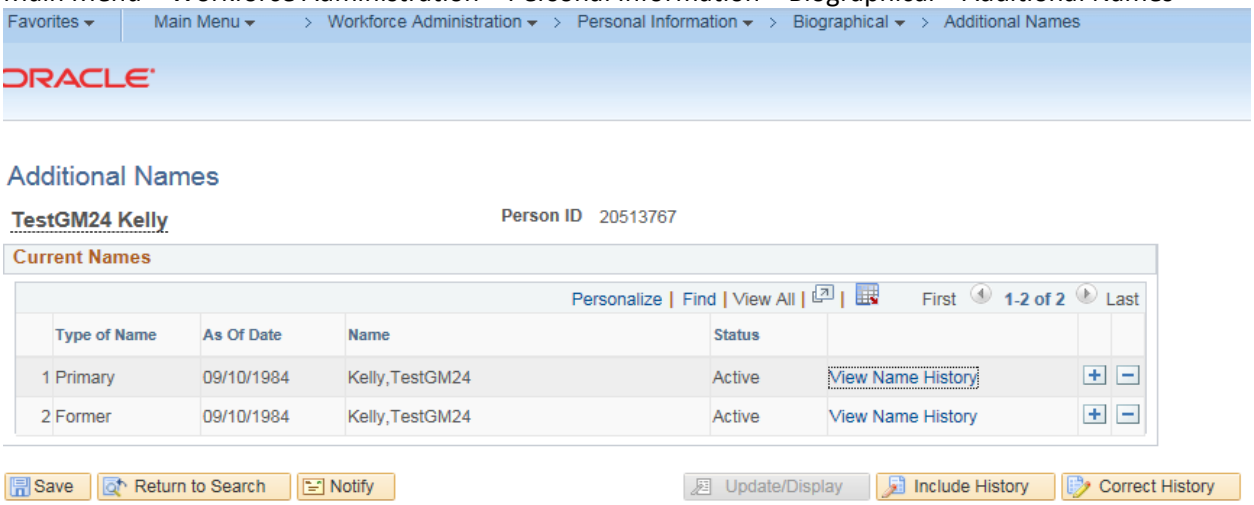
- View Person Organizational Summary
- View Additional Names
- Update Person Checklist
- View Identification Data
- View Workforce Job Summary
- View Job Data
- View Transaction Status – Transaction Status Page
- View Transaction Status – Transaction Status Page (different than above)
- View Person Profile
- View Position Information
- View UC Employee Review
- Search for People Using Search/Match
- View Personal Information
- View Emergency Contacts
- View Security Clearance

SCREENSHOTS:

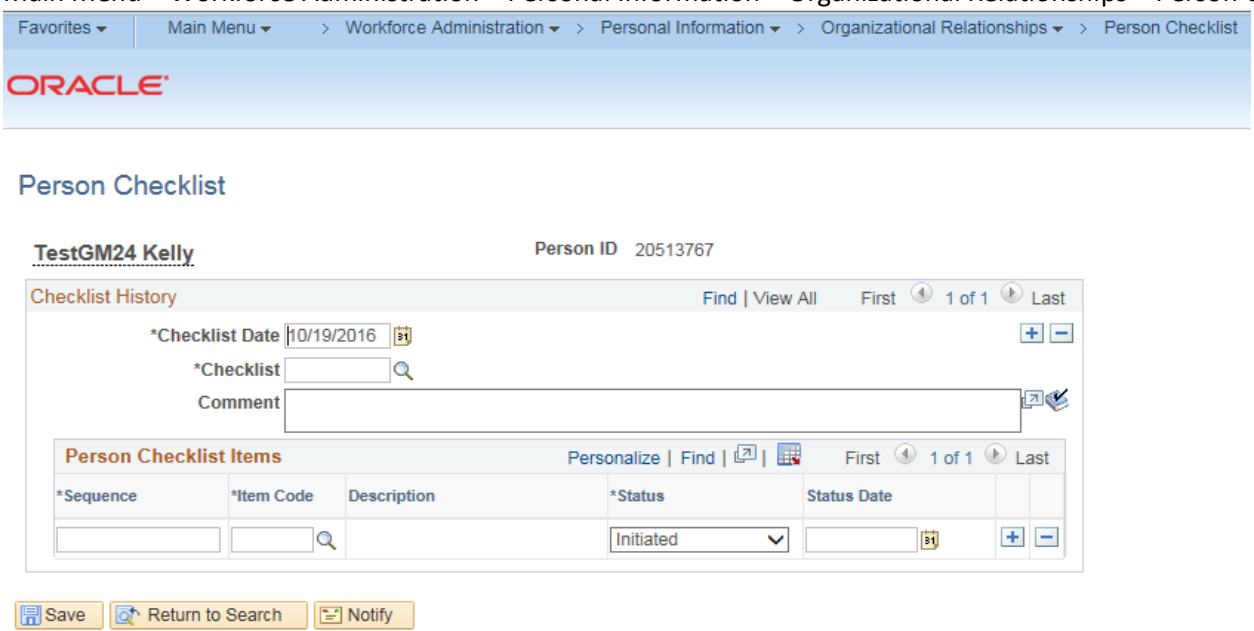
Main Menu > Workforce Administration > Personal Information > Person Organizational Summary



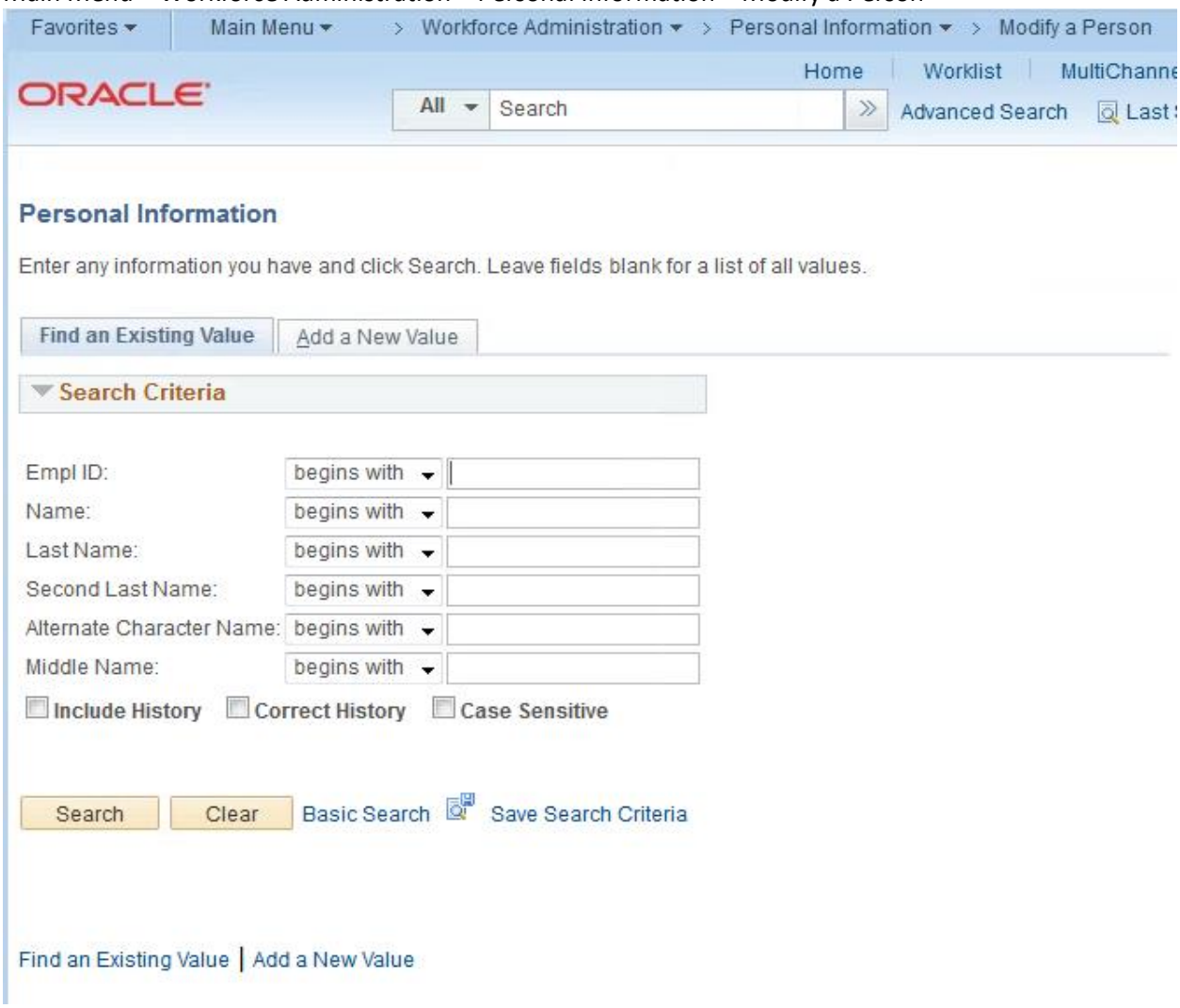
Main Menu > Workforce Administration > Personal Information > Biographical > Additional Names

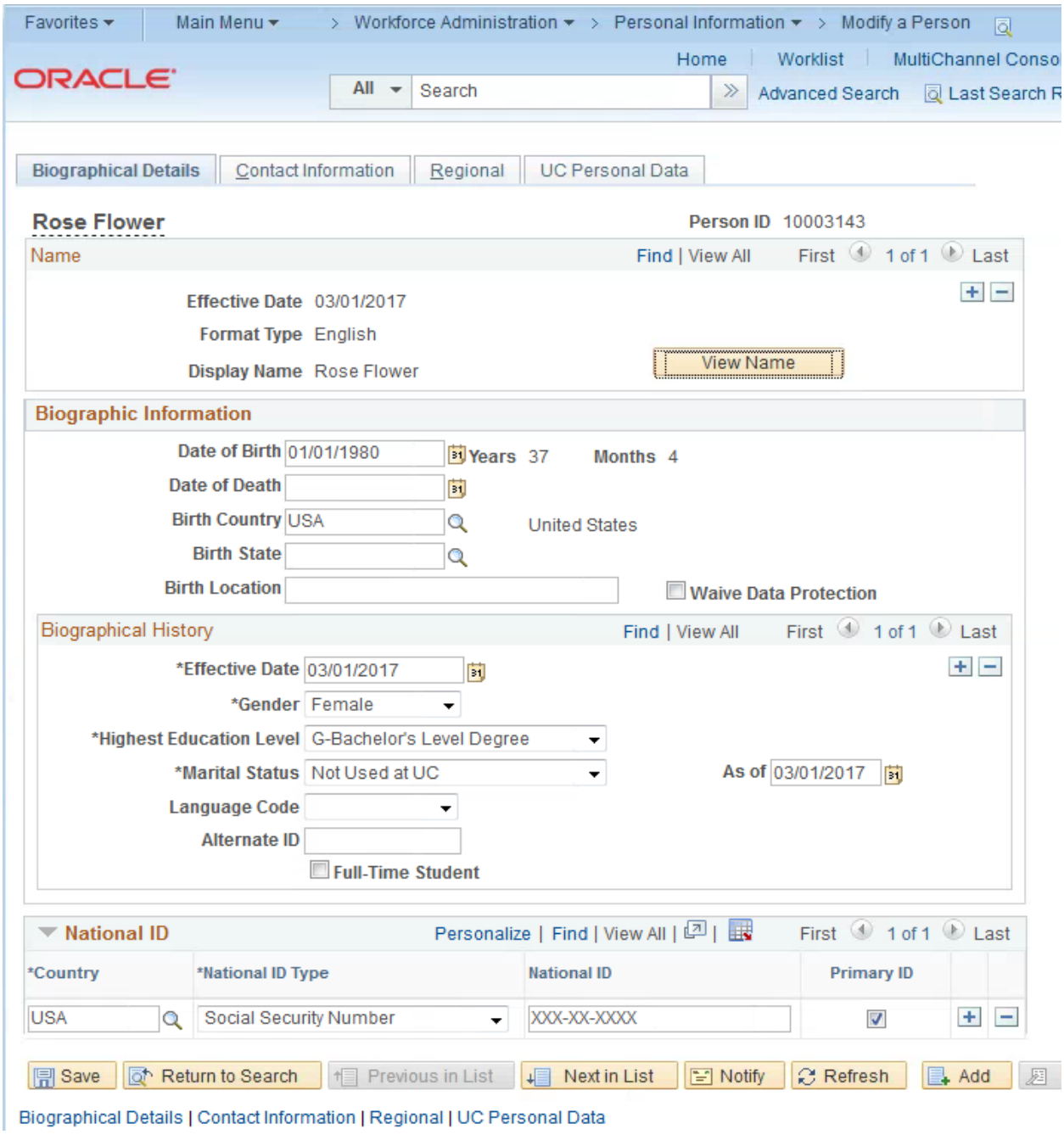


Main Menu > Workforce Administration > Personal Information > Organizational Relationships > Person Checklist



Main Menu > Workforce Administration > Personal Information > Modify a Person




Favorites
Main Menu
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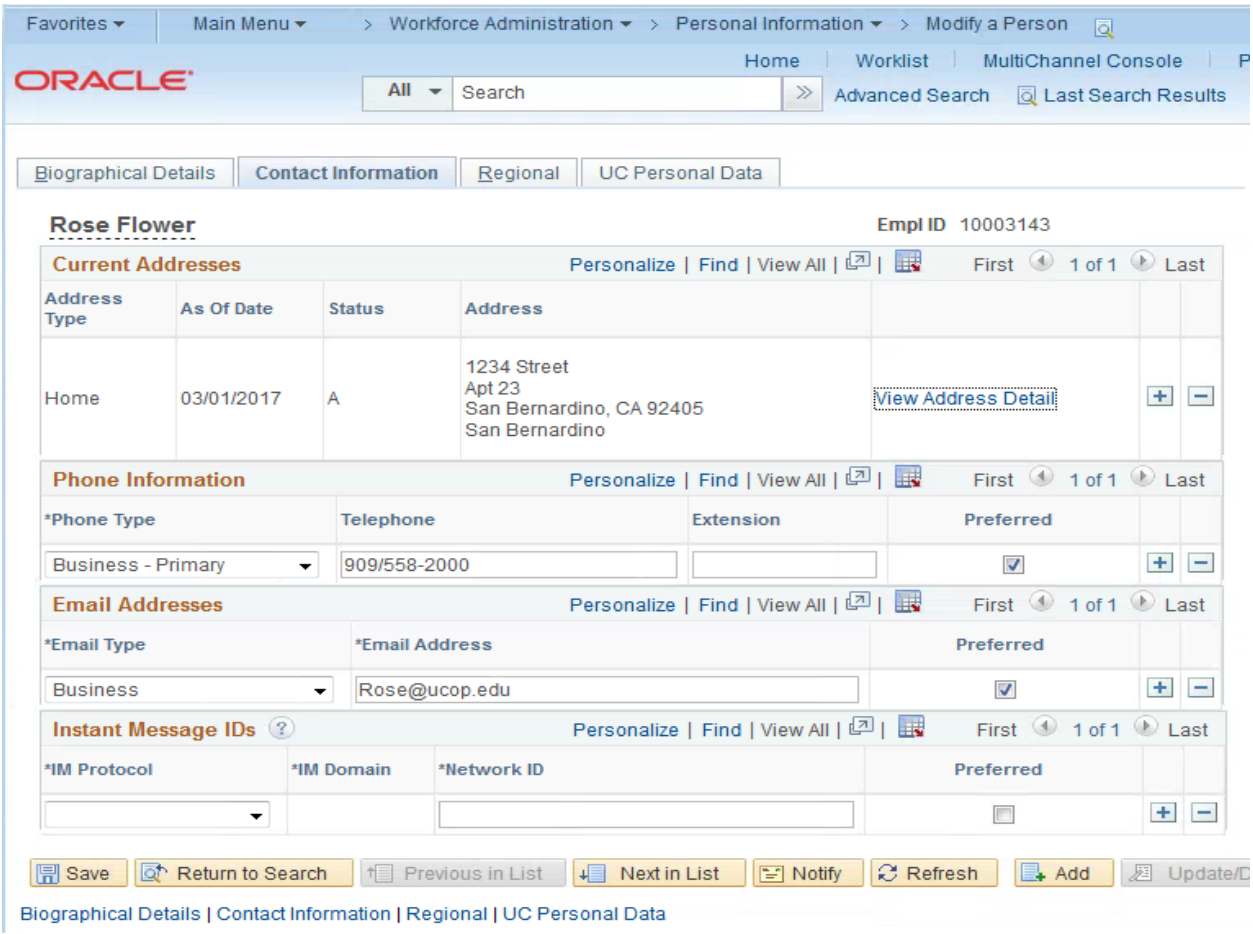
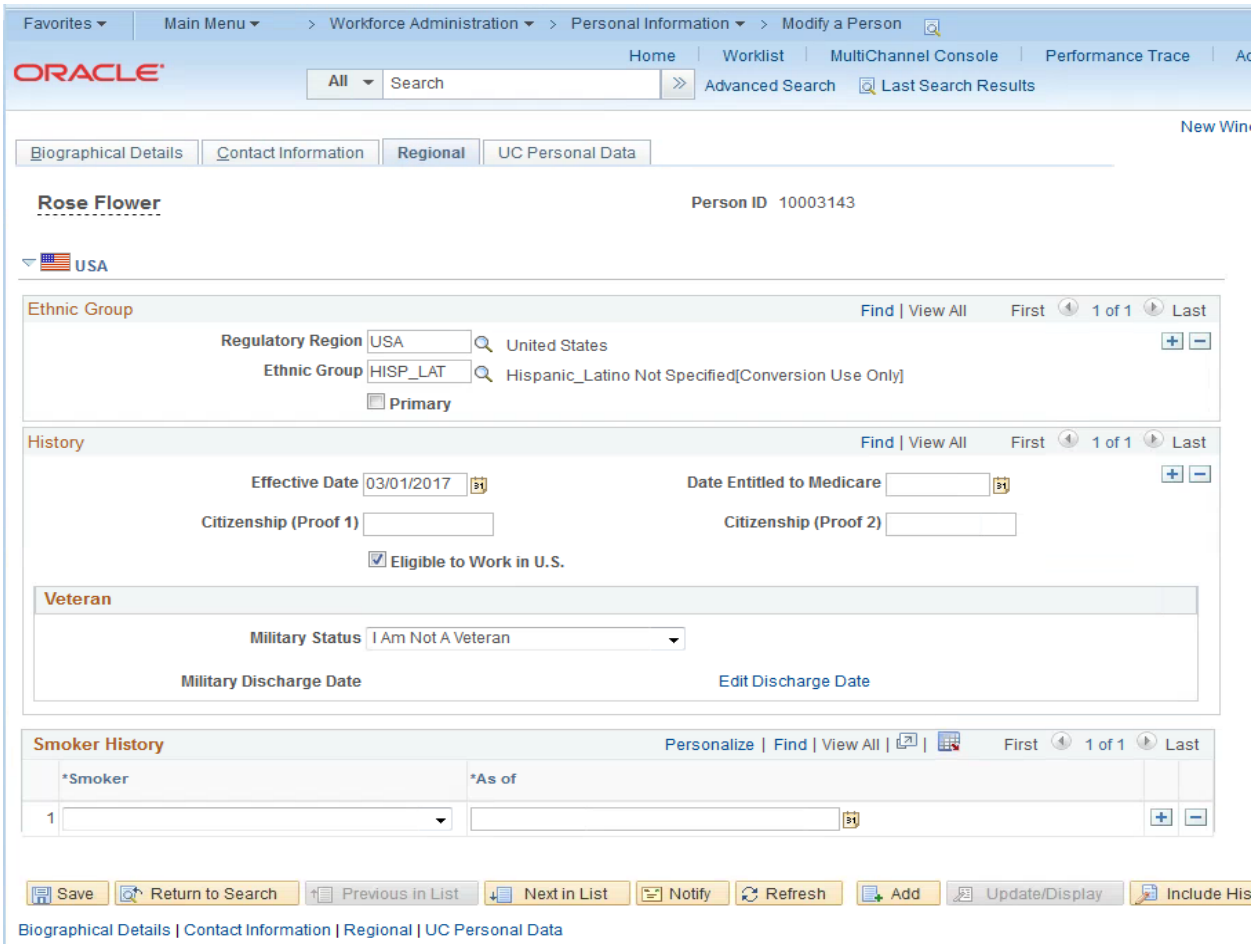
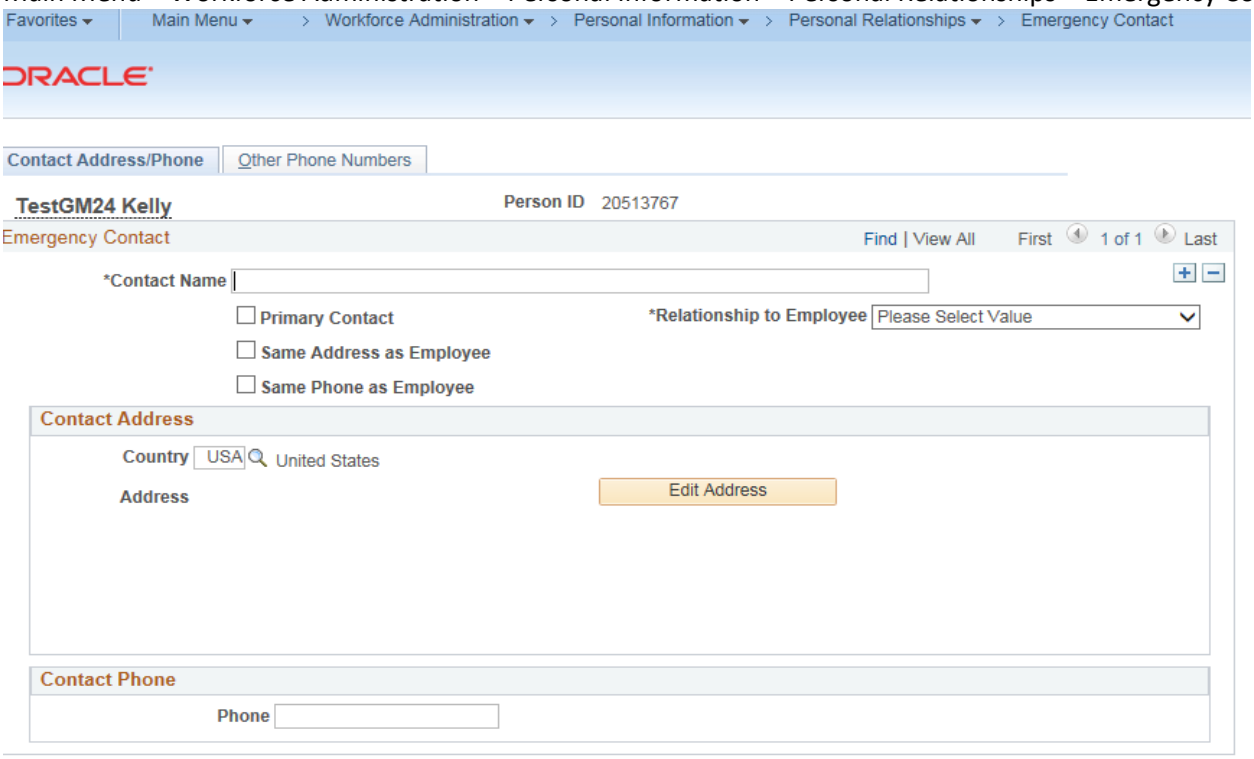
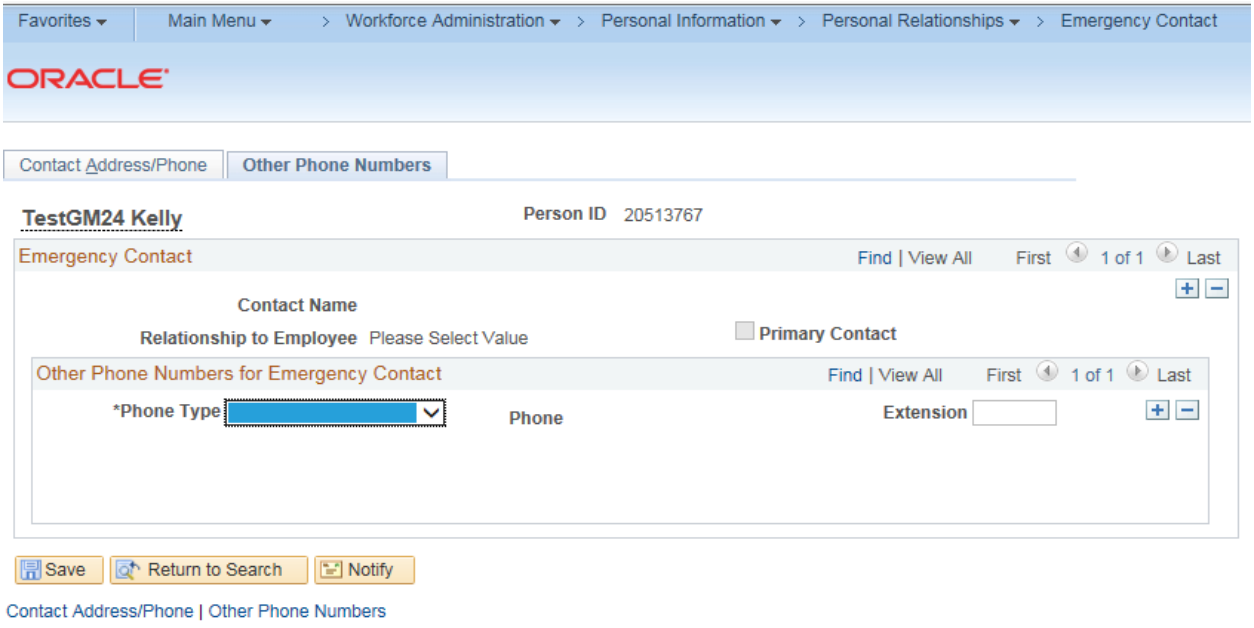
Personal Information
Modify a Person
Home
Worklist
MultiChannel Conso
ORACLE
All
Search
Advanced Search
Last Search R
Biographical Details
Contact Information
Regional
UC Personal Data
Rose Flower
Person ID 10003143
Name
Find | View All
First 1 of 1 Last
Effective Date 03/01/2017
Format Type English
Display Name Rose Flower
View Name
Biographic Information
Date of Birth 01/01/1980
Years 37
Months 4
Date of Death
Birth Country USA
United States
Birth State
Birth Location
Waive Data Protection
Biographical History
Find | View All
First 1 of 1 Last
*Effective Date 03/01/2017
*Gender Female
*Highest Education Level G-Bachelor's Level Degree
*Marital Status Not Used at UC
As of 03/01/2017
Language Code
Alternate ID
Full-Time Student
National ID
Personalize | Find | View All
First 1 of 1 Last
*Country
*National ID Type
National ID
Primary ID
USA
Social Security Number
XXX-XX-XXXX
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Biographical Details | Contact Information | Regional | UC Personal Data


Favorites
Main Menu
Workforce Administration
Personal Information
Modify a Person
ORACLE
Home
Worklist
MultiChannel Console
All
Search
Advanced Search
Last Search Results
Biographical Details
Contact Information
Regional
UC Personal Data
Rose Flower
Empl ID 10003143
Current Addresses
Personalize | Find | View All | First 1 of 1 Last
Address Type
As Of Date
Status
Address
Home
03/01/2017
A
1234 Street
Apt 23
San Bernardino, CA 92405
San Bernardino
View Address Detail
Phone Information
*Phone Type
Telephone
Extension
Preferred
Business - Primary
909/558-2000
Email Addresses
*Email Type
*Email Address
Preferred
Business
Rose@ucop.edu
Instant Message IDs
*IM Protocol
*IM Domain
*Network ID
Preferred
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/D
Biographical Details | Contact Information | Regional | UC Personal Data

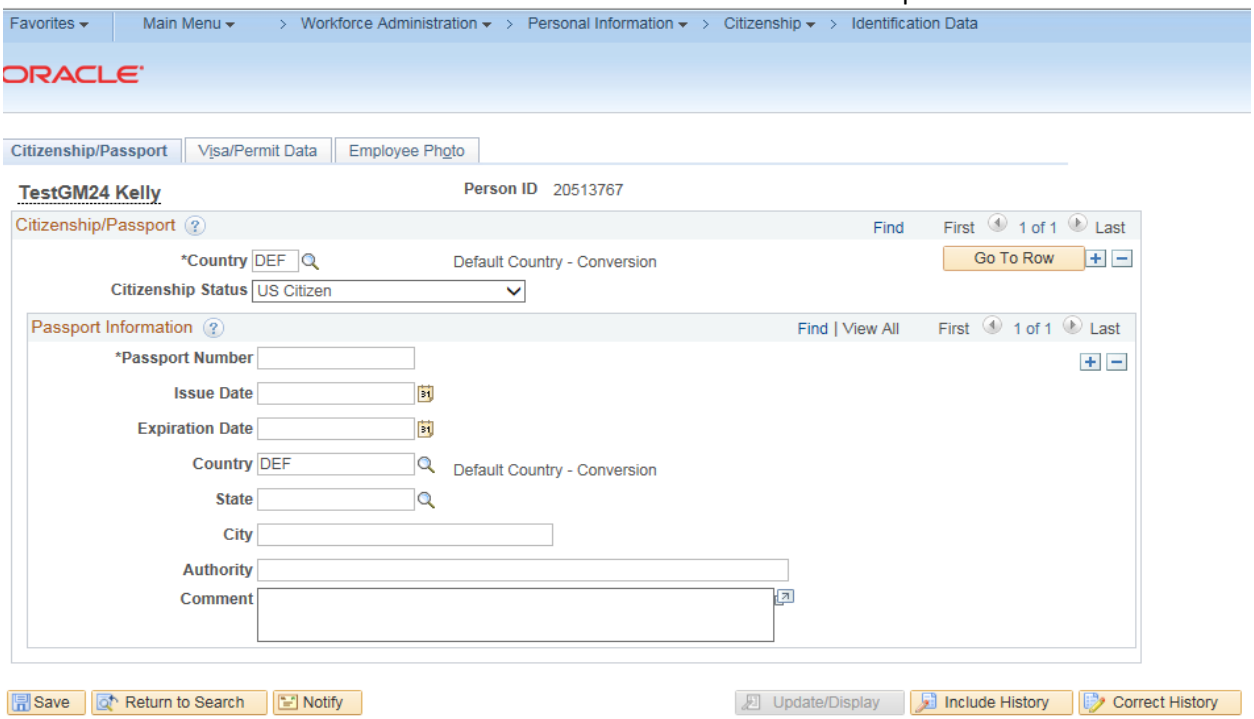

Favorites
Main Menu
Workforce Administration
Personal Information
Modify a Person
ORACLE
Home
Worklist
MultiChannel Console
Performance Trace
All
Search
Advanced Search
Last Search Results
New Win
Biographical Details
Contact Information
Regional
UC Personal Data
Rose Flower
Person ID 10003143
USA
Ethnic Group
Find | View All
First 1 of 1 Last
Regulatory Region USA United States
Ethnic Group HISP_LAT Hispanic_Latino Not Specified[Conversion Use Only]
Primary
History
Find | View All
First 1 of 1 Last
Effective Date 03/01/2017
Date Entitled to Medicare
Citizenship (Proof 1)
Citizenship (Proof 2)
Eligible to Work in U.S.
Veteran
Military Status I Am Not A Veteran
Military Discharge Date
Edit Discharge Date
Smoker History
Personalize | Find | View All
First 1 of 1 Last
*Smoker
*As of
1
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display
Include His
Biographical Details | Contact Information | Regional | UC Personal Data

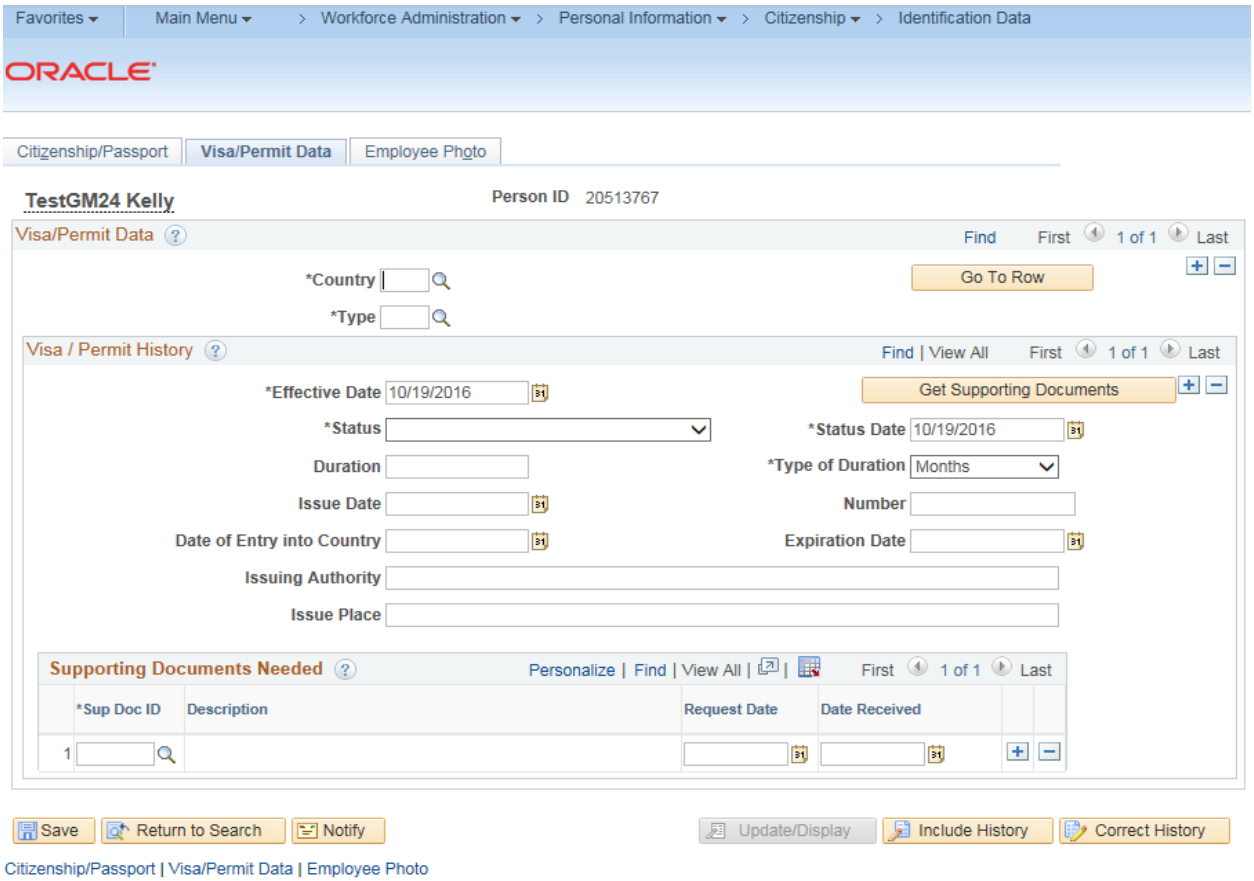
Main Menu > Workforce Administration > Personal Information > Personal Relationships > Emergency Contact



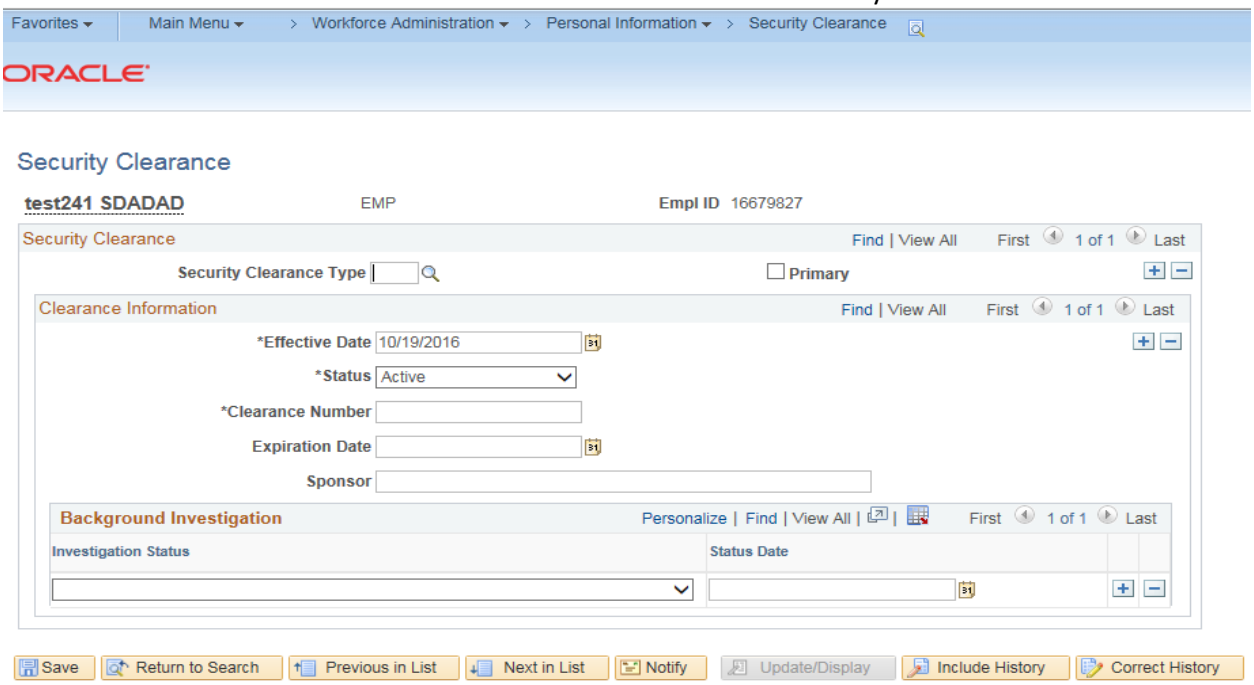


Main Menu > Workforce Administration > Personal Information > Citizenship > Identification Data

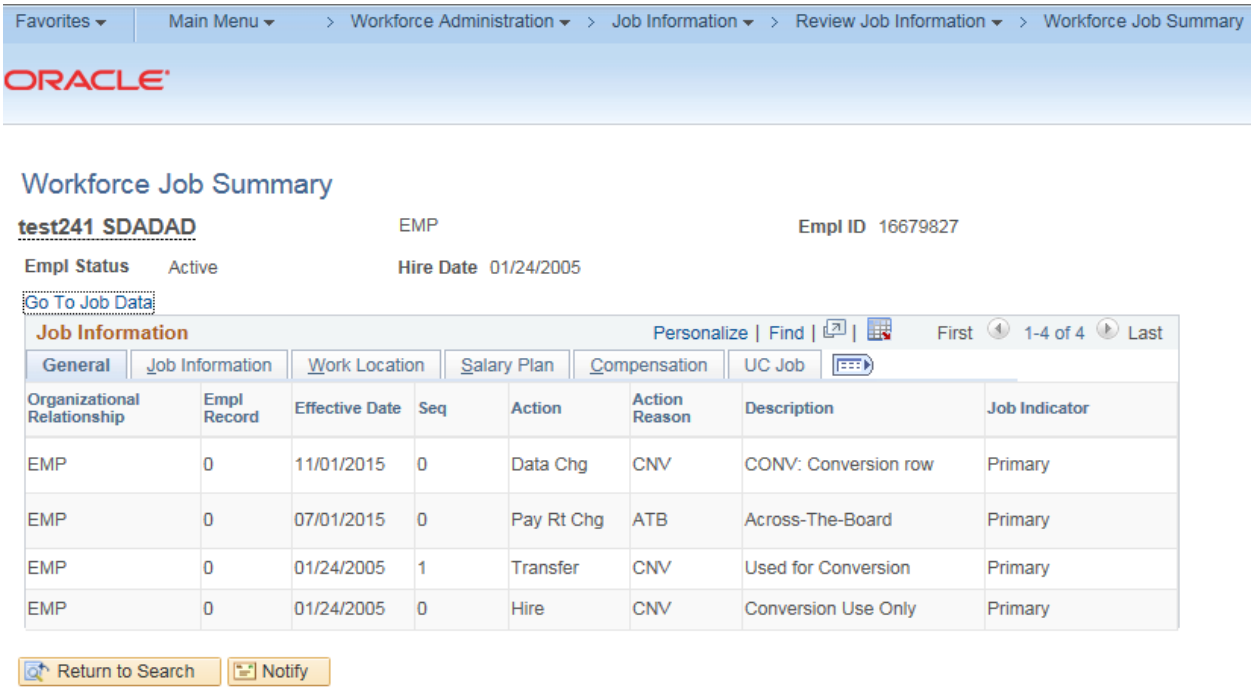




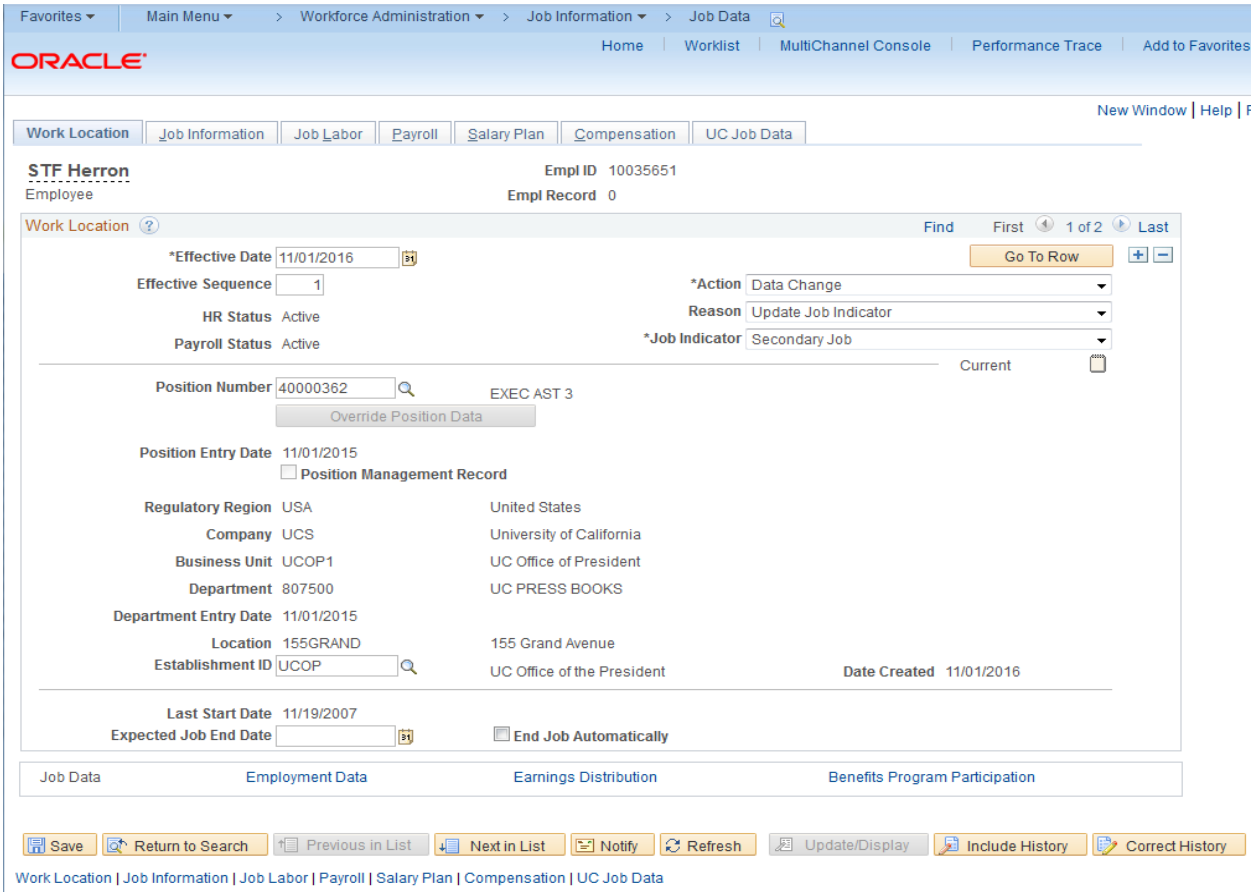
Main Menu > Workforce Administration > Personal Information > Security Clearance

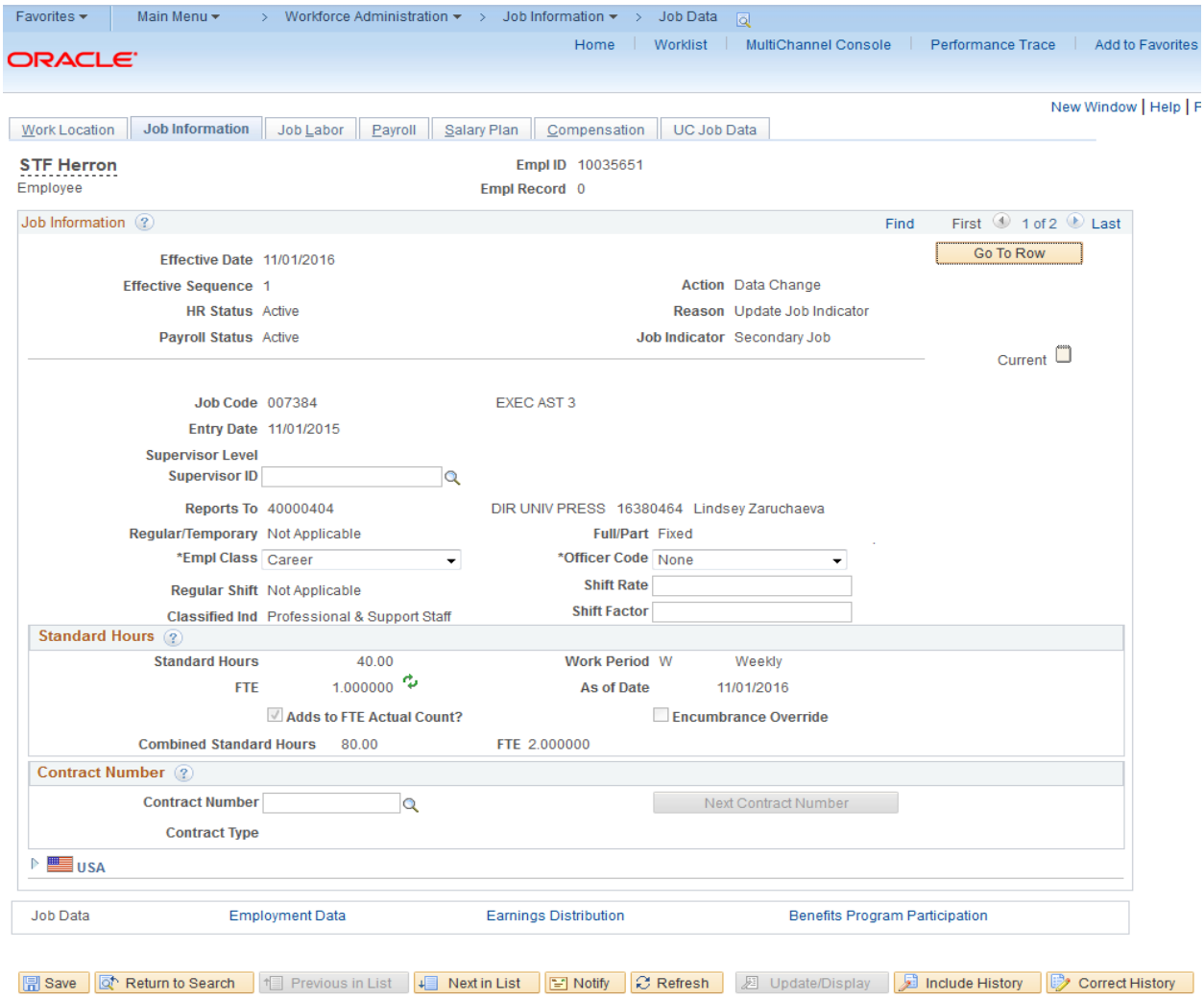


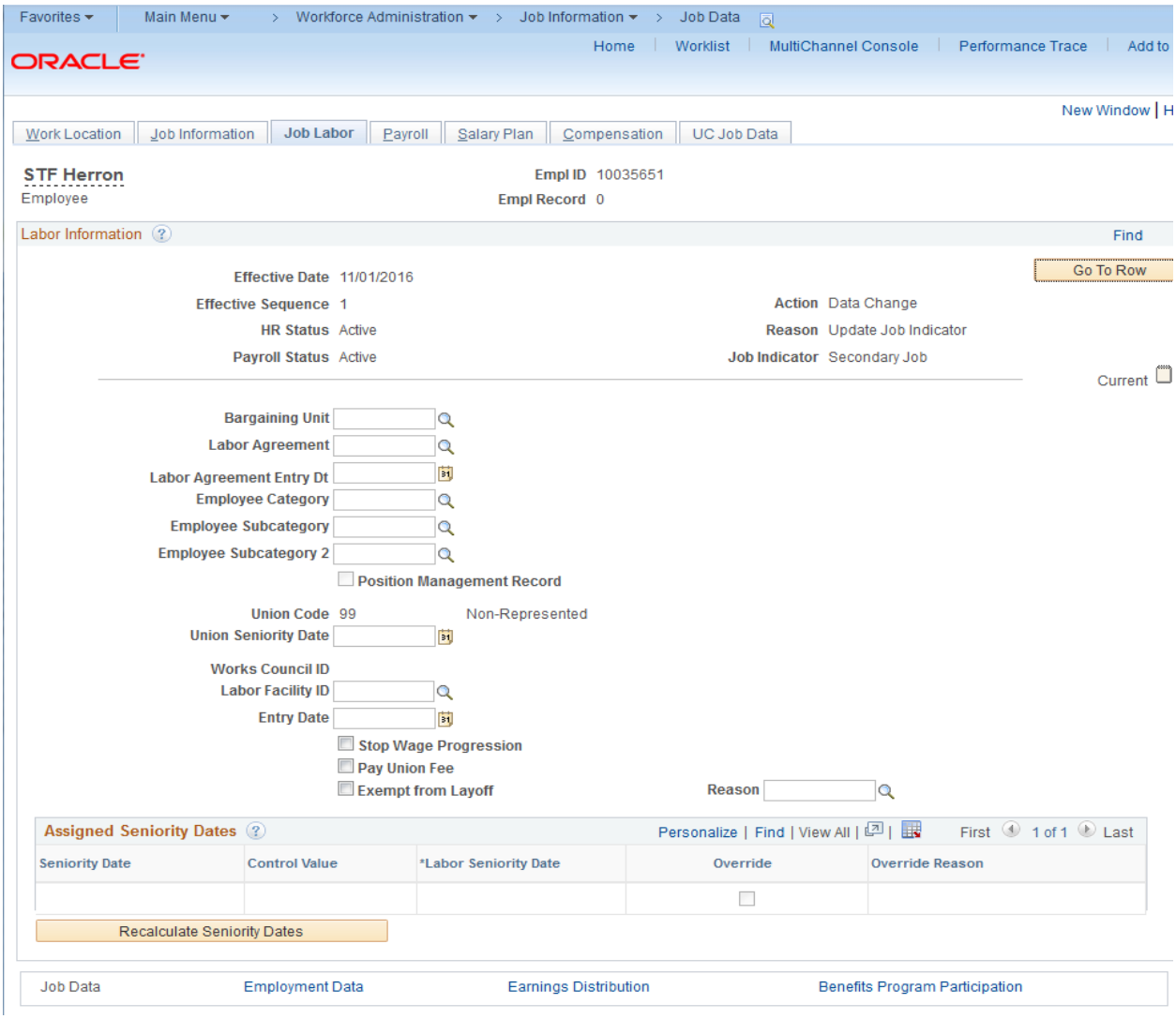
Main Menu > Workforce Administration > Job Information > Review Job Information > Workforce Job Summary



Main Menu > Workforce Administration > Job Information > Job Data




Favorites
Main Menu
Workforce Administration
Job Information
Job Data
ORACLE
Home
Worklist
MultiChannel Console
Performance Trace
Add to Favorites
New Window | Help | F
Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation
UC Job Data
STF Herron
Employee
Empl ID 10035651
Empl Record 0
Job Information
Find
First 1 of 2 Last
Go To Row
Effective Date 11/01/2016
Effective Sequence 1
HR Status Active
Payroll Status Active
Action Data Change
Reason Update Job Indicator
Job Indicator Secondary Job
Current
Job Code 007384
EXEC AST 3
Entry Date 11/01/2015
Supervisor Level
Supervisor ID
Reports To 40000404
DIR UNIV PRESS 16380464 Lindsey Zaruchaeva
Regular/Temporary Not Applicable
Full/Part Fixed
*Empl Class Career
*Officer Code None
Regular Shift Not Applicable
Shift Rate
Classified Ind Professional & Support Staff
Shift Factor
Standard Hours
Standard Hours 40.00
Work Period W Weekly
FTE 1.000000
As of Date 11/01/2016
Adds to FTE Actual Count?
Encumbrance Override
Combined Standard Hours 80.00
FTE 2.000000
Contract Number
Contract Number
Next Contract Number
Contract Type
USA
Job Data
Employment Data
Earnings Distribution
Benefits Program Participation
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Update/Display
Include History
Correct History


Favorites
Main Menu
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Performance Trace
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New Window | H
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Job Labor
Payroll
Salary Plan
Compensation
UC Job Data
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Empl ID 10035651
Empl Record 0
Labor Information
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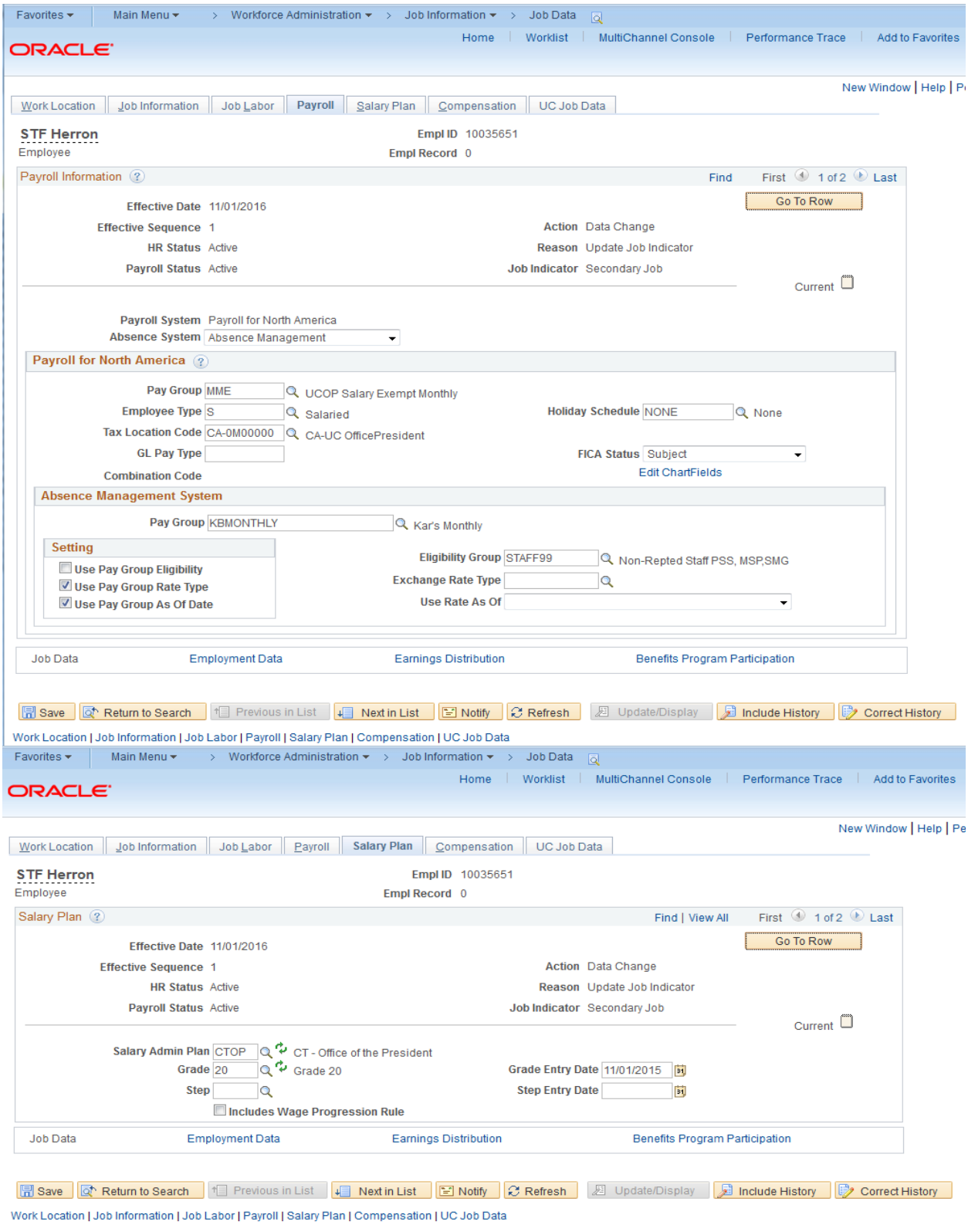
Go To Row
Effective Date 11/01/2016
Effective Sequence 1
HR Status Active
Payroll Status Active
Action Data Change
Reason Update Job Indicator
Job Indicator Secondary Job
Current
Bargaining Unit
Labor Agreement
Labor Agreement Entry Dt
Employee Category
Employee Subcategory
Employee Subcategory 2
Position Management Record
Union Code 99
Non-Represented
Union Seniority Date
Works Council ID
Labor Facility ID
Entry Date
Stop Wage Progression
Pay Union Fee
Exempt from Layoff
Reason
Assigned Seniority Dates
Personalize | Find | View All |
First 1 of 1 Last
Seniority Date
Control Value
*Labor Seniority Date
Override
Override Reason
Recalculate Seniority Dates
Job Data
Employment Data
Earnings Distribution
Benefits Program Participation


Favorites
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ORACLE
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Worklist
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Performance Trace
Add to Favorites
New Window | Help | P
Work Location
Job Information
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Payroll
Salary Plan
Compensation
UC Job Data
STF Herron
Employee
Empl ID 10035651
Empl Record 0
Payroll Information
Find
First 1 of 2 Last
Go To Row
Effective Date 11/01/2016
Effective Sequence 1
HR Status Active
Payroll Status Active
Action Data Change
Reason Update Job Indicator
Job Indicator Secondary Job
Current
Payroll System Payroll for North America
Absence System Absence Management
Payroll for North America
Pay Group MME
UCOP Salary Exempt Monthly
Employee Type S
Salaried
Tax Location Code CA-0M00000
CA-UC OfficePresident
GL Pay Type
Combination Code
Holiday Schedule NONE
None
FICA Status Subject
Edit ChartFields
Absence Management System
Pay Group KBMONTHLY
Kar's Monthly
Setting
Use Pay Group Eligibility
Use Pay Group Rate Type
Use Pay Group As Of Date
Eligibility Group STAFF99
Non-Repted Staff PSS, MSP,SMG
Exchange Rate Type
Use Rate As Of
Job Data
Employment Data
Earnings Distribution
Benefits Program Participation
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Update/Display
Include History
Correct History
Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | UC Job Data
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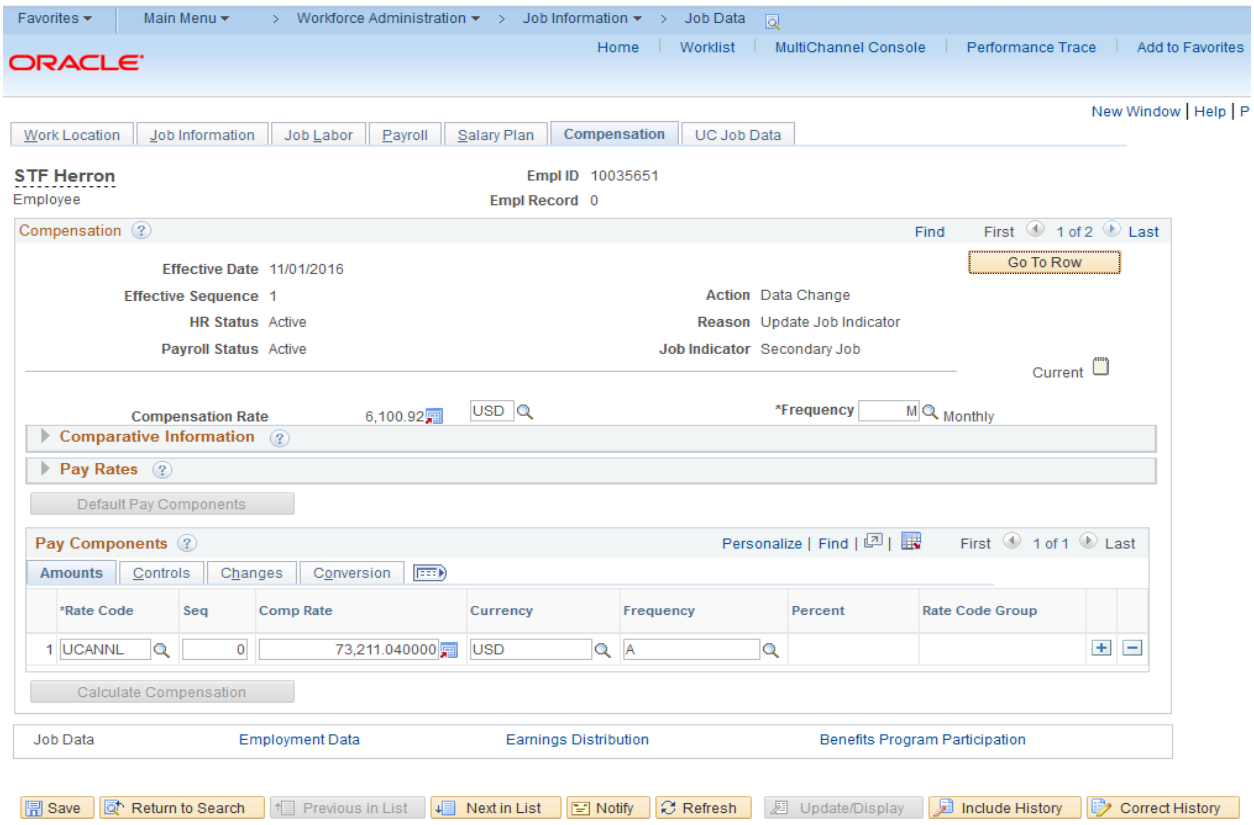
Empl ID 10035651
Empl Record 0
Salary Plan
Find | View All
First 1 of 2 Last
Go To Row
Effective Date 11/01/2016
Effective Sequence 1
HR Status Active
Payroll Status Active
Action Data Change
Reason Update Job Indicator
Job Indicator Secondary Job
Current
Salary Admin Plan CTOP
CT - Office of the President
Grade 20
Grade 20
Step
Includes Wage Progression Rule
Grade Entry Date 11/01/2015
Step Entry Date
Job Data
Employment Data
Earnings Distribution
Benefits Program Participation
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Update/Display
Include History
Correct History
Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | UC Job Data


Favorites
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Add to Favorites
New Window | Help | P
Work Location
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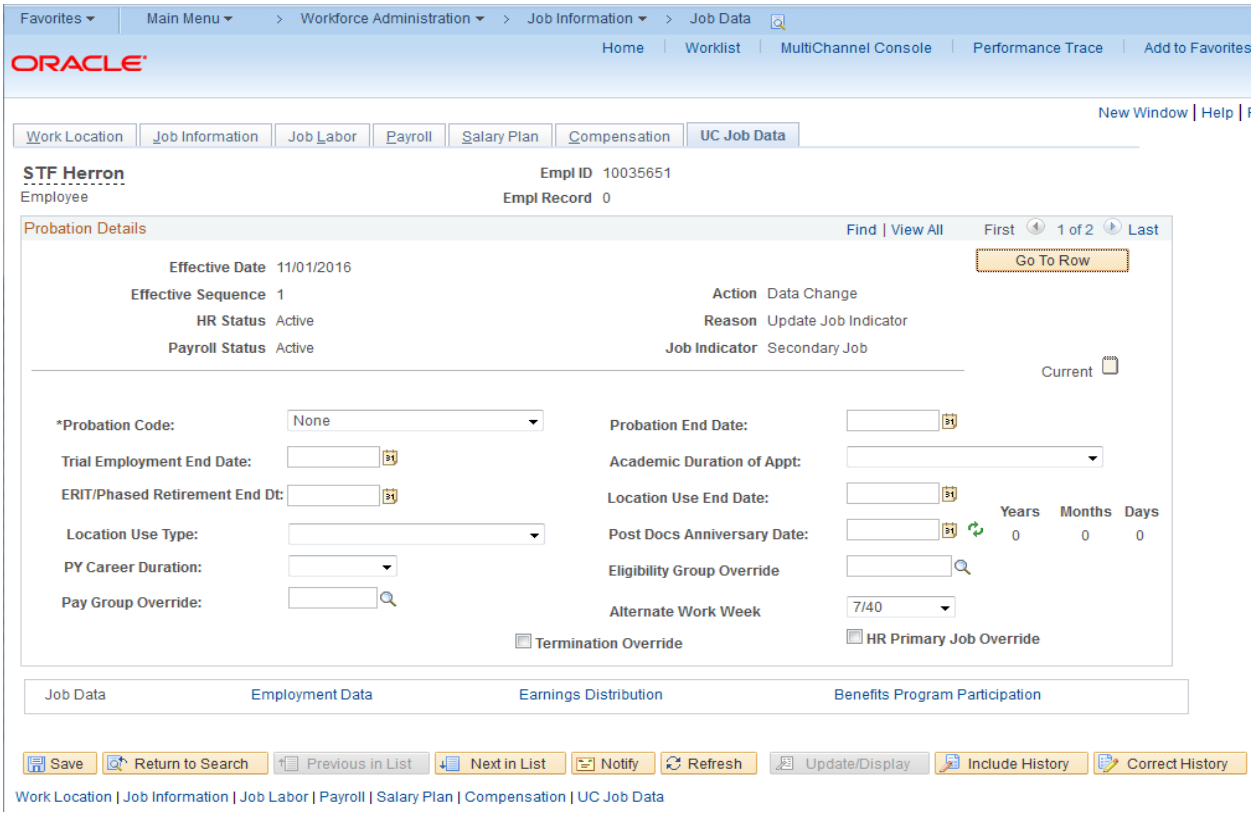
STF Herron
Employee
Empl ID 10035651
Empl Record 0
Compensation
Find
First 1 of 2 Last
Go To Row
Effective Date 11/01/2016
Effective Sequence 1
HR Status Active
Payroll Status Active
Action Data Change
Reason Update Job Indicator
Job Indicator Secondary Job
Current
Compensation Rate 6,100.92
USD
*Frequency M Monthly
Comparative Information
Pay Rates
Default Pay Components
Pay Components
Personalize | Find |
First 1 of 1 Last
Amounts
Controls
Changes
Conversion
*Rate Code
Seq
Comp Rate
Currency
Frequency
Percent
Rate Code Group
1 UCANNL 0 73,211.040000 USD A
Calculate Compensation
Job Data
Employment Data
Earnings Distribution
Benefits Program Participation
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Update/Display
Include History
Correct History
Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | UC Job Data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Add to Favorites
New Window | Help |
Work Location
Job Information
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Payroll
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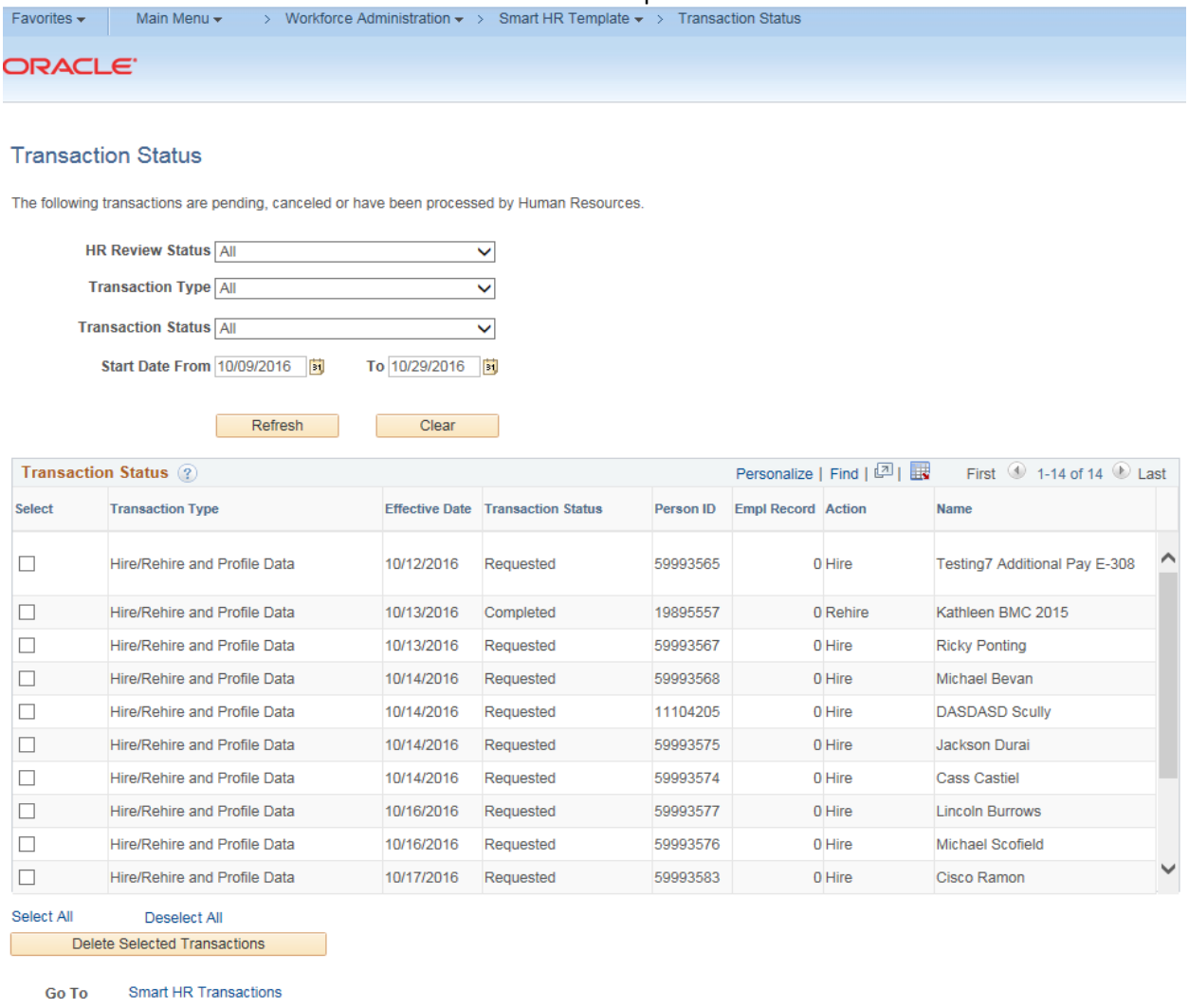
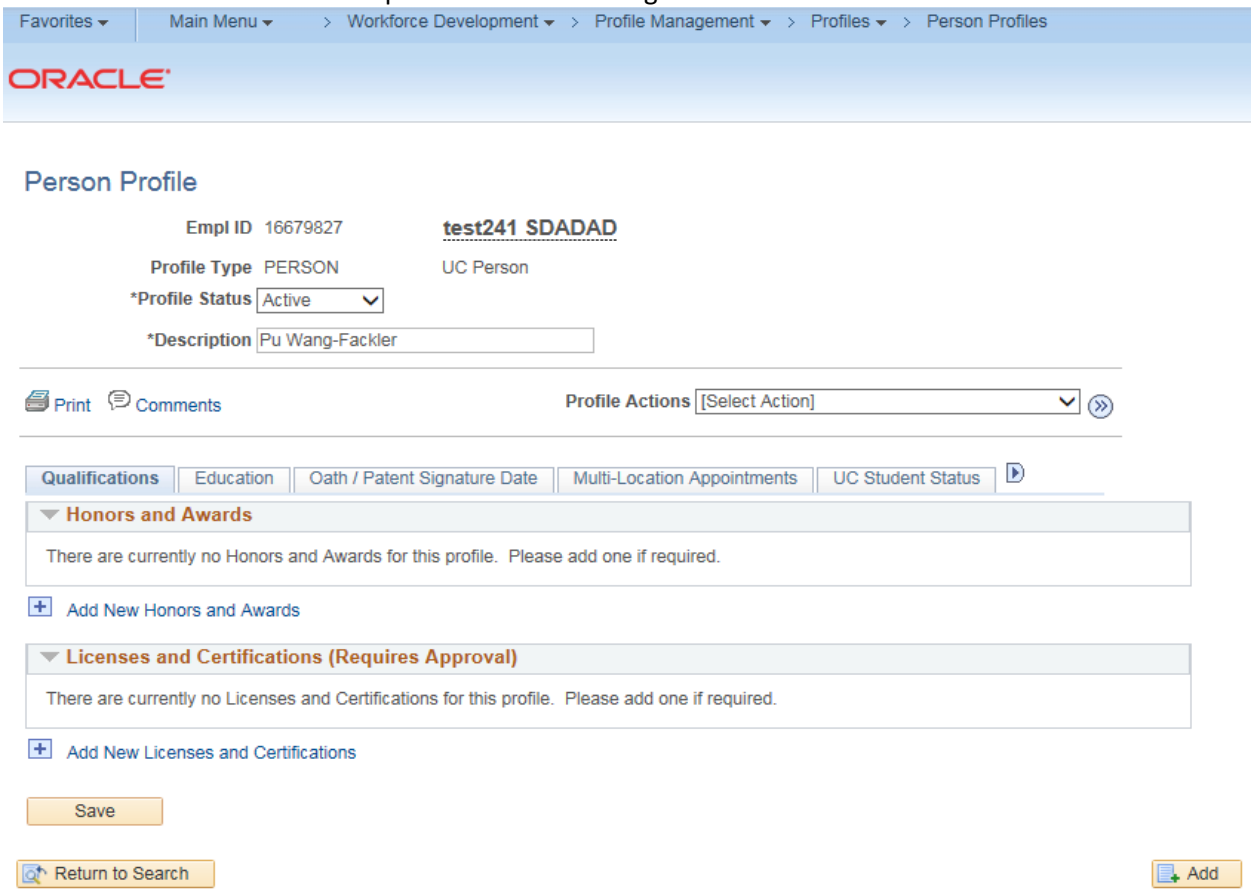
UC Job Data
STF Herron
Employee
Empl ID 10035651
Empl Record 0
Probation Details
Find | View All
First 1 of 2 Last
Go To Row
Effective Date 11/01/2016
Effective Sequence 1
HR Status Active
Payroll Status Active
Action Data Change
Reason Update Job Indicator
Job Indicator Secondary Job
Current
*Probation Code: None
Trial Employment End Date:
ERIT/Phased Retirement End Dt:
Location Use Type:
PY Career Duration:
Pay Group Override:
Probation End Date:
Academic Duration of Appt:
Location Use End Date:
Post Docs Anniversary Date:
Years Months Days
0 0 0
Eligibility Group Override
Alternate Work Week 7/40
Termination Override
HR Primary Job Override
Job Data
Employment Data
Earnings Distribution
Benefits Program Participation
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Update/Display
Include History
Correct History
Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | UC Job Data

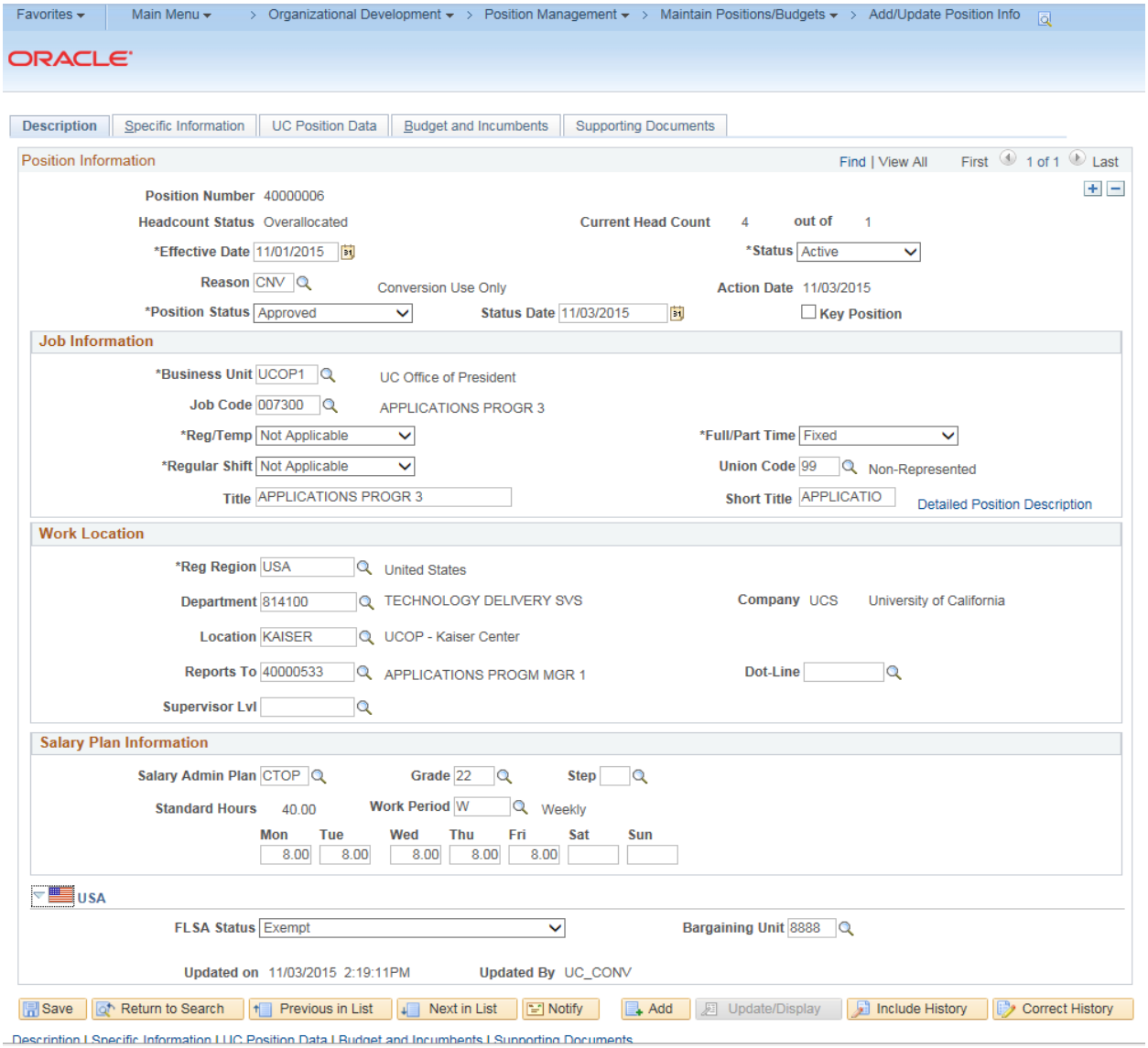
Main Menu > Workforce Administration > Smart HR Template > Transaction Status

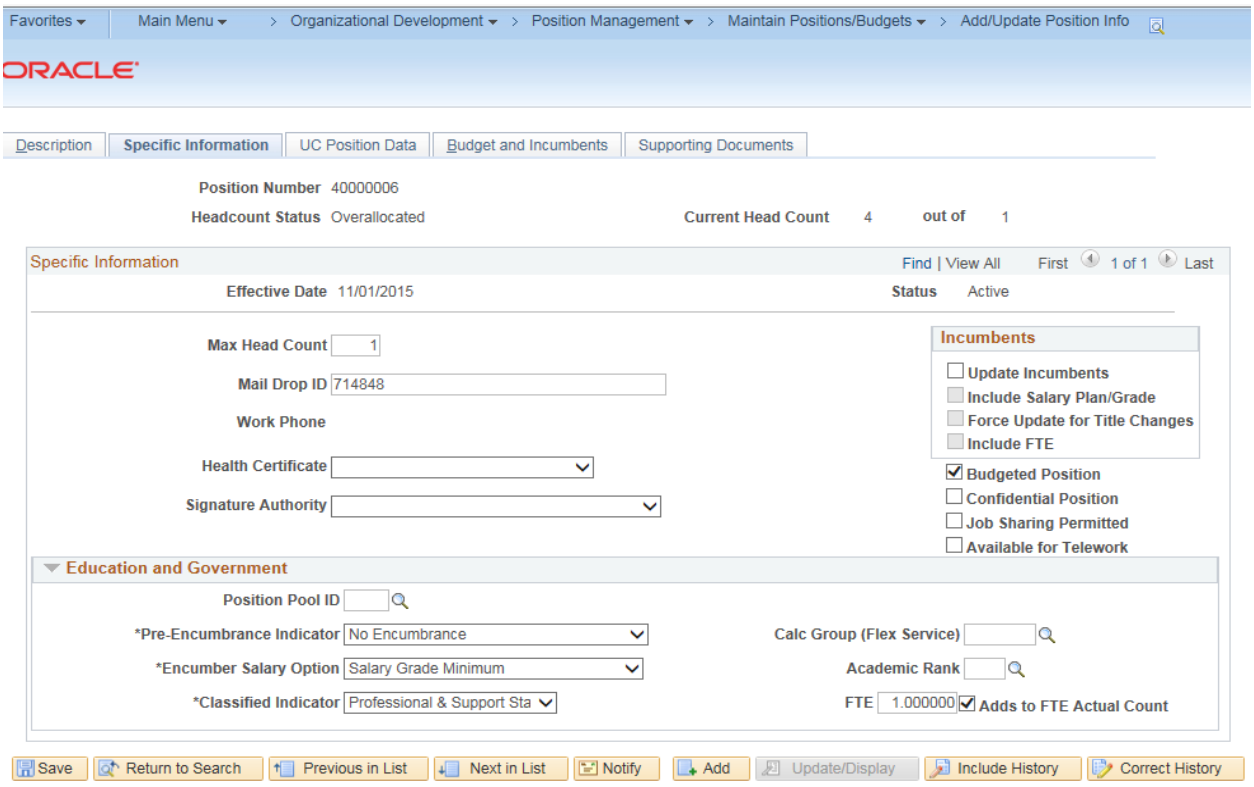


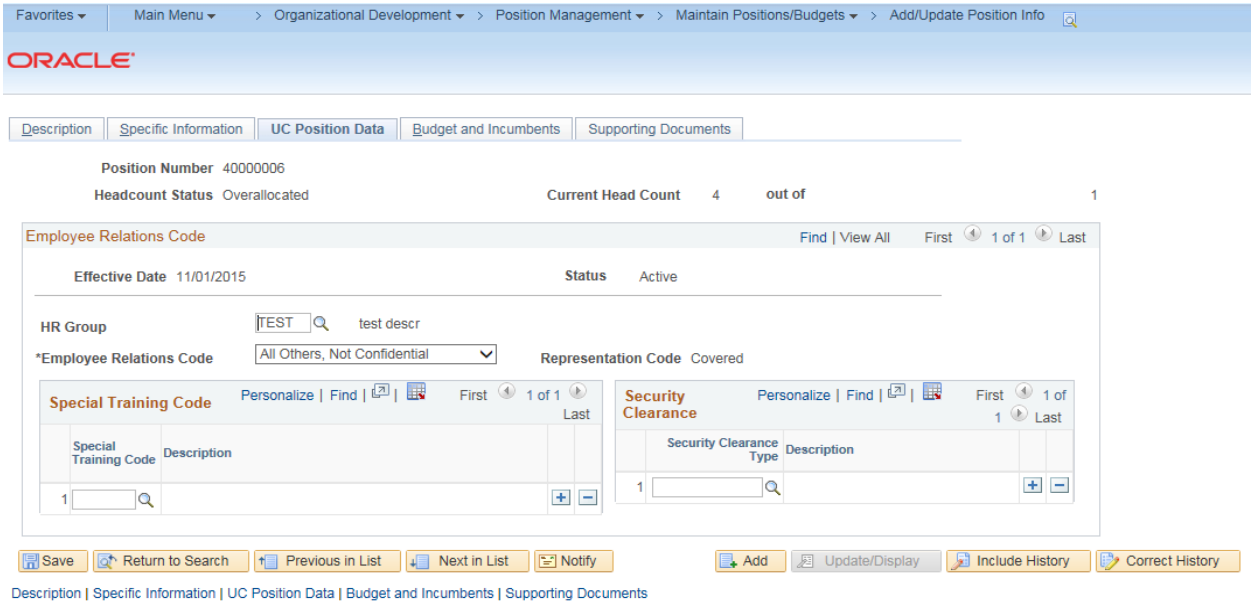
Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles



Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info




Favorites
Main Menu
Organizational Development
Position Management
Maintain Positions/Budgets
Add/Update Position Info
ORACLE
Description
Specific Information
UC Position Data
Budget and Incumbents
Supporting Documents
Position Number 40000006
Headcount Status Overallocated
Current Head Count 4
out of 1
Specific Information
Find | View All
First 1 of 1 Last
Effective Date 11/01/2015
Status Active
Max Head Count 1
Mail Drop ID 714848
Work Phone
Health Certificate
Signature Authority
Incumbents
Update Incumbents
Include Salary Plan/Grade
Force Update for Title Changes
Include FTE
Budgeted Position
Confidential Position
Job Sharing Permitted
Available for Telework
Education and Government
Position Pool ID
*Pre-Encumbrance Indicator No Encumbrance
*Encumber Salary Option Salary Grade Minimum
*Classified Indicator Professional & Support Sta
Calc Group (Flex Service)
Academic Rank
FTE 1.000000
Adds to FTE Actual Count
Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display
Include History
Correct History
Description | Specific Information | UC Position Data | Budget and Incumbents | Supporting Documents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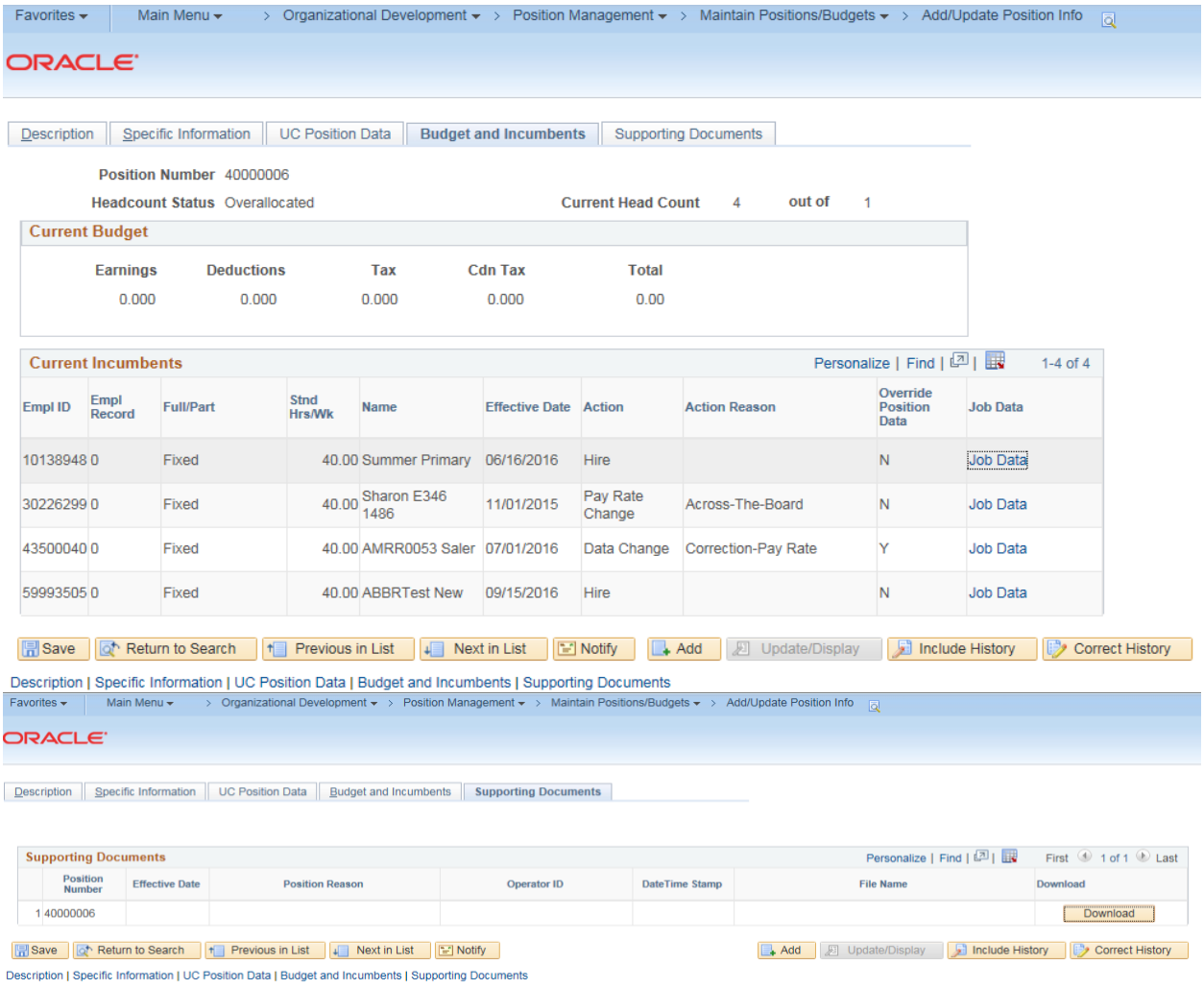
Add/Update Position Info
ORACLE
Description
Specific Information
UC Position Data
Budget and Incumbents
Supporting Documents
Position Number 40000006
Headcount Status Overallocated
Current Head Count 4
out of 1
Employee Relations Code
Find | View All
First 1 of 1 Last
Effective Date 11/01/2015
Status Active
HR Group TEST test descr
*Employee Relations Code All Others, Not Confidential
Representation Code Covered
Special Training Code
Personalize | Find | First 1 of 1 Last
Special Training Code
Description
Security Clearance
Personalize | Find | First 1 of 1 Last
Security Clearance Type
Description
Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display
Include History
Correct History
Description | Specific Information | UC Position Data | Budget and Incumbents | Supporting Documents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Add/Update Position Info
ORACLE
Description
Specific Information
UC Position Data
Budget and Incumbents
Supporting Documents
Position Number 40000006
Headcount Status Overallocated
Current Head Count 4
out of 1
Current Budget
Earnings
Deductions
Tax
Cdn Tax
Total
0.000
0.000
0.000
0.000
0.00
Current Incumbents
Personalize | Find | 1-4 of 4
Empl ID
Empl Record
Full/Part
Stnd Hrs/Wk
Name
Effective Date
Action
Action Reason
Override Position Data
Job Data
10138948 0 Fixed 40.00 Summer Primary 06/16/2016 Hire N Job Data
30226299 0 Fixed 40.00 Sharon E346 1486 11/01/2015 Pay Rate Change Across-The-Board N Job Data
43500040 0 Fixed 40.00 AMRR0053 Saler 07/01/2016 Data Change Correction-Pay Rate Y Job Data
59993505 0 Fixed 40.00 ABBRTest New 09/15/2016 Hire N Job Data
Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display
Include History
Correct History
Description | Specific Information | UC Position Data | Budget and Incumbents | Supporting Documents

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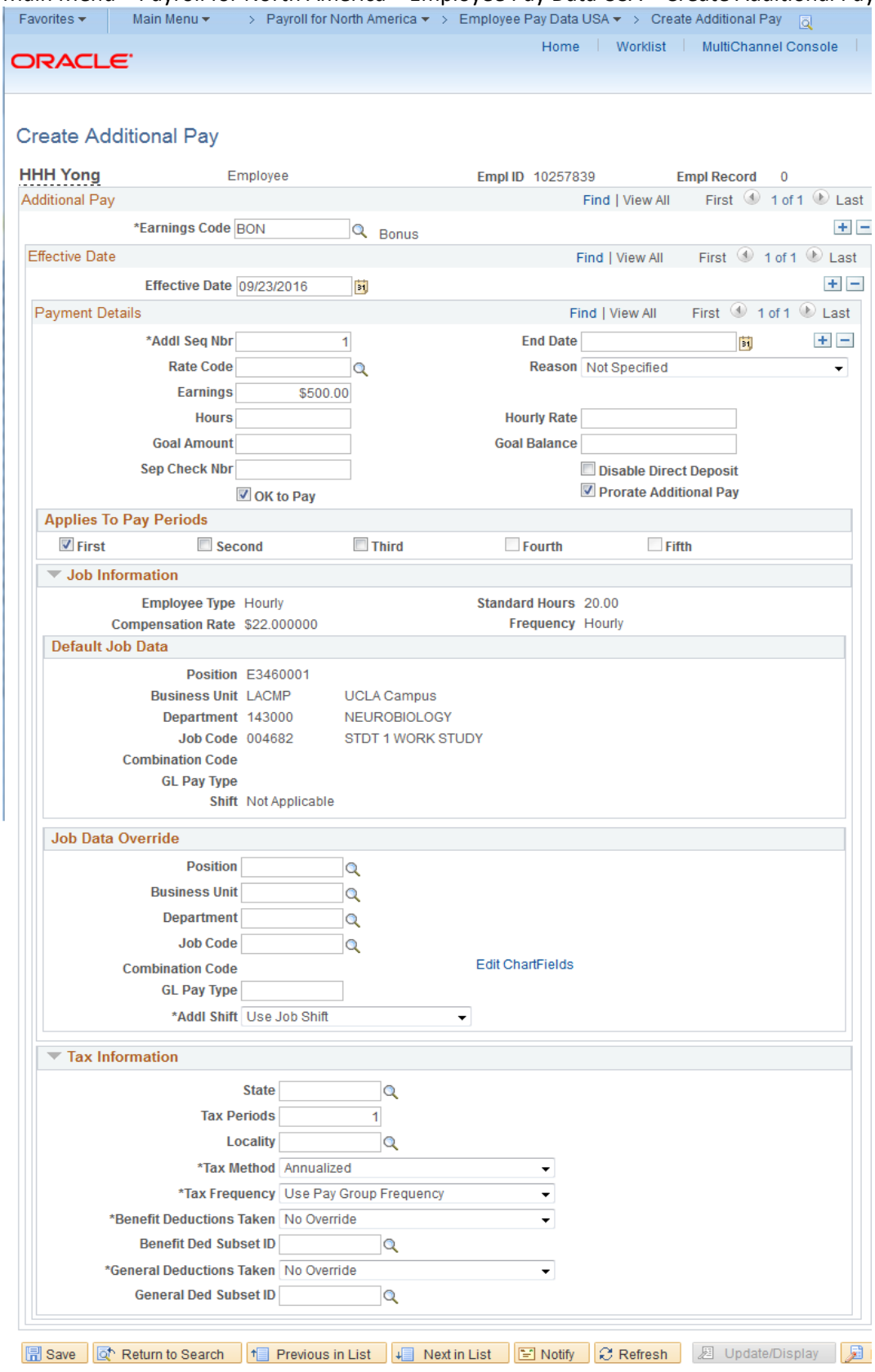
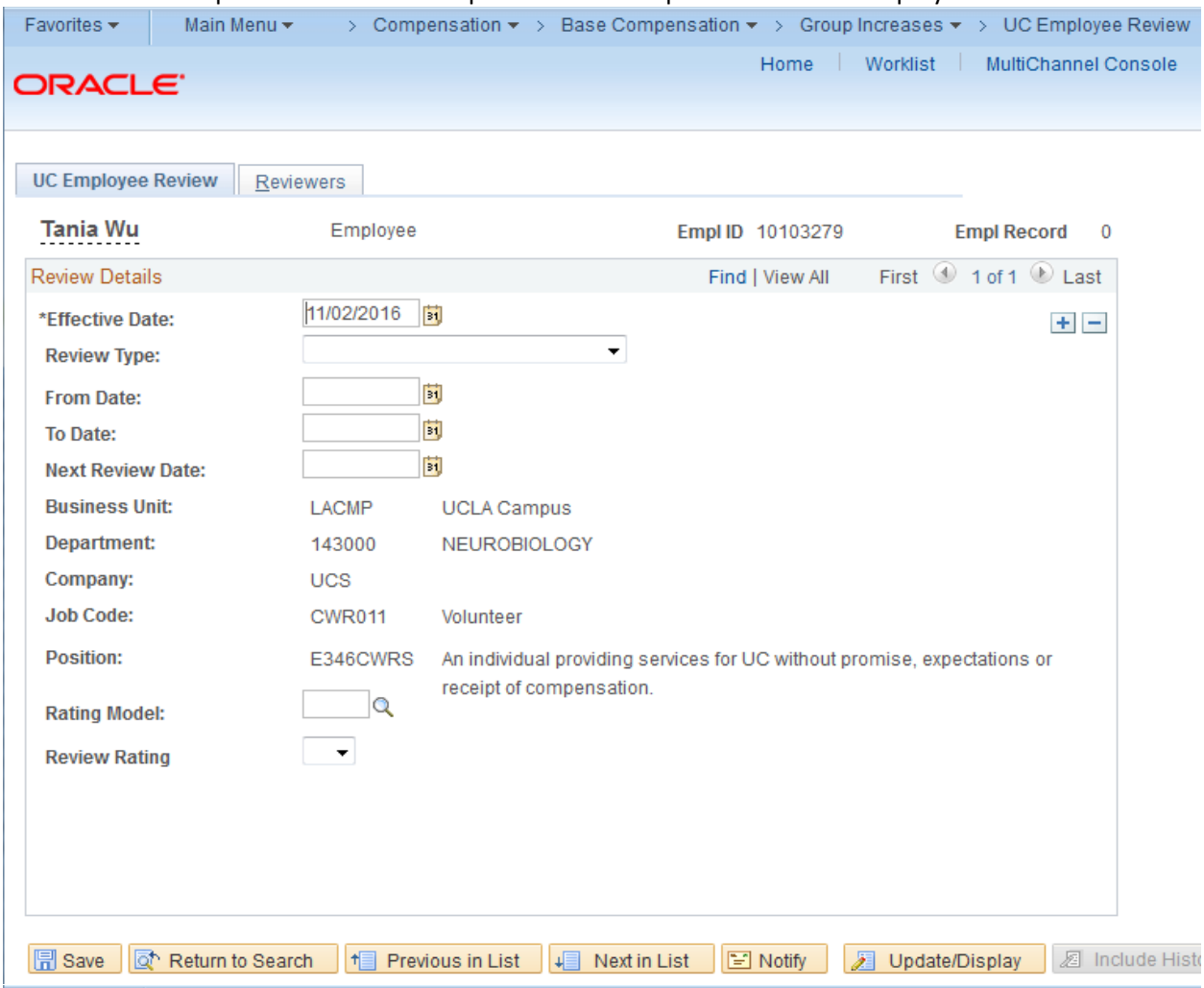
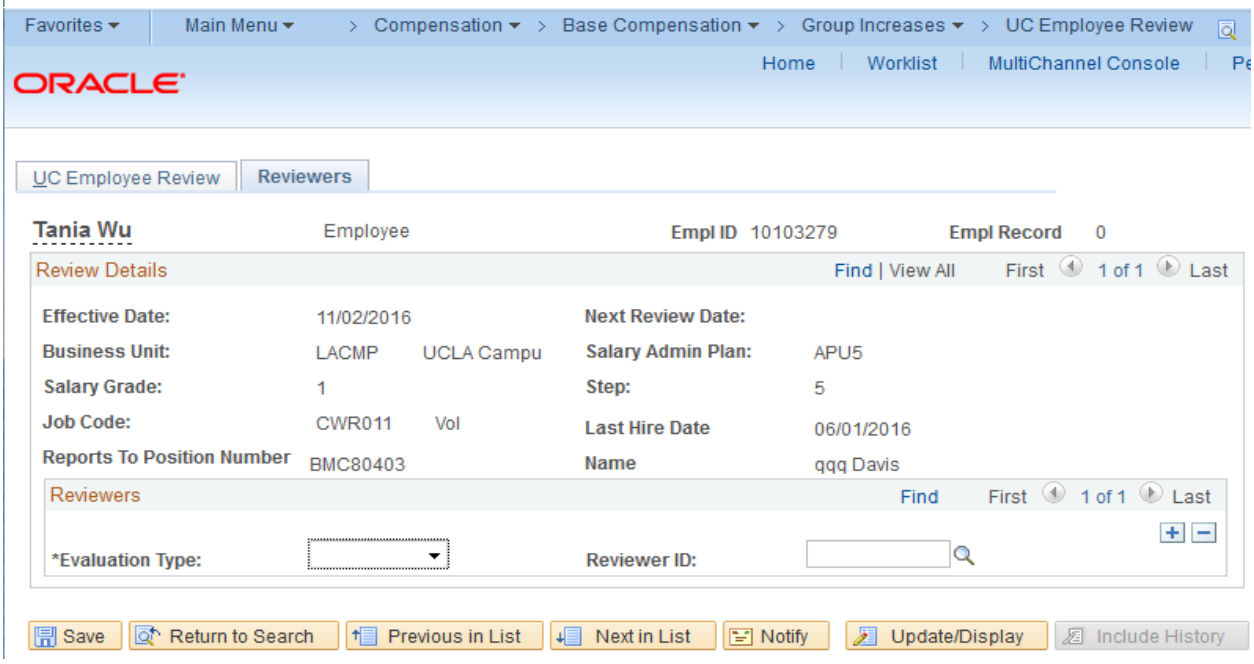
Add/Update Position Info
ORACLE
Description
Specific Information
UC Position Data
Budget and Incumbents
Supporting Documents
Supporting Documents
Personalize | Find | First 1 of 1 Last
Position Number
Effective Date
Position Reason
Operator ID
DateTime Stamp
File Name
Download
1 40000006
Download
Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display
Include History
Correct History
Description | Specific Information | UC Position Data | Budget and Incumbents | Supporting Documents

Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

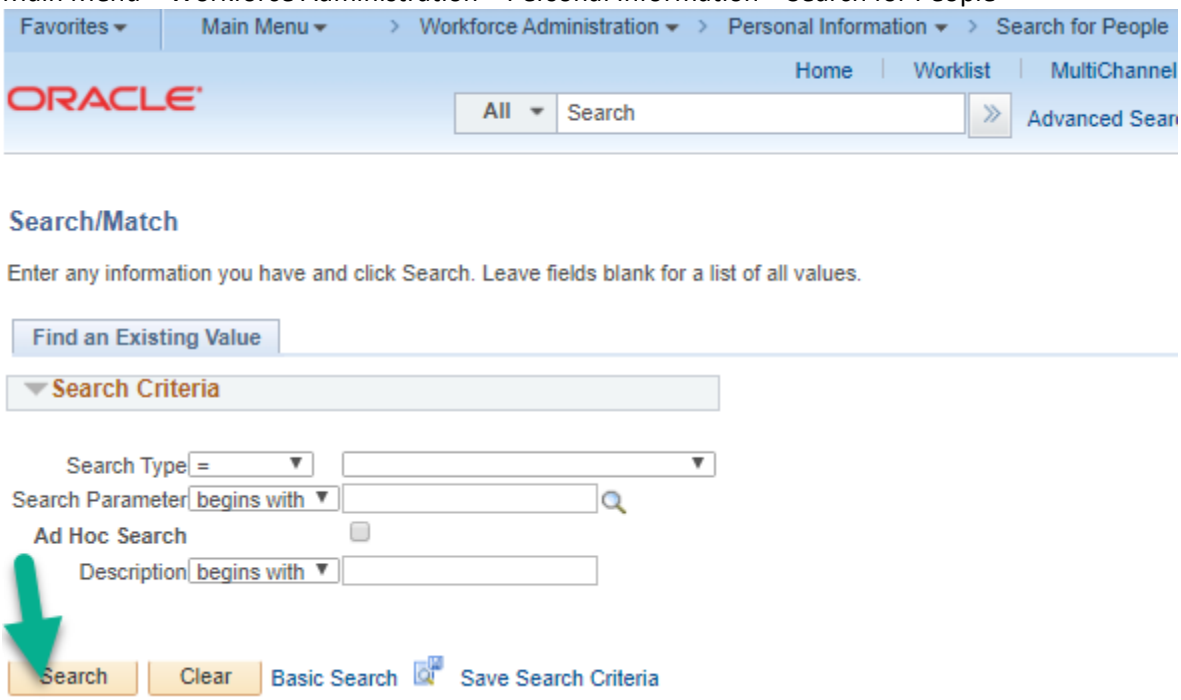


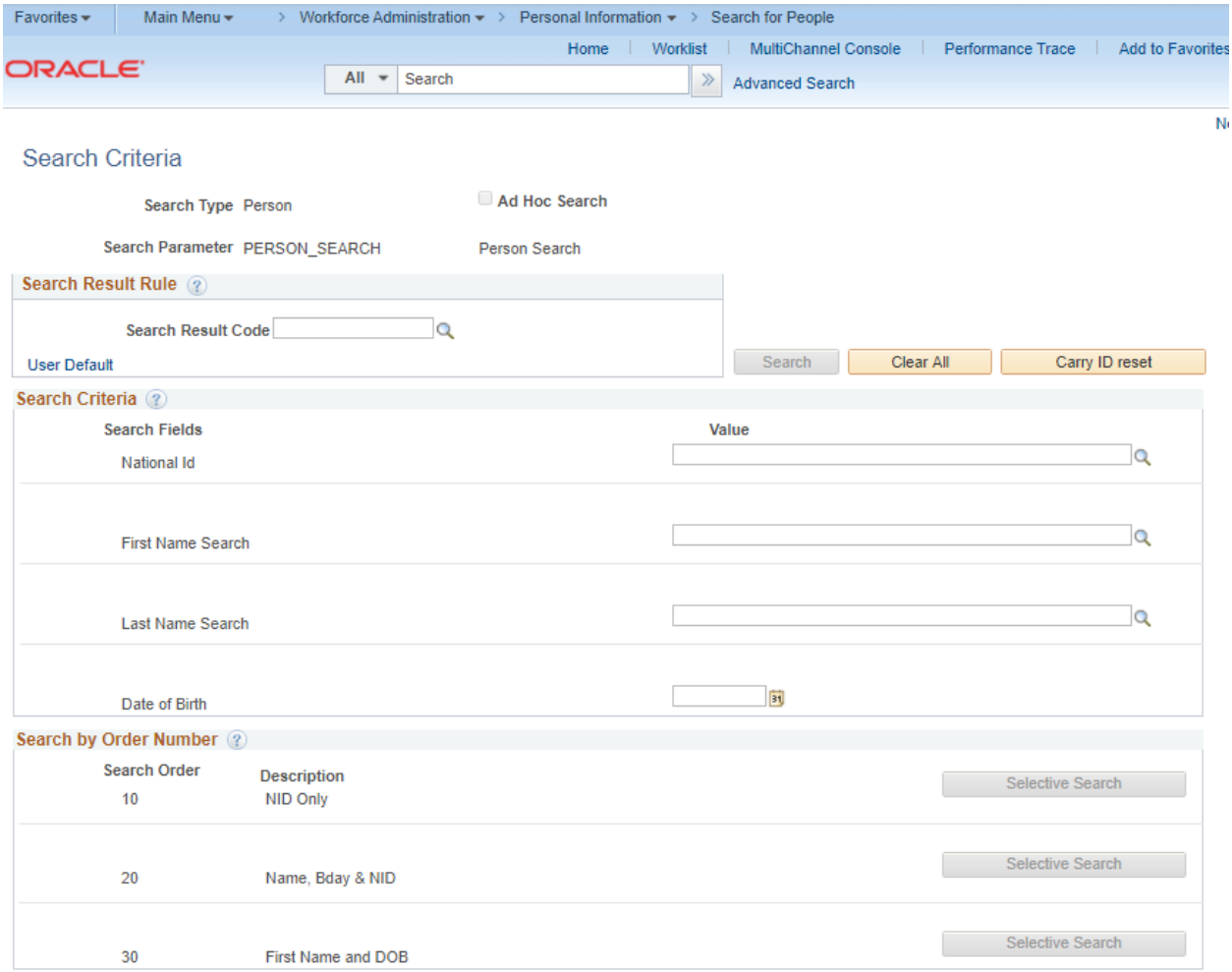
Main Menu > Compensation > Base Compensation > Group Increases > UC Employee Review





Main Menu > Workforce Administration > Personal Information > Search for People




Favorites
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Search
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Search Criteria
Search Type Person
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Search Parameter PERSON_SEARCH
Person Search
Search Result Rule
Search Result Code
User Default
Search
Clear All
Carry ID reset
Search Criteria
Search Fields
Value
National Id
First Name Search
Last Name Search
Date of Birth
Search by Order Number
Search Order
Description
10
NID Only
Selective Search
20
Name, Bday & NID
Selective Search
30
First Name and DOB
Selective Search

WFA INQUIRY NO PII ROLE

Functional Role	WFA Inquiry - No PII
Purpose / Definition	Inquiry role to view main WFA components, but excludes any with Personal Identification Info

NAVIGATION TO VIEWABLE PAGES
Main Menu > WFA > Personal Information > Person Organizational Summary
Main Menu > WFA > Personal Information > Biographical > Additional Names
Main Menu > WFA > Personal Information > Organizational Relationships > Person Checklist
Main Menu > WFA > Personal Information > Citizenship > Identification Data
Main Menu > WFA > Job Information > Review Job Information > Workforce Job Summary
Main Menu > WFA > Job Information > Job Data
Main Menu > WFA > Smart HR Template > Transaction Status
Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles
Main Menu > Org Development > Position Mgmt > Maintain Positions/Budgets > Add/Update Position Info
Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay
Main Menu > Compensation > Base Compensation > Group Increases > UC Employee Review
Main Menu > WFA > Personal Information > Search for People

VIDEOS:

- View Position Info
- View Transaction Status

WEB BASED TUTORIALS:

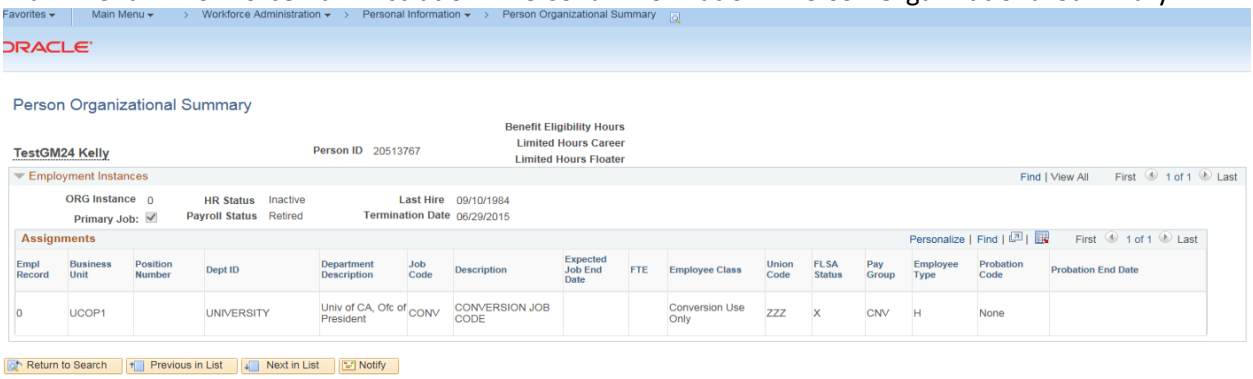
- Employee Data Inquiry
- Workforce Administration Overview

SIMULATIONS:

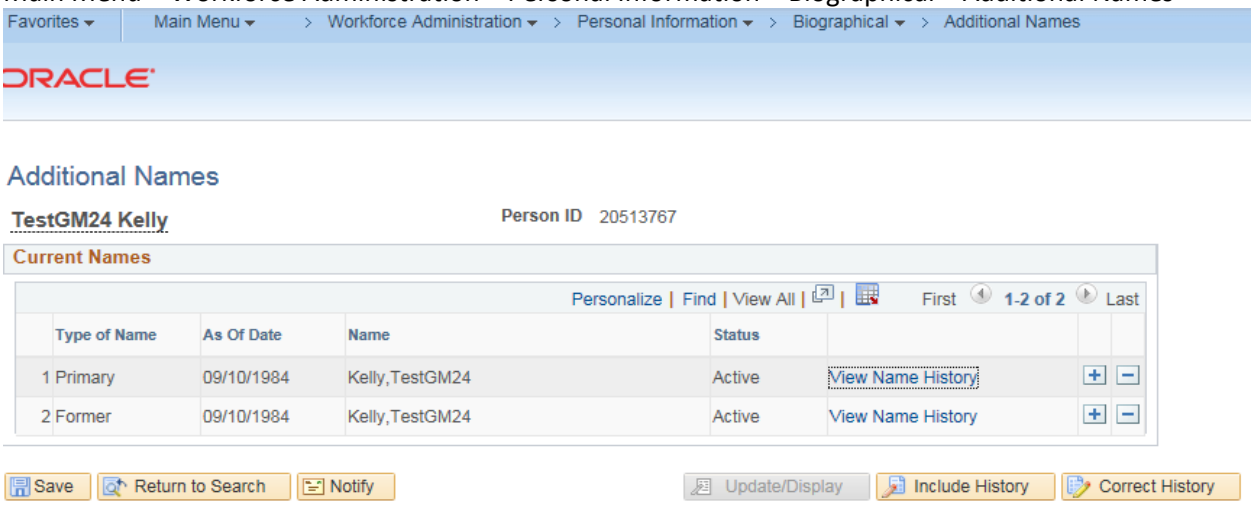
- View Person Organizational Summary
- View Additional Names
- Update Person Checklist
- View Identification Data
- View Workforce Job Summary
- View Job Data
- View Transaction Status – Transaction Status Page
- View Transaction Status – Transaction Status Page (different than above)
- View Person Profile
- View Position Information
- View UC Employee Review
- Search for People Using Search/Match

SCREENSHOTS:

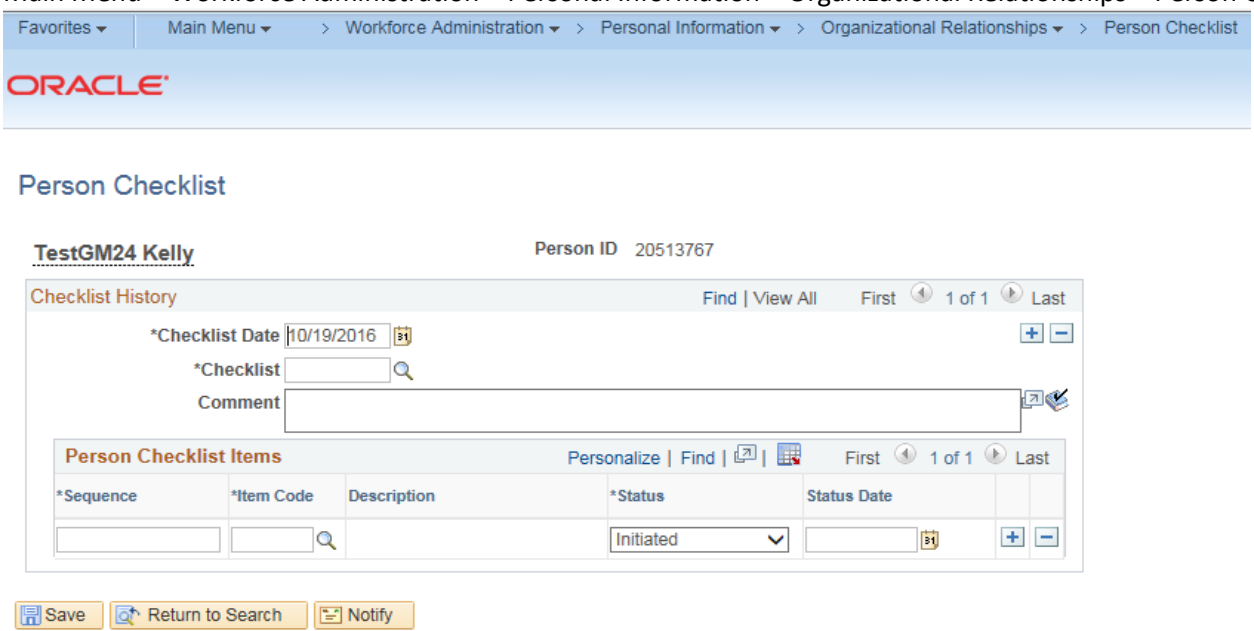
Main Menu > Workforce Administration > Personal Information > Person Organizational Summary



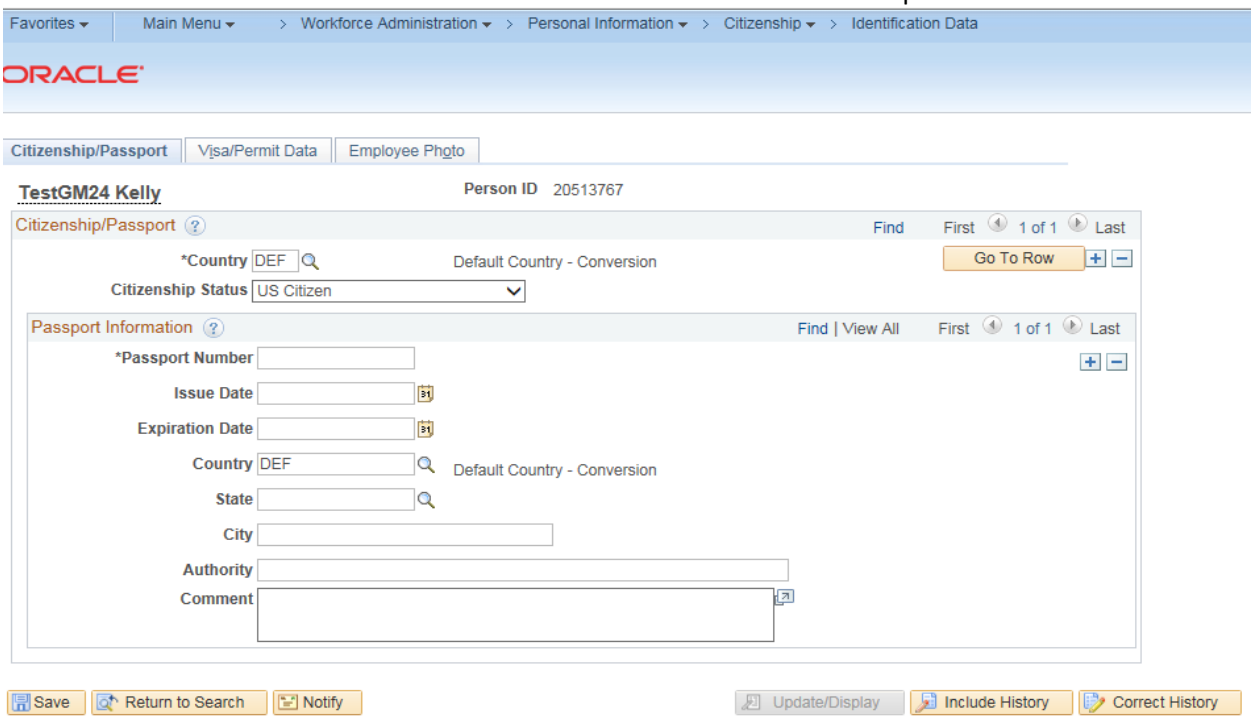
Main Menu > Workforce Administration > Personal Information > Biographical > Additional Names

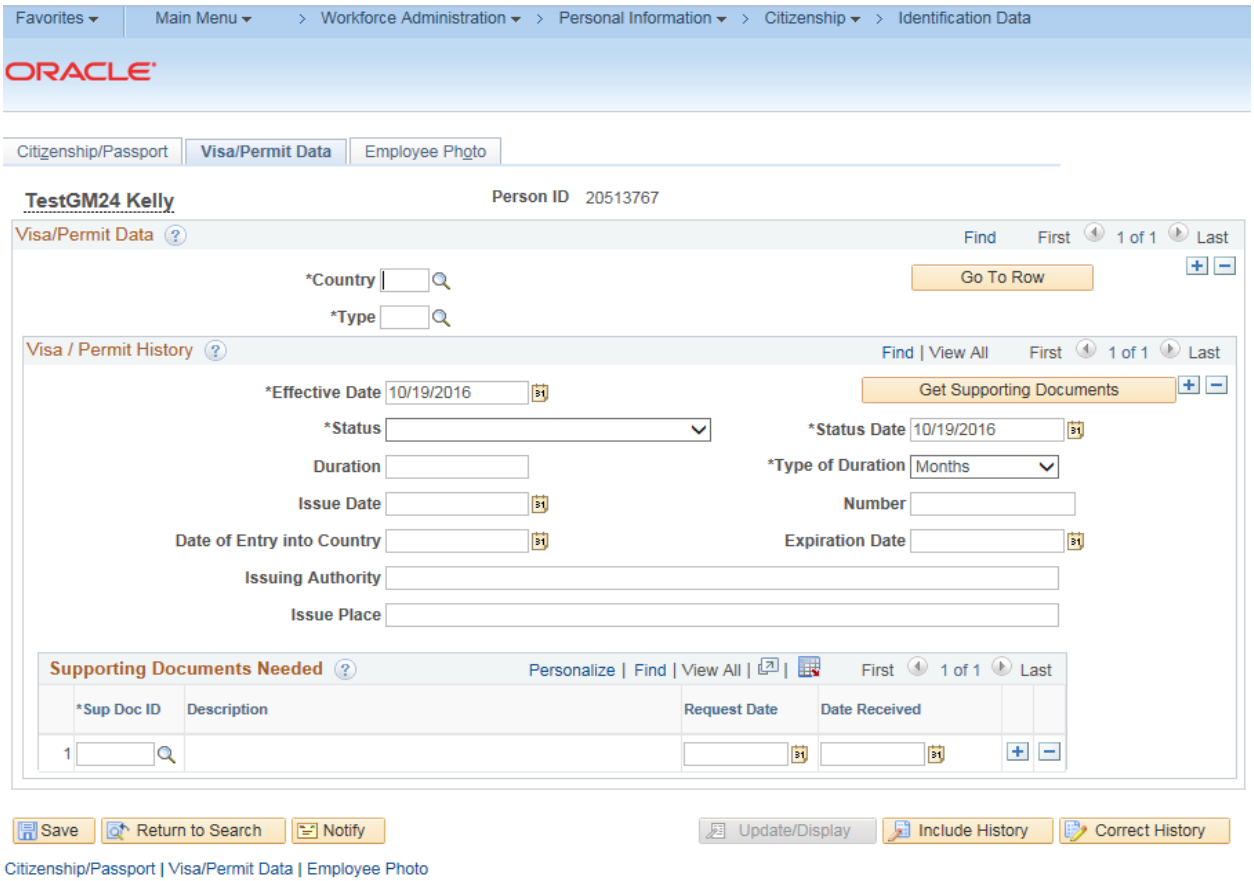


Main Menu > Workforce Administration > Personal Information > Organizational Relationships > Person Checklist

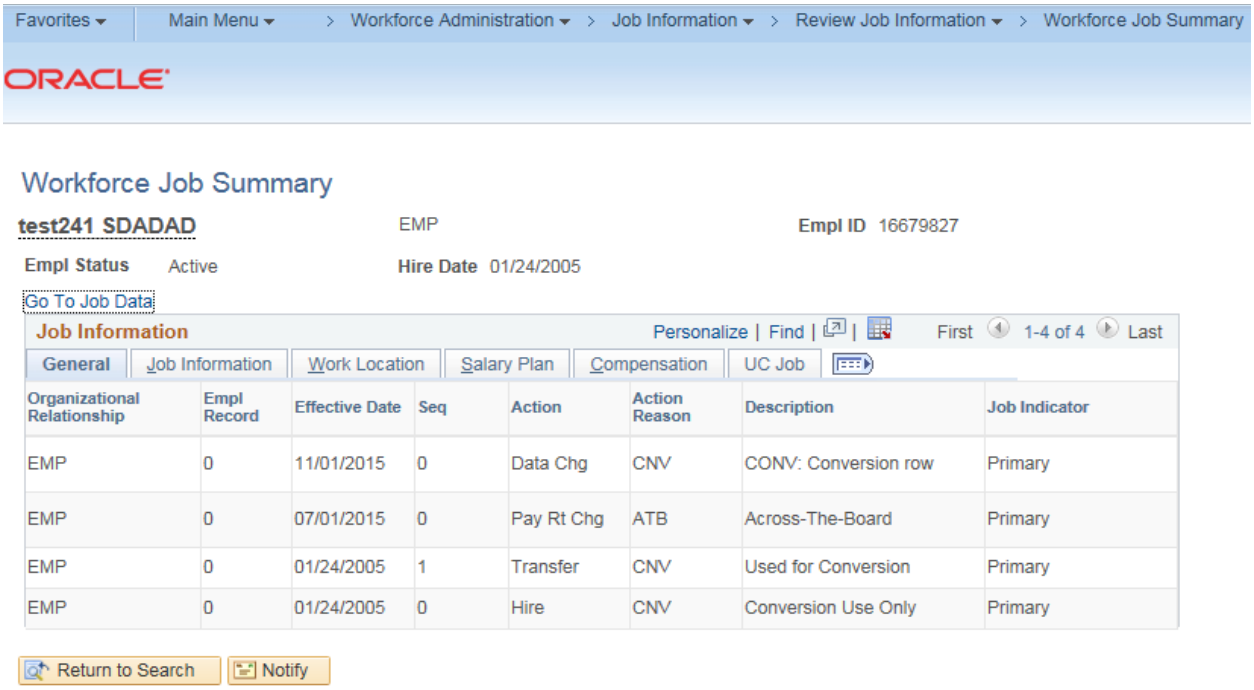


Main Menu > Workforce Administration > Personal Information > Citizenship > Identification Data

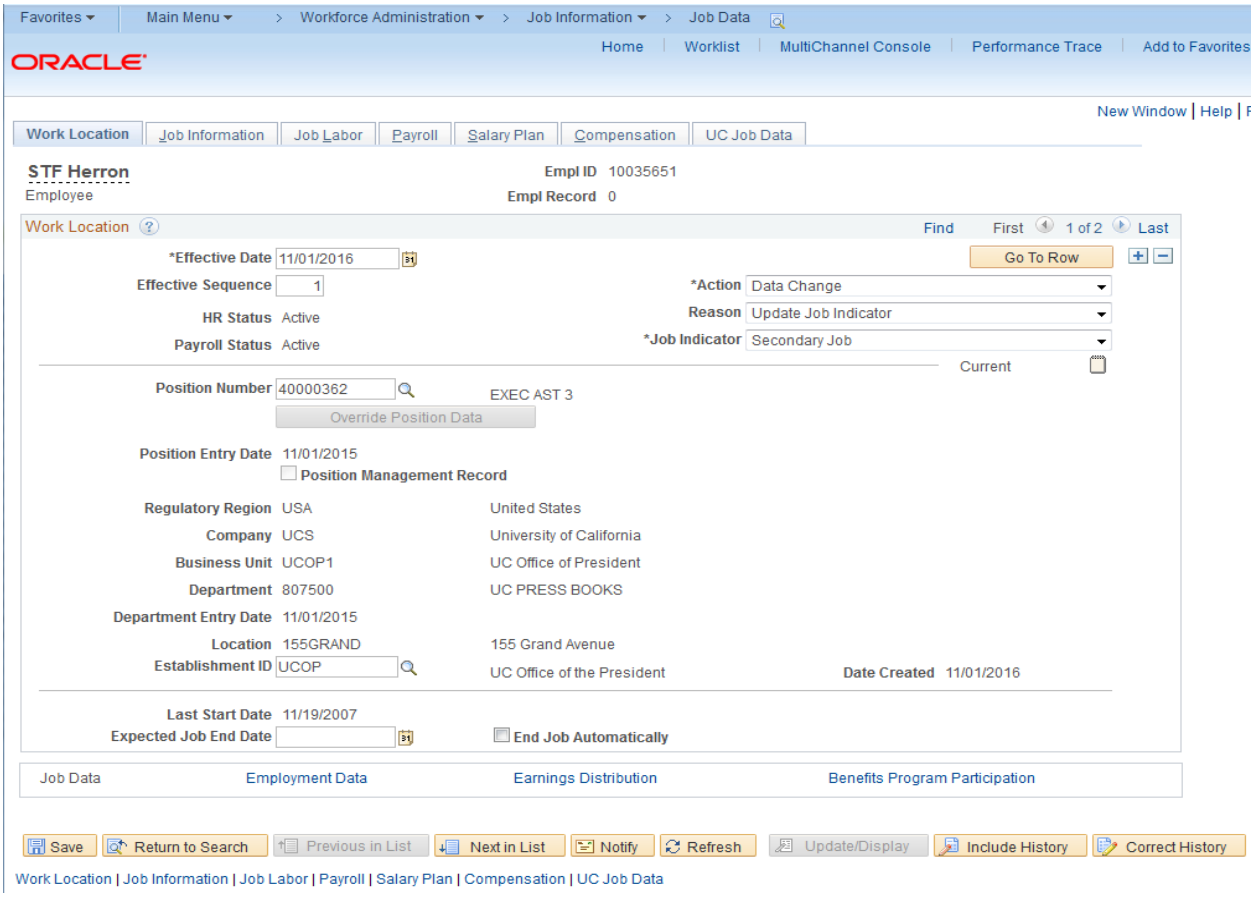


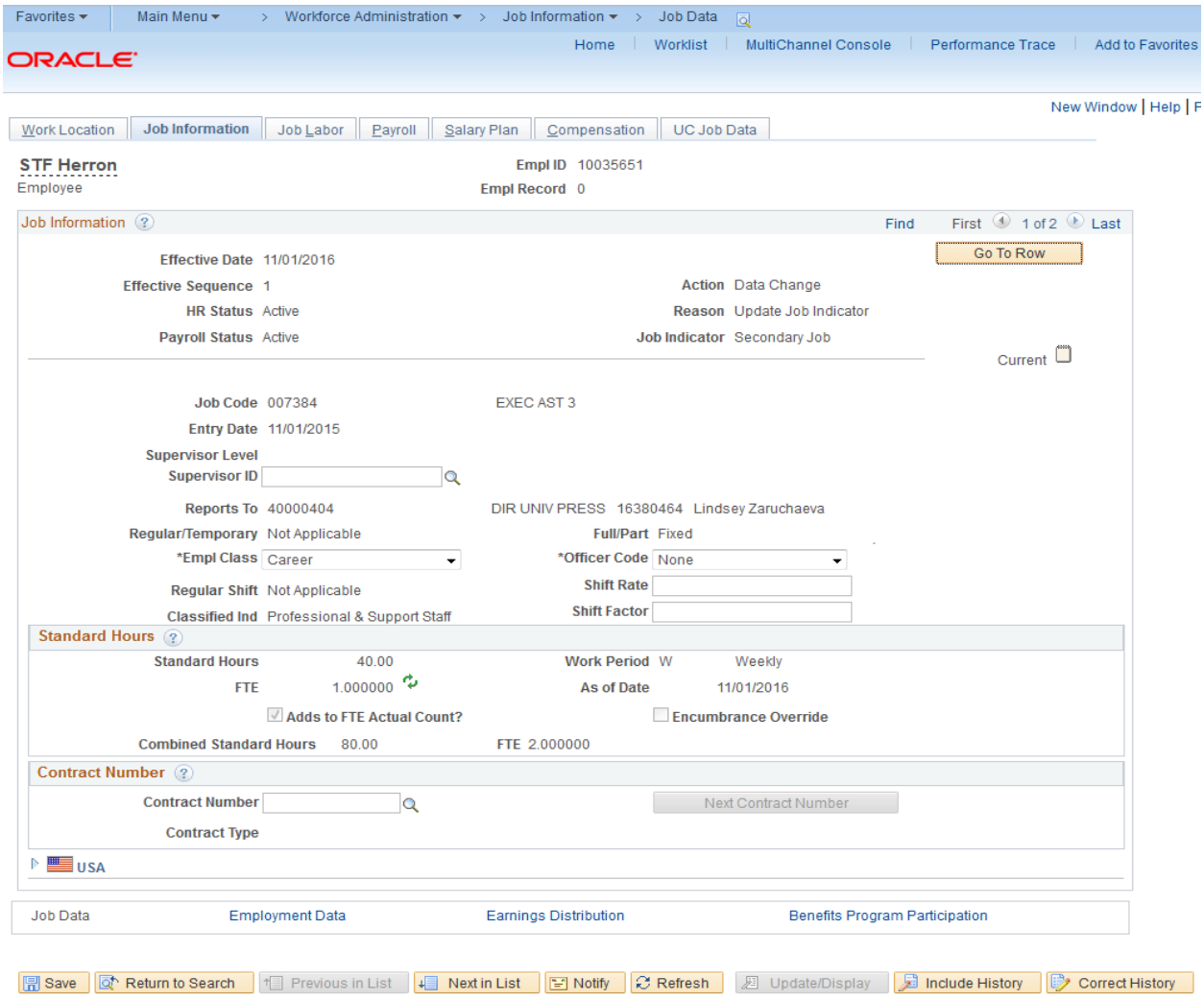


Main Menu > Workforce Administration > Job Information > Review Job Information > Workforce Job Summary



Main Menu > Workforce Administration > Job Information > Job Data

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Performance Trace
Add to Favorites
New Window | Help | F
Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation
UC Job Data
STF Herron
Employee
Empl ID 10035651
Empl Record 0
Job Information
Find
First 1 of 2 Last
Go To Row
Effective Date 11/01/2016
Effective Sequence 1
HR Status Active
Payroll Status Active
Action Data Change
Reason Update Job Indicator
Job Indicator Secondary Job
Current
Job Code 007384
EXEC AST 3
Entry Date 11/01/2015
Supervisor Level
Supervisor ID
Reports To 40000404
DIR UNIV PRESS 16380464 Lindsey Zaruchaeva
Regular/Temporary Not Applicable
Full/Part Fixed
*Empl Class Career
*Officer Code None
Regular Shift Not Applicable
Shift Rate
Classified Ind Professional & Support Staff
Shift Factor
Standard Hours
Standard Hours 40.00
Work Period W Weekly
FTE 1.000000
As of Date 11/01/2016
Adds to FTE Actual Count?
Encumbrance Override
Combined Standard Hours 80.00
FTE 2.000000
Contract Number
Contract Number
Next Contract Number
Contract Type
USA
Job Data
Employment Data
Earnings Distribution
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Save
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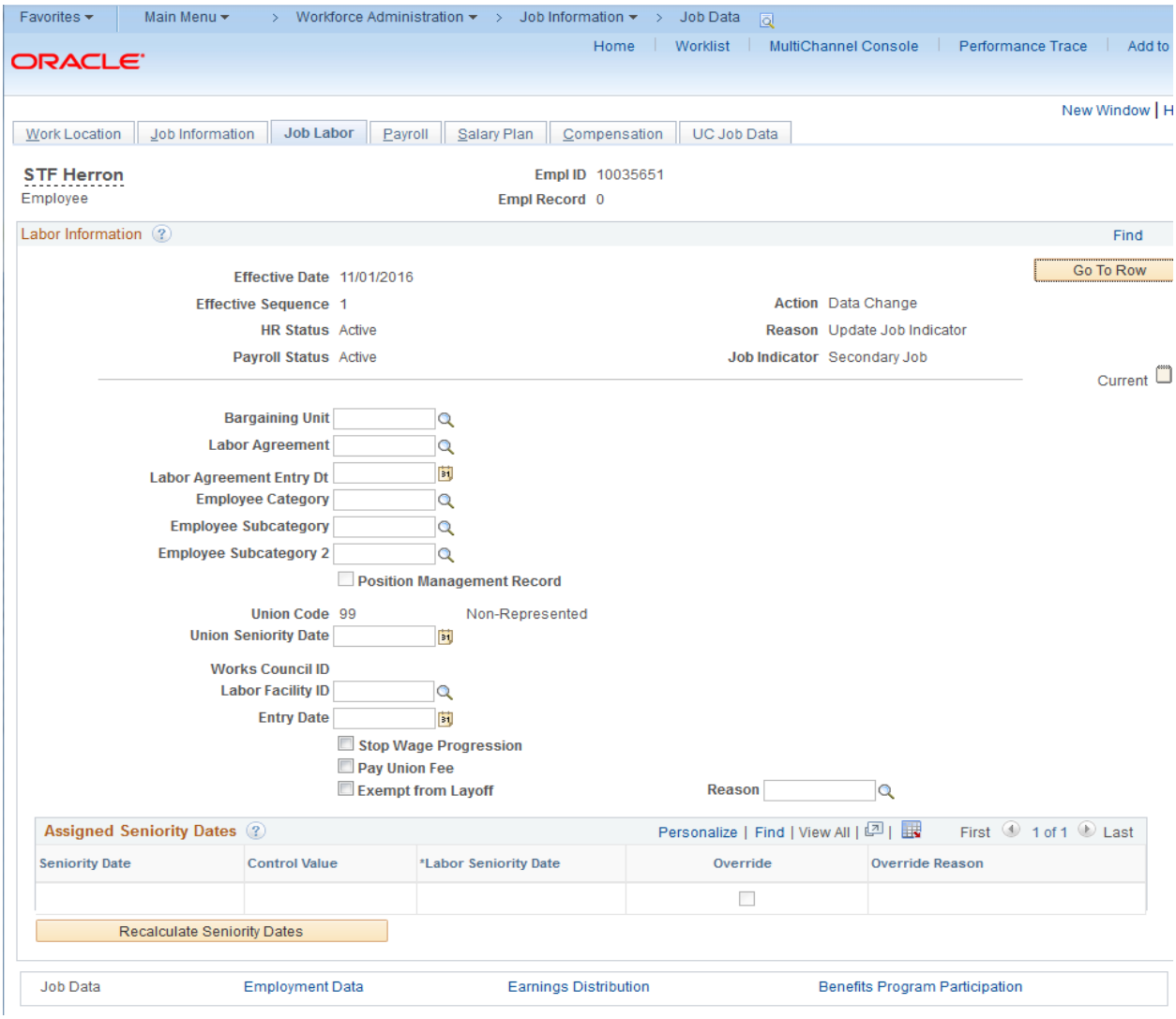
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HR Status Active
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Action Data Change
Reason Update Job Indicator
Job Indicator Secondary Job
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Labor Agreement Entry Dt
Employee Category
Employee Subcategory
Employee Subcategory 2
Position Management Record
Union Code 99
Non-Represented
Union Seniority Date
Works Council ID
Labor Facility ID
Entry Date
Stop Wage Progression
Pay Union Fee
Exempt from Layoff
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Control Value
*Labor Seniority Date
Override
Override Reason
Recalculate Seniority Dates
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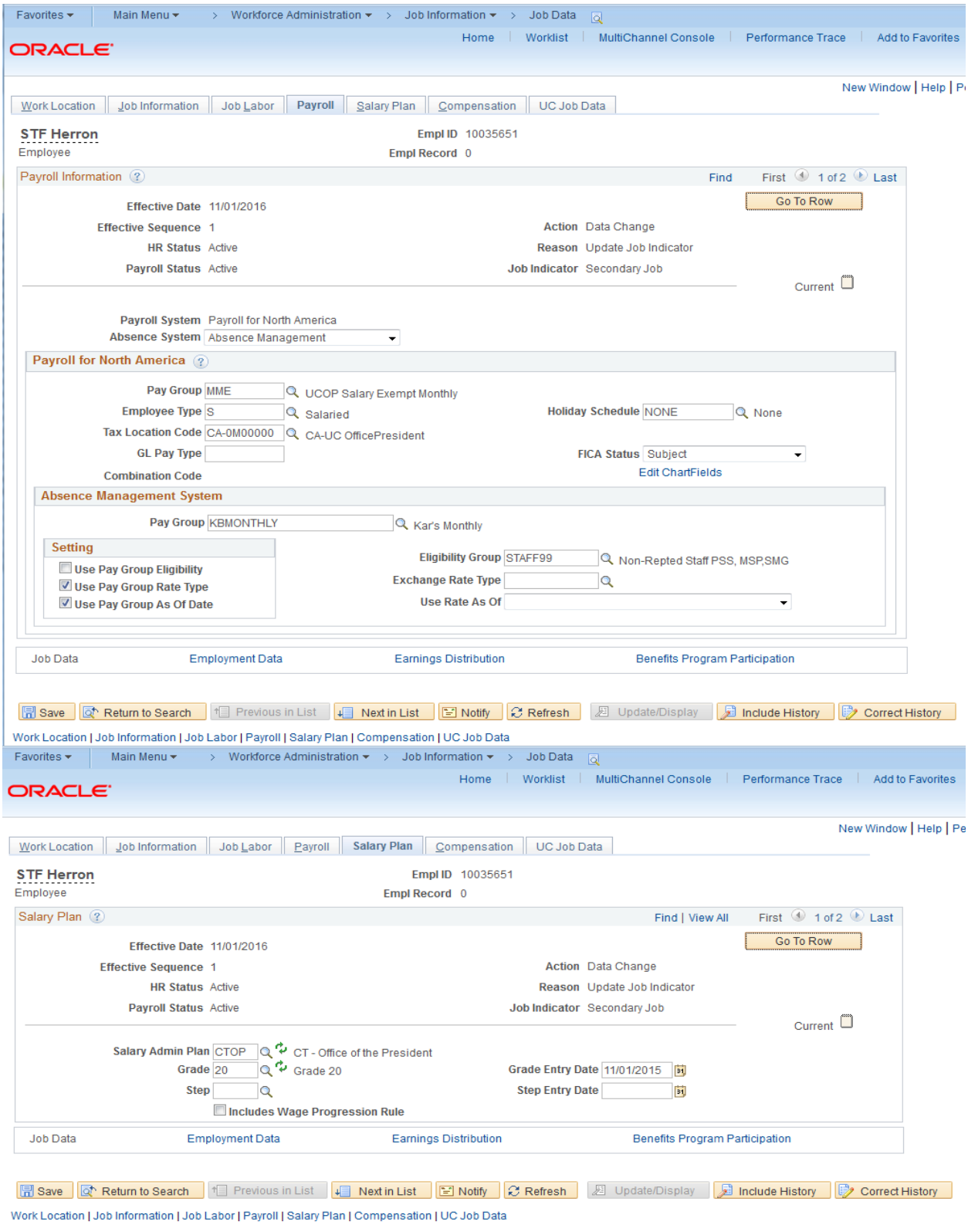
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Action Data Change
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Current
Payroll System Payroll for North America
Absence System Absence Management
Payroll for North America
Pay Group MME
UCOP Salary Exempt Monthly
Employee Type S
Salaried
Tax Location Code CA-0M00000
CA-UC OfficePresident
GL Pay Type
Combination Code
Holiday Schedule NONE
None
FICA Status Subject
Edit ChartFields
Absence Management System
Pay Group KBMONTHLY
Kar's Monthly
Setting
Use Pay Group Eligibility
Use Pay Group Rate Type
Use Pay Group As Of Date
Eligibility Group STAFF99
Non-Repted Staff PSS, MSP,SMG
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HR Status Active
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Action Data Change
Reason Update Job Indicator
Job Indicator Secondary Job
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Salary Admin Plan CTOP
CT - Office of the President
Grade 20
Grade 20
Step
Includes Wage Progression Rule
Grade Entry Date 11/01/2015
Step Entry Date
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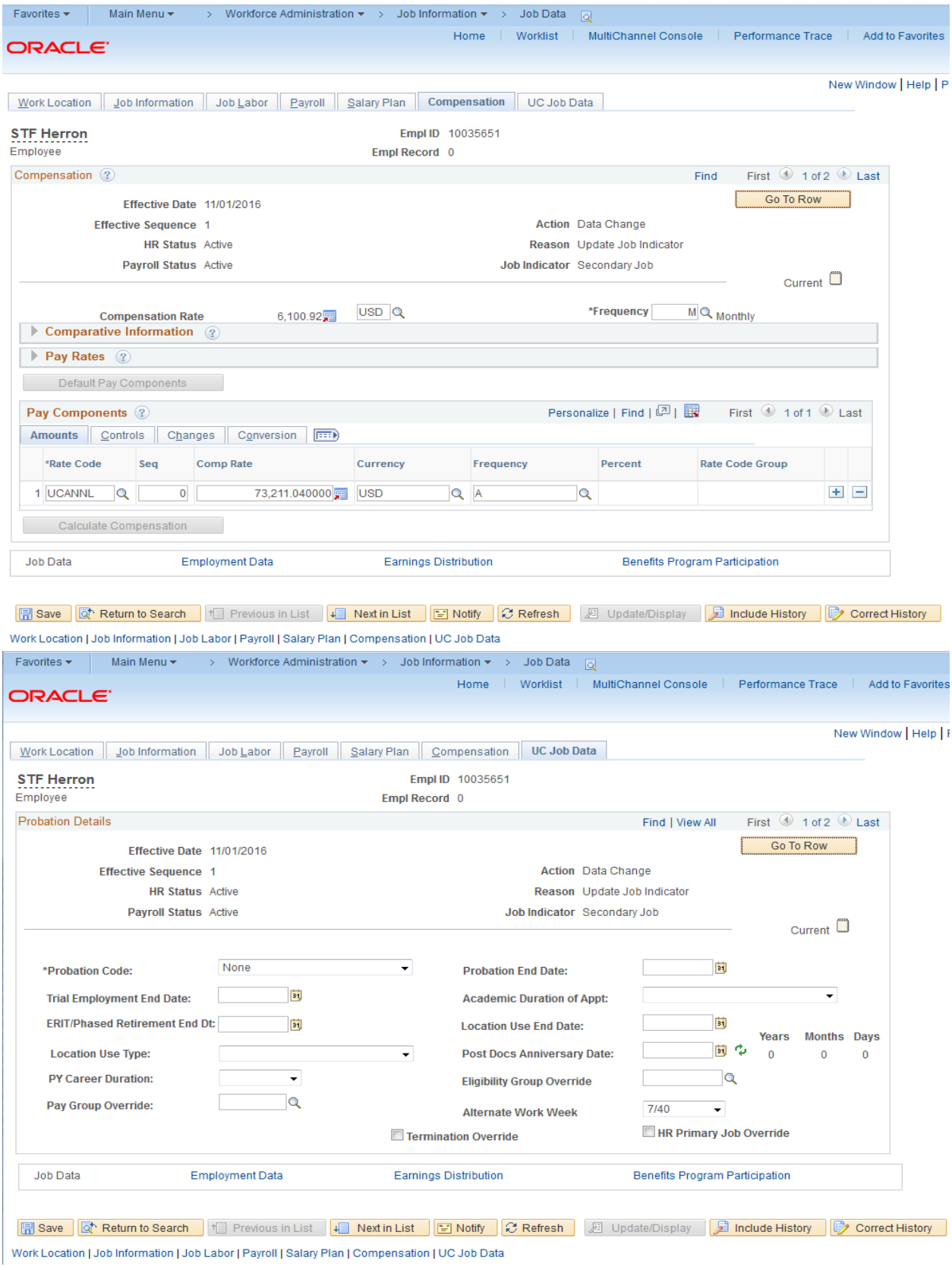
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Compensation Rate 6,100.92
USD
*Frequency M Monthly
Comparative Information
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Personalize | Find |
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Controls
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Conversion
*Rate Code
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1 UCANNL 0 73,211.040000 USD A
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Effective Date 11/01/2016
Effective Sequence 1
HR Status Active
Payroll Status Active
Action Data Change
Reason Update Job Indicator
Job Indicator Secondary Job
Current
*Probation Code: None
Trial Employment End Date:
ERIT/Phased Retirement End Dt:
Location Use Type:
PY Career Duration:
Pay Group Override:
Probation End Date:
Academic Duration of Appt:
Location Use End Date:
Post Docs Anniversary Date:
Years Months Days
0 0 0
Eligibility Group Override
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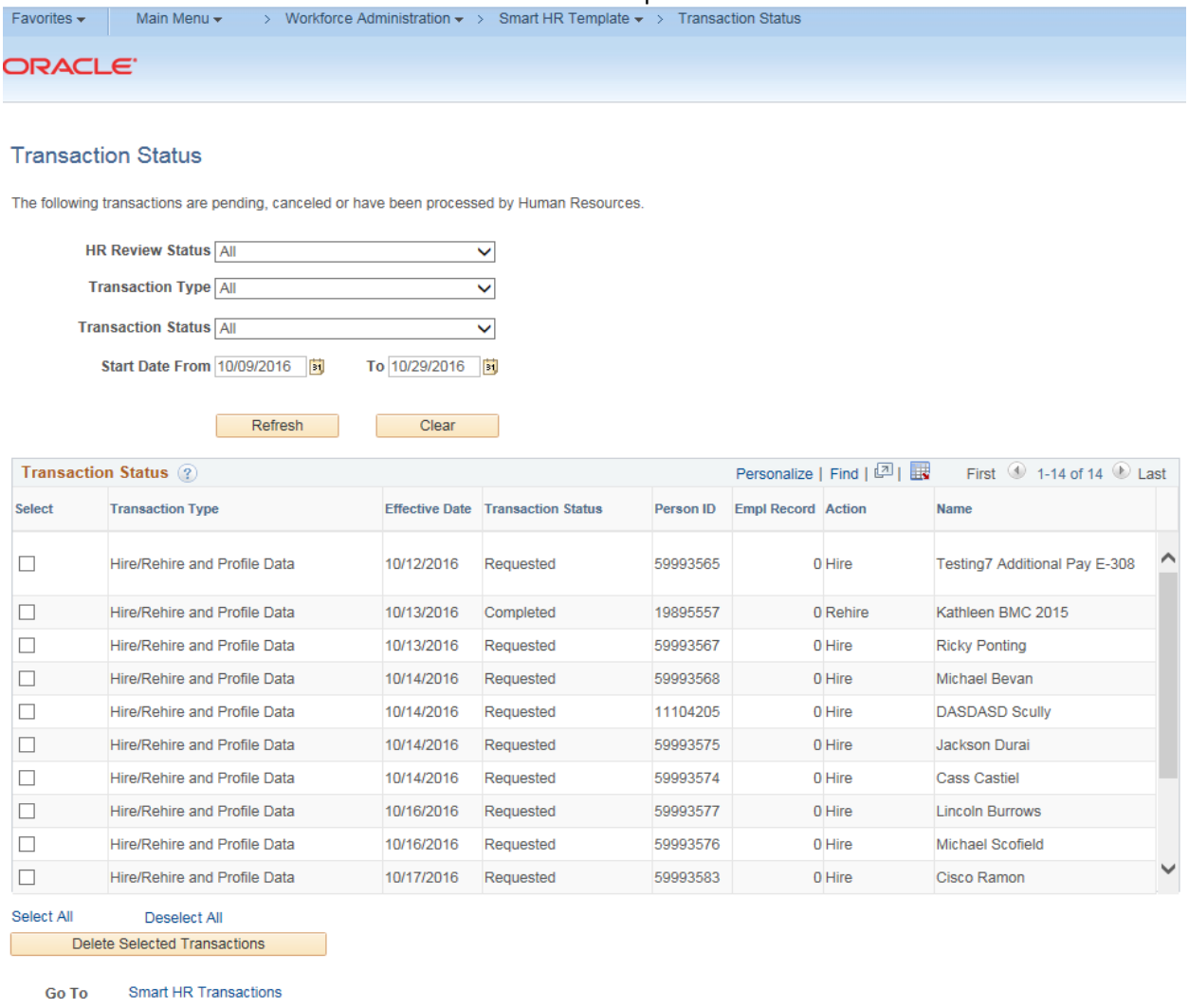
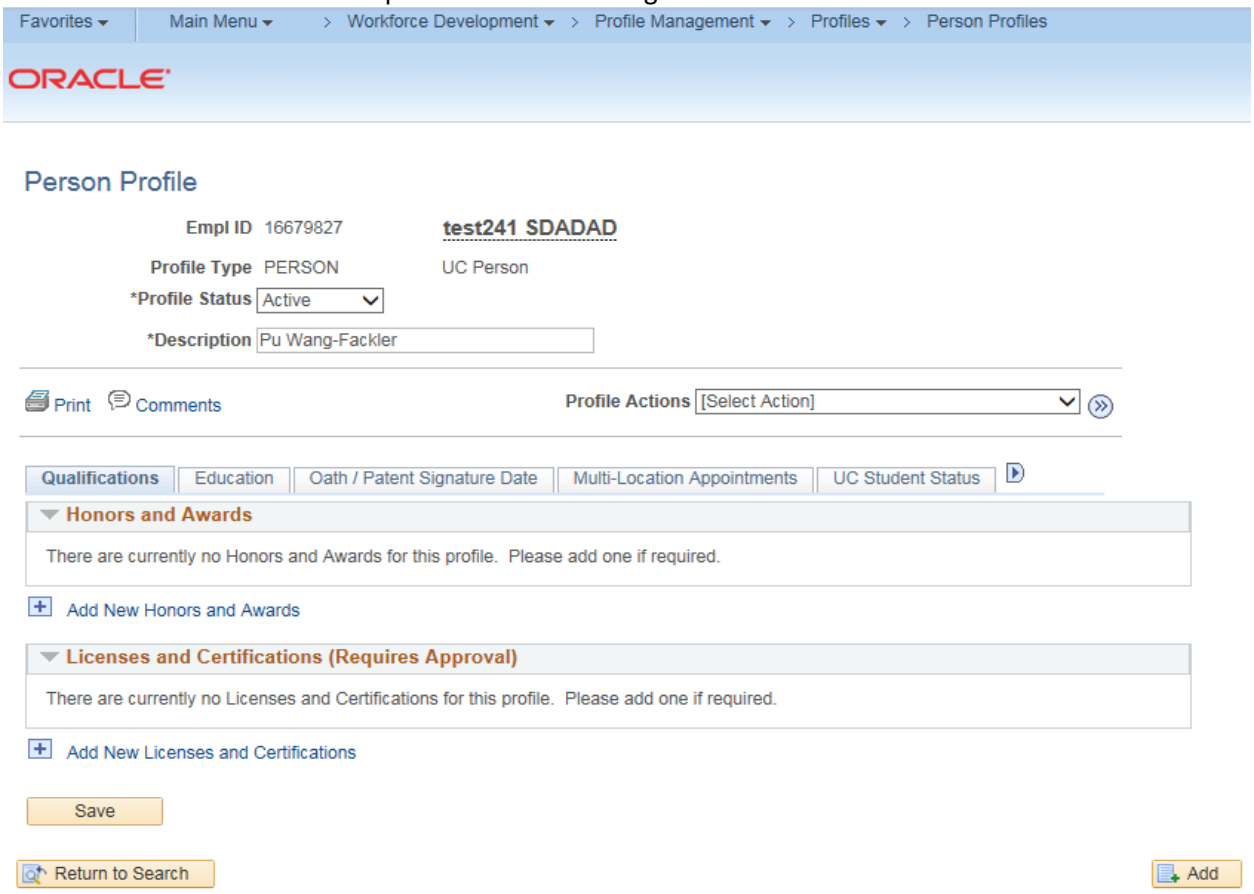
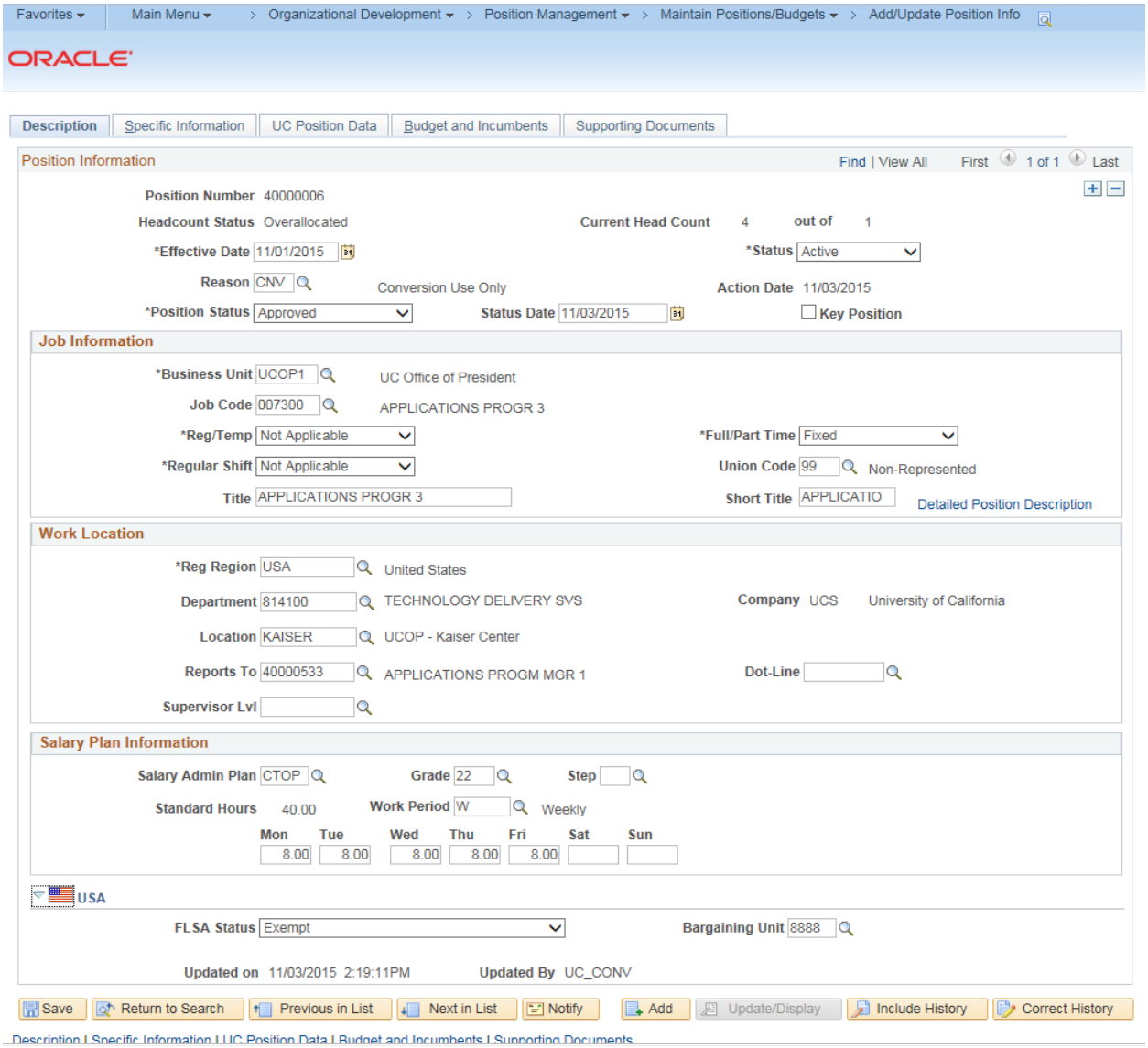
Main Menu > Workforce Administration > Smart HR Template > Transaction Status

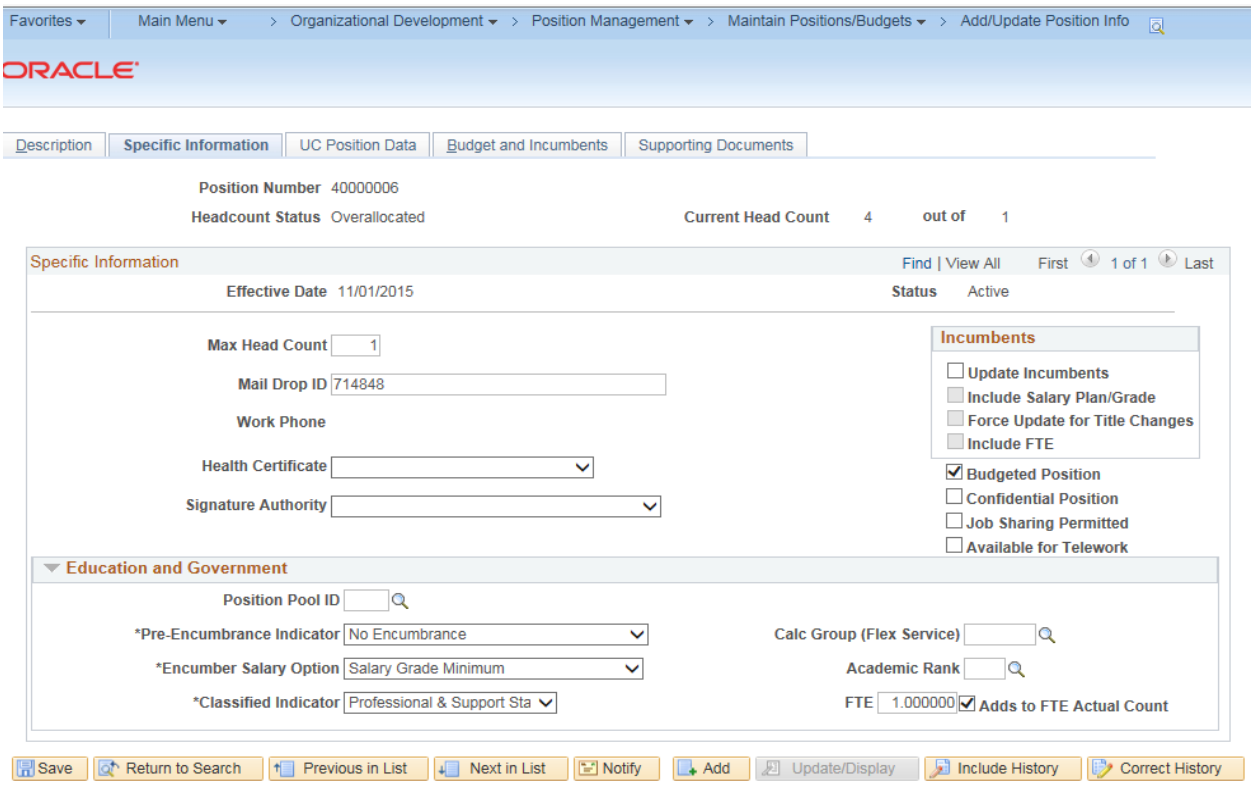


Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles



Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

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Headcount Status Overallocated
Current Head Count 4
out of 1
Specific Information
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Effective Date 11/01/2015
Status Active
Max Head Count 1
Mail Drop ID 714848
Work Phone
Health Certificate
Signature Authority
Incumbents
Update Incumbents
Include Salary Plan/Grade
Force Update for Title Changes
Include FTE
Budgeted Position
Confidential Position
Job Sharing Permitted
Available for Telework
Education and Government
Position Pool ID
*Pre-Encumbrance Indicator No Encumbrance
*Encumber Salary Option Salary Grade Minimum
*Classified Indicator Professional & Support Sta
Calc Group (Flex Service)
Academic Rank
FTE 1.000000
Adds to FTE Actual Count
Save
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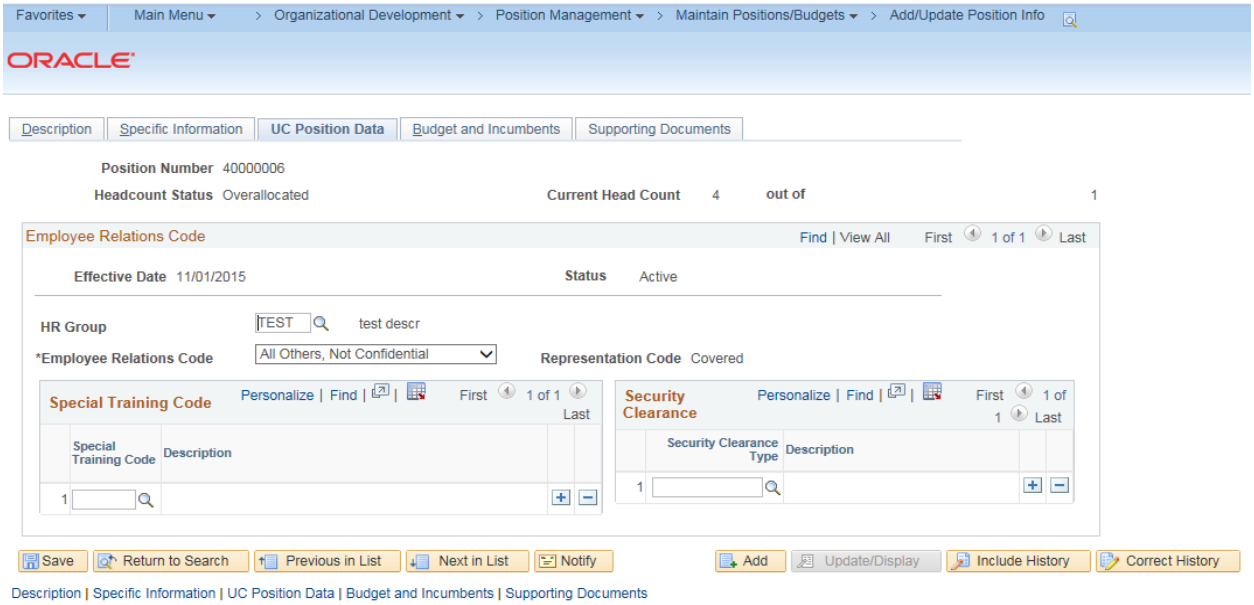
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Effective Date 11/01/2015
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HR Group TEST test descr
*Employee Relations Code All Others, Not Confidential
Representation Code Covered
Special Training Code
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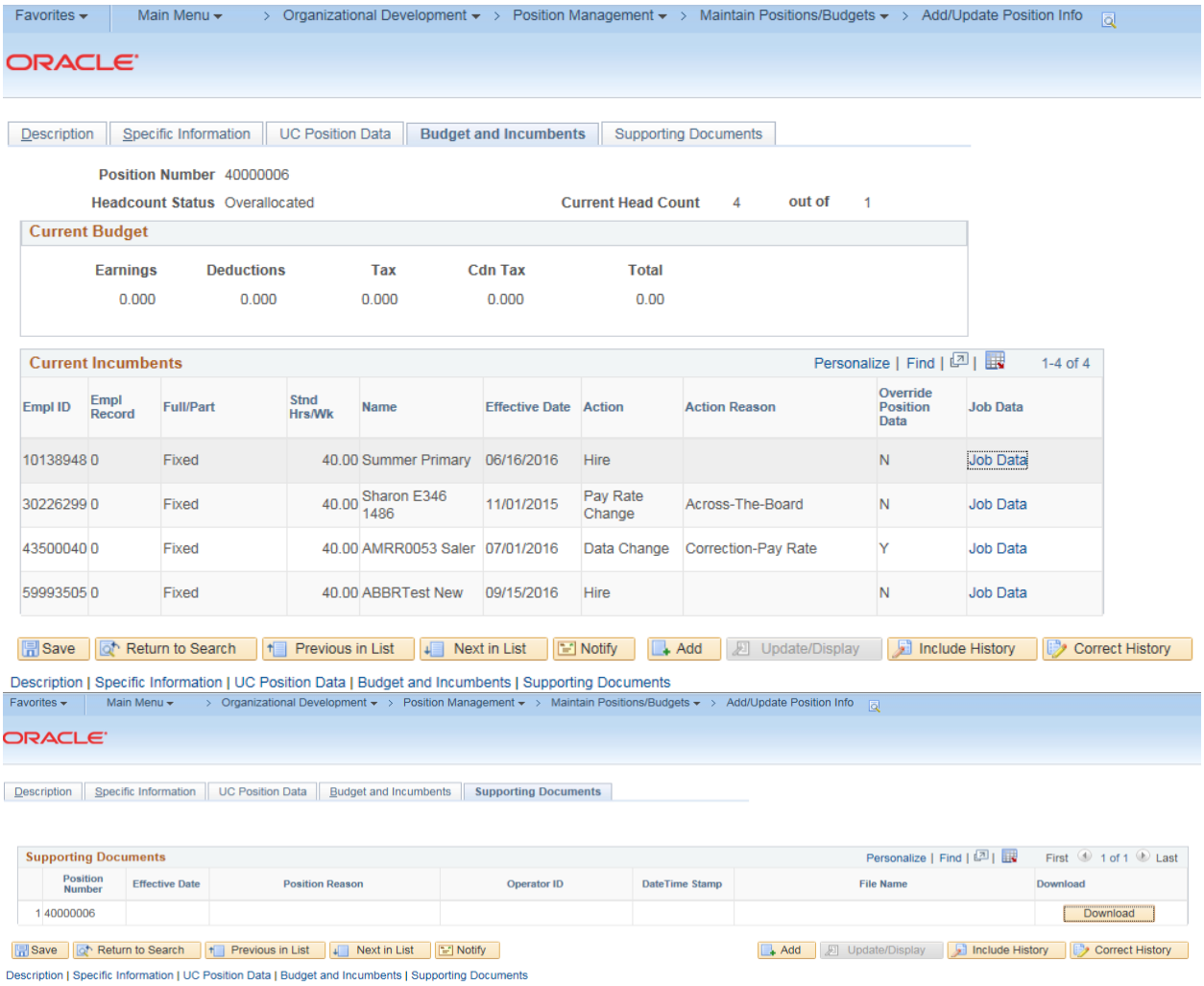
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Deductions
Tax
Cdn Tax
Total
0.000
0.000
0.000
0.000
0.00
Current Incumbents
Personalize | Find | 1-4 of 4
Empl ID
Empl Record
Full/Part
Stnd Hrs/Wk
Name
Effective Date
Action
Action Reason
Override Position Data
Job Data
10138948 0 Fixed 40.00 Summer Primary 06/16/2016 Hire N Job Data
30226299 0 Fixed 40.00 Sharon E346 1486 11/01/2015 Pay Rate Change Across-The-Board N Job Data
43500040 0 Fixed 40.00 AMRR0053 Saler 07/01/2016 Data Change Correction-Pay Rate Y Job Data
59993505 0 Fixed 40.00 ABBRTest New 09/15/2016 Hire N Job Data
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1 40000006
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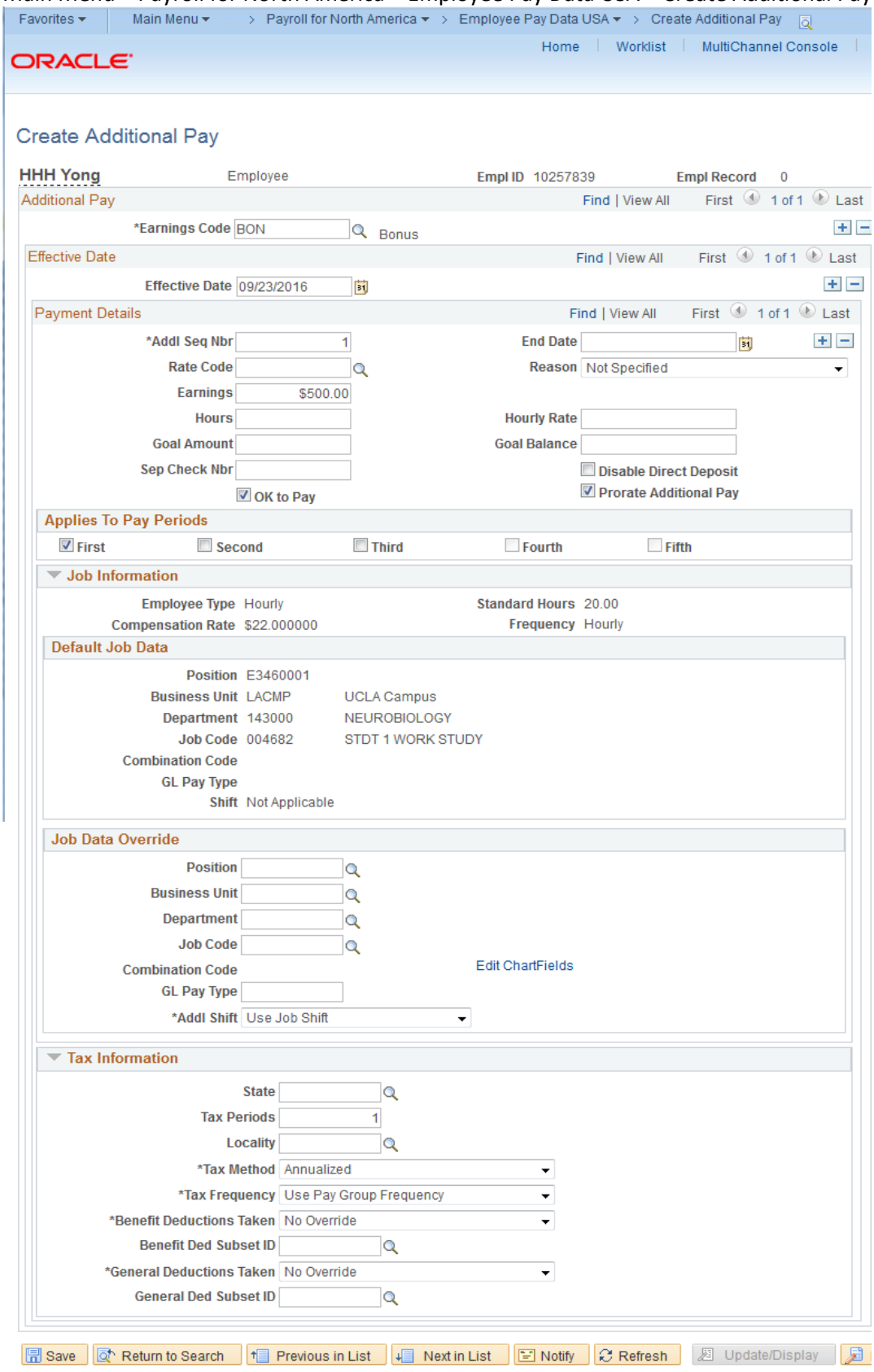
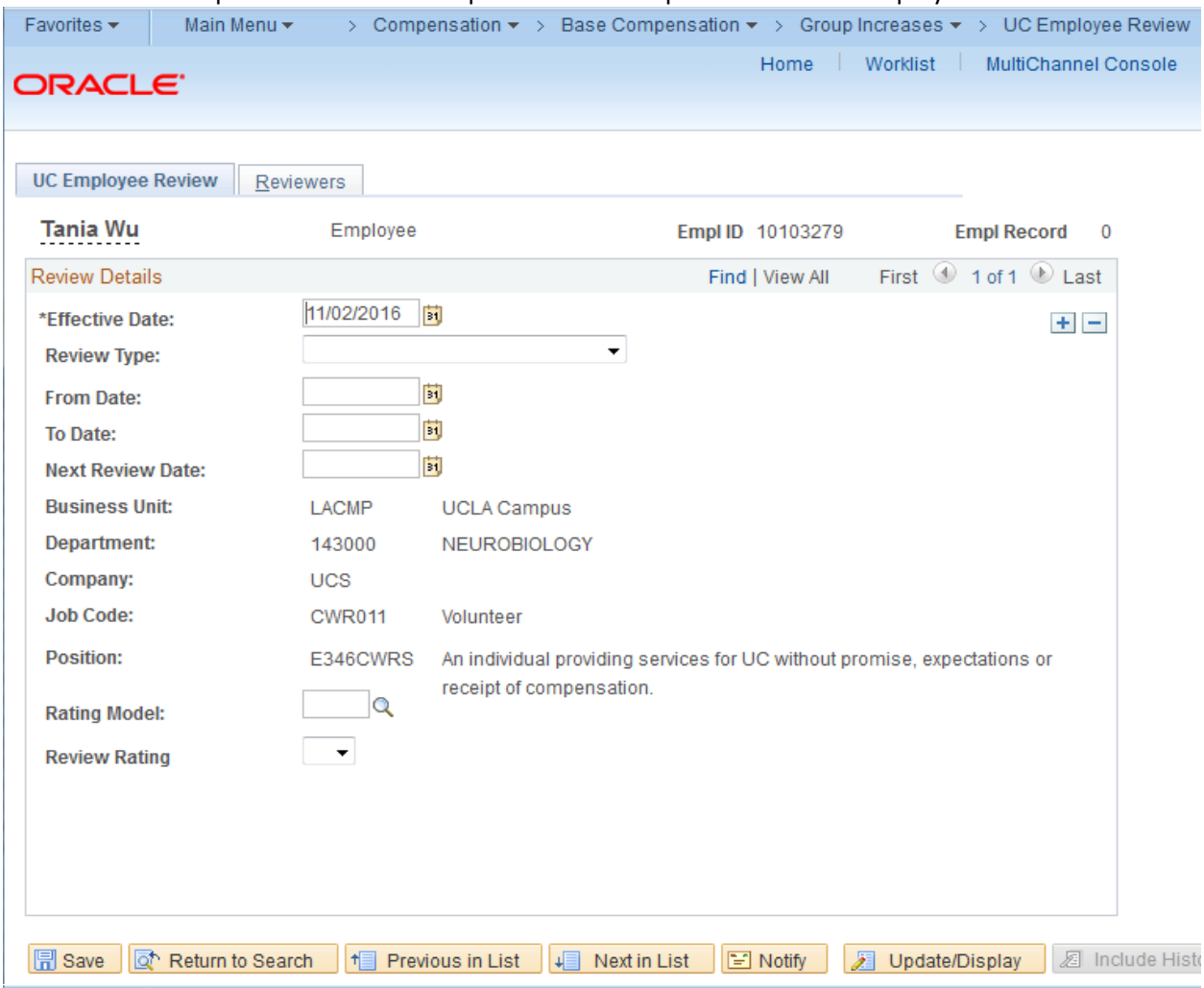
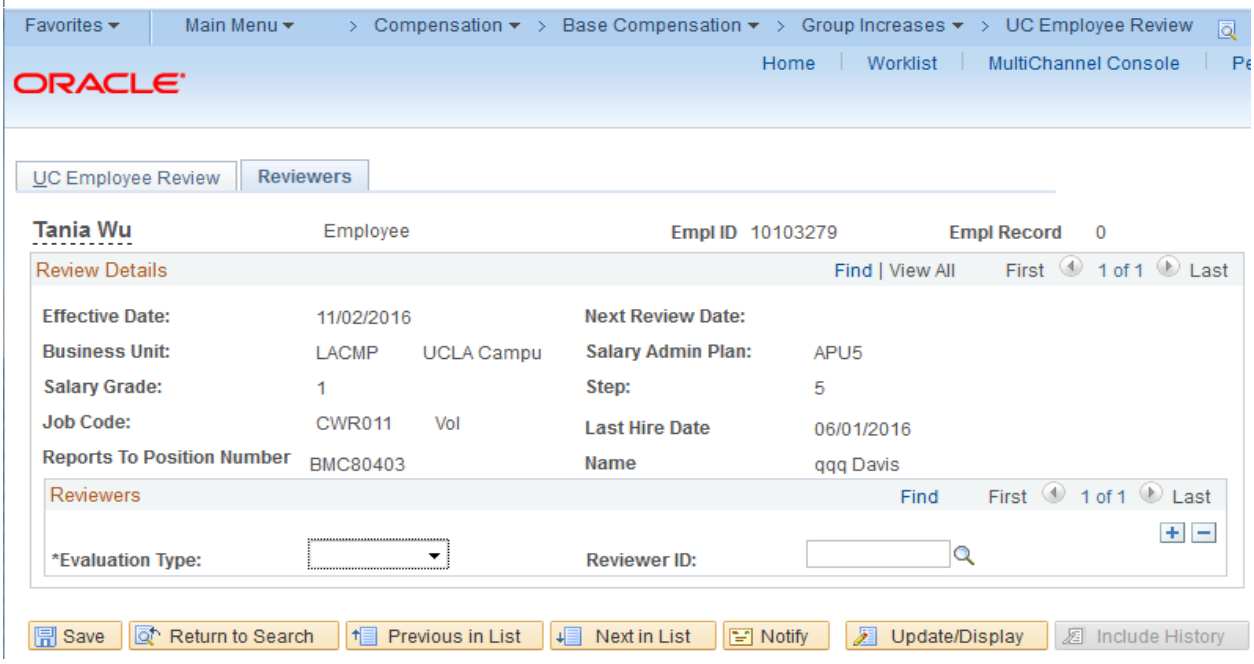
Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

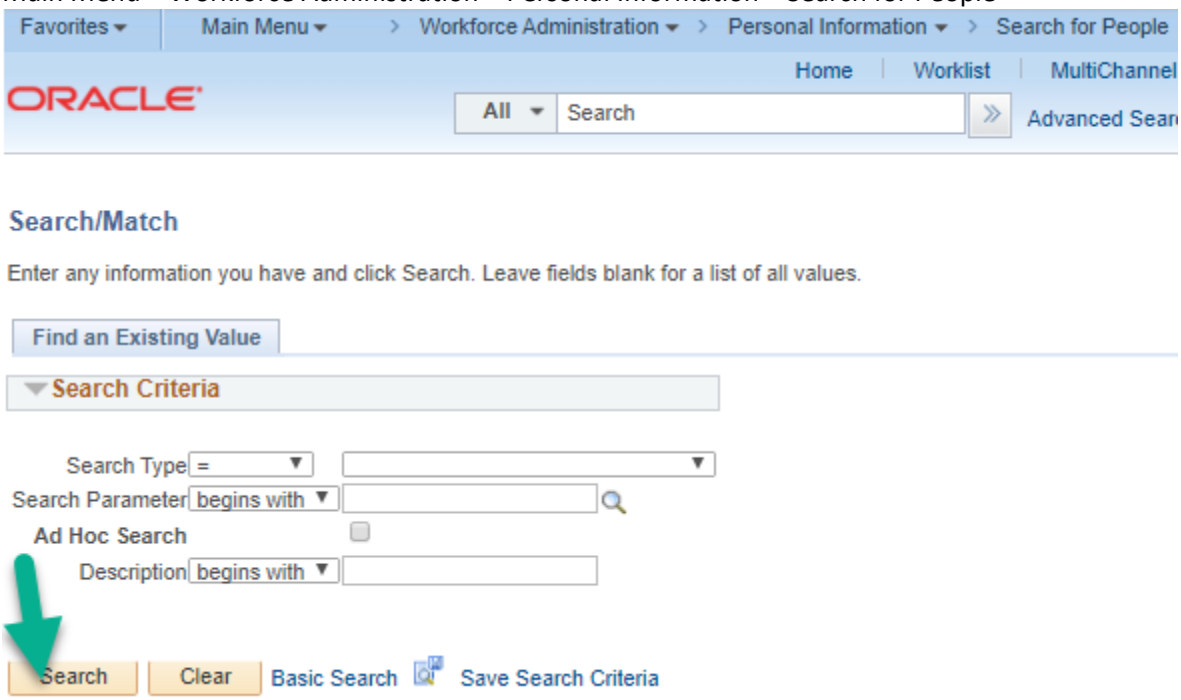


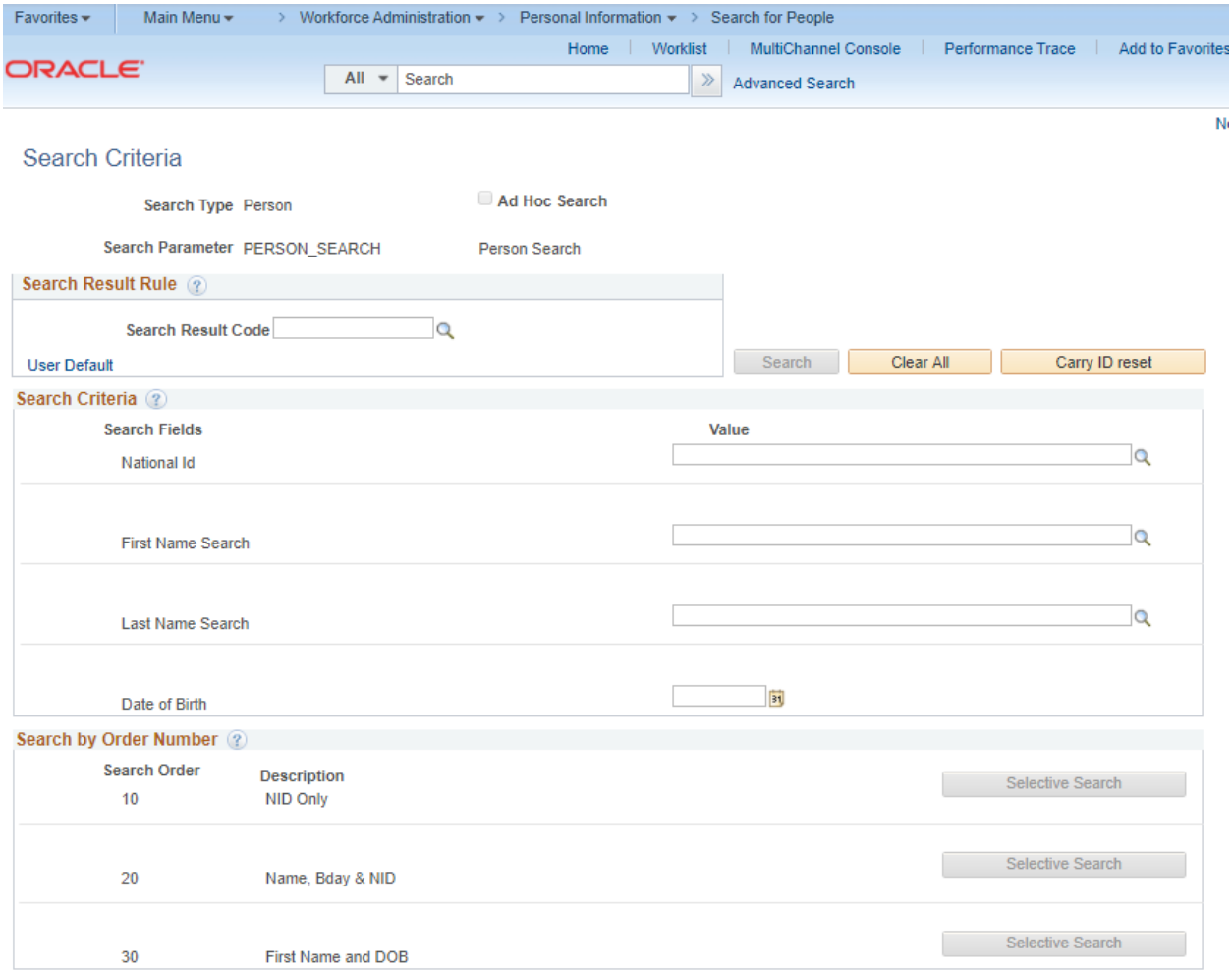
Main Menu > Compensation > Base Compensation > Group Increases > UC Employee Review





Main Menu > Workforce Administration > Personal Information > Search for People

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Date of Birth
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20
Name, Bday & NID
Selective Search
30
First Name and DOB
Selective Search

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