

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.

ТОРІС	ТҮРЕ
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
- <u>Earnings Code Configuration</u>

# 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

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

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

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#### Leave, Career and Benefits Eligibility Hours

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4	04/30/2015	0	0		0.00	0.00	0.00	0.00	88.00	88.00	176.00	176.00	0.00	0.00	0.00
5	05/31/2015	0	0		0.00	0.00	0.00	0.00	168.00	168.00	168.00	168.00	0.00	0.00	0.00
6	06/30/2015	0	0		0.00	0.00	0.00	0.00	88.00	88.00	176.00	176.00	0.00	0.00	0.00
7	07/31/2015	0	0		0.00	0.00	0.00	0.00	184.00	184.00	184.00	184.00	0.00	0.00	0.00
8	08/31/2015	0	0		0.00	0.00	0.00	0.00	-8.00	-8.00	168.00	168.00	0.00	0.00	0.00
9	09/30/2015	0	0		0.00	0.00	0.00	0.00	176.00	176.00	176.00	176.00	0.00	0.00	0.00
10	10/31/2015	0	0		0.00	0.00	0.00	0.00	176.00	176.00	176.00	176.00	0.00	0.00	176.00
11	10/31/2015	0	1	11/30/2015	0.00	0.00	0.00	0.00	176.00	176.00	176.00	176.00	0.00	0.00	176.00
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14	01/31/2016	0	0		168.00	168.00	168.00	168.00	168.00	168.00	168.00	168.00	0.00	0.00	168.00
15	02/29/2016	0	0		168.00	168.00	168.00	168.00	168.00	168.00	168.00	168.00	0.00	0.00	168.00

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# Main Menu > UC Customizations > UC Extensions > Manage Accruals

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# **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

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# 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

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# UCPATH INQUIRY ROLES | Self-Paced Training



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# 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

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#### Campus Approvers

 
 Run Cntl: DR0000000001, Updated By: 10000181, Created: 2015-11-24, Date of Pay: 2015-11-24, Trans Source: R:Approved

 Campus Approvers

 Approved

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# 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
- <u>E-010 Location Error Reporting Resolution Guide</u>

# SIMULATIONS:

Monitor UCPath Center Cases

# SCREENSHOTS:

#### Main Menu > Reporting Tools > Report Manager

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# 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
- <u>E-010 Location Error Reporting Resolution Guide</u>

### SIMULATIONS:

Monitor UCPath Center Cases

# SCREENSHOTS:

Main Menu > Reporting Tools > Report Manager

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# 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

Favorites -	Main Menu 🔻	>	UC Customizations -	>	UC Interfaces 🔻	>	UC Interface Dashboard 🗸 > File Distribution Monitoring	Q
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#### File Distribution Monitoring

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#### Search Results

Only the first 300 results can be displayed.

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# **19 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
- <u>View Identification Data</u>

#### **SCREENSHOTS:**

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

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# Main Menu > Workforce Administration > Personal Information > Security Clearance

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# Security Clearance

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# 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

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# 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
- <u>E-010 Location Error Reporting Resolution Guide</u>

# SIMULATIONS:

Monitor UCPath Center Cases

### SCREENSHOTS:

# Main Menu > Reporting Tools > Report Manager

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# 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

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Hours

Second

V OK to Pay

Third

Goal Amount

Sep Check Nbr

**Applies To Pay Periods** 

Job InformationTax Information

✓ First

Hourly Rate

Goal Balance

Fourth

Disable Direct Deposit

Prorate Additional Pay

**Fifth** 

Favorites  Main Menu	Set Up HCM ▼ > F	roduct Related	<ul> <li>Commitment Accounting </li> </ul>	> UC Custom	nizations	•	> Fun	ding Ent
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Job Earnings Distribution 🕜				Find	First	٠ اھ	1 of 1	🕑 Las
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Department		4	Job Code				ф. –	
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Earnings Code	REG Regular P	ay	General Ledger Pay Type					
Compensation Rate	_		Standard Hours					
Percent of Distribution								
Earnings Chartfields 👔								
Combination Code		<u>@</u>						

# 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

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Budget Distribution Details

Return to Search 🛉 Previous in List 🚛 Next in List 💽 Notify



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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	J > UC Customizations > UC Extensions > Self Service Additional Pay
Favorites - Main	n Menu + > UC Customizations + > UC Extensions + > Self Service Additional Pay
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Self Service Addition	hal Pay
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FTE	1.000000 Expected Job End Date 08/17/2017
Employee Status	Active
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Requester ID	UC_AMISHRA Ayush Mishra - PSG Dev
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Favorites 🕶	Main Menu 🔻	> UC Customizations	<ul> <li>UC Extens</li> </ul>	sions 🔻 🚿 Se	If Service Transaction Links	
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Main Menu > UC Customizations > UC Extensions > Self Service Transaction Links > One-Time Payments

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

Return to Search 🛛 🖃 Notify

Main Menu	u > UC Custom	izations >	UC Extensio	ons > Se	elf Service	Transactio	n Links > Payro	oll Reques	sts
Favorites •	<ul> <li>Main Me</li> </ul>	nu 🕶 🔷 >	UC Custom	nizations	▼ → UCE	xtensions 👻	> Self Service 1	Fransactior	n Links
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Return

Submit


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General Deduction U	pdate						
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Business Unit	JCOP1	UC Office of President	Position 40000362 E	XEC AST 3			
Department 8	307500	UC PRESS BOOKS	Job Code 007384 E	XEC AST 3			
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## BU Academic Session Sched

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value         Add a New Value
Search Criteria
Business Unit begins with ▼ Q Year begins with ▼
Include History Correct History
Search Clear Basic Search 🖾 Save Search Criteria

Find an Existing Value | Add a New Value



Favorites - Main Menu - Set U	Jp HCM  → UC Customizations  → BU Academic Session Sched  Q
	Home Worklist MultiChannel Console Performan
ORACLE	All Version Search Advanced Search Q Last S
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Business Unit: SBCMP	<b>Year:</b> 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	<b>by:</b> 10003254
Return to Search the Pre	evious 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

Favorites -	Main Menu 🗸	>	Workforce Administration -	>	Personal Information $\checkmark$ $\rightarrow$	Organizational Relationships -	>	Person Checklist
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## Person Checklist

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🔚 Save 🔯 Return to Search 🖃 Notify



## 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

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## 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

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

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## **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

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US Federal					Med/ER		5,821.29	84.41
JS Federal					OASDI/EE		5,821.29	360.92
US Federal					OASDI/ER		5,821.29	360.92
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Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

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VSPBT	Vision	Service Plan		Nontaxa	able Benefit		12.75		
OWEL	Optum	Wellness		Nontax	able Benefit		7.60		
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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

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10005276 Reves	Nelly	REYES	LACMP	PPS ID	604511848	NELLY
10005276 Reves	Nelly	REYES	LACMP	UCLA UID	604511848	NELLY
10005276 Reyes	Nelly	REYES	UCOP1	UCNETID	1663026	NELLY
10011138 Van G	ent,Silviya D	VAN GENT	LACMP	PPS_ID	903345603	SILVIYA
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10018405 Schna	abel,Michael A	SCHNABEL	UCOP1	PPS_ID	904259411	MICHAEL
10018405 Schna	abel,Michael A	SCHNABEL	UCOP1	UCLA_UID	904259411	MICHAEL
10018405 Schna	abel,Michael A	SCHNABEL	UCOP1	UCNETID	1575134	MICHAEL
10040989 Hatch	er,Margaret W	HATCHER	LACMP	PPS_ID	804711375	MARGARET
10040989 Hatch	er,Margaret W	HATCHER	LACMP	UCLA_UID	804711375	MARGARET
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10040990 Brinig	,Wendy Jane N	BRINIG	UCOP1	UCNETID	1784086	WENDY
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UC External Sys	tem IDs				
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## 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
- <u>View Transaction Status</u>

## 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
- <u>View Transaction Status Transaction Status Page</u> (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
- <u>View Security Clearance</u>



#### **SCREENSHOTS:**

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

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

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## Person Checklist

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Find an Existing Value | Add a New Value

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

Middle Name:

Search



# UCPATH INQUIRY ROLES | Self-Paced Training

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Biographical Details | Contact Information | Regional | UC Personal Data



# UCPATH INQUIRY ROLES | Self-Paced Training

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

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Transaction Status

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#### Transaction Status

The following transactions are pending, canceled or have been processed by Human Resources.



Start Date From 10/09/2016 🛐 To 10/29/2016 🛐

Refresh Clear

Transaction Status 👔 Personalize   Find   🔄   🔜 First 🕚 1-14 of 14 🕑 Last								ast
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	Hire/Rehire and Profile Data	10/14/2016	Requested	59993574	C	Hire	Cass Castiel	
	Hire/Rehire and Profile Data	10/16/2016	Requested	59993577	C	Hire	Lincoln Burrows	
	Hire/Rehire and Profile Data	10/16/2016	Requested	59993576	C	Hire	Michael Scofield	
	Hire/Rehire and Profile Data	10/17/2016	Requested	59993583	C	Hire	Cisco Ramon	$\sim$

Select All Deselect All

Delete Selected Transactions

Go To Smart HR Transactions



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Honors and Awards
There are currently no Honors and Awards for this profile. Please add one if required.
Add New Honors and Awards
Licenses and Certifications (Requires Approval)
There are currently no Licenses and Certifications for this profile. Please add one if required.
Add New Licenses and Certifications
Save

Return to Search

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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
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# UCPATH INQUIRY ROLES | Self-Paced Training

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30226299	0	Fixed	40.00	Sharon E346 1486	11/01/2015	Pay Rate Change	Across-The-Board	Ν	Job Data	
43500040	0	Fixed	40.00	AMRR0053 Saler	07/01/2016	Data Change	Correction-Pay Rate	Y	Job Data	
59993505	5 <mark>0</mark>	Fixed	40.00	ABBRTest New	09/15/2016	Hire		Ν	Job Data	
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To Date:	31			
Next Review Date:	31			
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Company:	UCS			
Job Code:	CWR011 Volunteer			
Position:	E346CWRS An individua	I providing services for UC w	ithout promise, exp	ectations or
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## Main Menu > Compensation > Base Compensation > Group Increases > UC Employee Review

Main Menu >	· Workforce Adm	inistrati	on > Pers	onal Informa	tion > Search	n for Peop	le
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## Search/Match

Enter any information you have and click Search. Leave fields blank for a list of all values.

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Search Clear Basic Search 🖾 Save Search Criteria	


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# 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
- <u>View Transaction Status Transaction Status Page</u> (different than above)
- View Person Profile
- View Position Information
- <u>View UC Employee Review</u>
- Search for People Using Search/Match



#### **SCREENSHOTS:**

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

Favorites 👻	Main M	enu 👻 >	Workforce Administratio	n 🔻 > Personal	Informati	on 👻 > Person Orga	anizational Sur	mmary								
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Favorites -	Main Menu 🗸	>	Workforce Administration -	>	Personal Information -	>	Organizational Relationships $\checkmark$ > Person Checklist
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# Person Checklist

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

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

Favorites 

Main Menu 

Workforce Administration 

Job Information 

Keview Job Information 

Workforce Job Summary

# ORACLE

# Workforce Job Summary

test241 SDADAD		E	MP			Empl ID 16679827	
Empl Status Acti	ve	Н	ire Date 01	1/24/2005			
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EMP	0	07/01/2015	0	Pay Rt Chg	ATB	Across-The-Board	Primary
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#### Main Menu > Workforce Administration > Job Information > Job Data

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Regulatory Region	USA		United States					
Company	UCS		University of California					
Business Unit	UCOP1		UC Office of President					
Department	807500		UC PRESS BOOKS					
Department Entry Date	11/01/2015							
Location	155GRAND		155 Grand Avenue					
Establishment ID	UCOP	Q	UC Office of the Presider	t	Date Created	11/01/2016		
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# UCPATH INQUIRY ROLES | Self-Paced Training

avorites - Main M	enu 🔻 🔹 > Workforce Ad	ministration 👻 > Job Informatio	on 🔻 > Job Data 🛛 🔁		
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#### Main Menu > Workforce Administration > Smart HR Template > Transaction Status

Favorites 
Main Menu 
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Smart HR Template 
Transaction Status

ORACLE

#### Transaction Status

The following transactions are pending, canceled or have been processed by Human Resources.



Start Date From 10/09/2016 🛐 To 10/29/2016 🛐

Refresh Clear

Transaction Status 👔 Personalize   Find   💷   🧱 First 🕚 1-14 of 14 🕑 Las								
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	Hire/Rehire and Profile Data	10/12/2016	Requested	59993565	C	) Hire	Testing7 Additional Pay E-308	^
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	Hire/Rehire and Profile Data	10/14/2016	Requested	59993568	C	) Hire	Michael Bevan	
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	Hire/Rehire and Profile Data	10/16/2016	Requested	59993576	C	) Hire	Michael Scofield	
	Hire/Rehire and Profile Data	10/17/2016	Requested	59993583	C	) Hire	Cisco Ramon	~

Select All Deselect All

Delete Selected Transactions

Go To Smart HR Transactions



Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles
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Person Profile
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There are currently no Honors and Awards for this profile. Please add one if required.
Add New Honors and Awards
Licenses and Certifications (Requires Approval)
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Add New Licenses and Certifications
Save

Return to Search

📑 Add

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 Information Find   View All First (1) 1 of 1 (2) Last
Position Number 40000006
Headcount Status Overallocated Current Head Count 4 out of 1
*Effective Date 11/01/2015 🛐 *Status Active 🗸
Reason CNV Q Conversion Use Only Action Date 11/03/2015
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Job Information
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Job Code 007300 Q APPLICATIONS PROGR 3
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# UCPATH INQUIRY ROLES | Self-Paced Training

wontes • Main Menu • > Organizational Development • > Position Management •	> Maintain Positions/Budgets   > Add/Update Position Info
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Position Number 40000006	
Headcount Status Overallocated C	urrent Head Count 4 out of 1
Specific Information	Find   View All First ④ 1 of 1 🕑 La
Effective Date 11/01/2015	Status Active
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Description | Specific Information | UC Position Data | Budget and Incumbents | Supporting Documents



Eavertes       Main Menu*       > Organizational Development * > Position Management * > Maintain Positions/Budgets * > Add/Update Position Info         CRACLE         Rescription       Specific Information       UC Position Data       Budget and Incumbents       Supporting Documents         Position Number 40000006       Headcount Status Overaliocated       Current Head Count       4       out of       1         Current Budget       Earnings       Deductions       Tax       Cola       0.000       0.000         Current Incumbents       Deductions       Tax       Cola       Action       Action Reason       Override         0.000       0.000       0.000       0.000       0.000       0.000       Detection Pairs         10138948       Flored       40.000 Summer Primary OFrife/2016       Hire       N       Job Data         30226299       Flored       40.000 AMRR0053 Saler       07/01/2016       Data       N       Job Data         30226299       Flored       40.000 AMRR0053 Saler       07/01/2016       Data Change       Correction-Pay Rate       Y       Job Data         30226299       Flored       40.000 AMRR0053 Saler       07/01/2016       Data Change       N       Job Data         30299350.0       Fixed       40.000 A													
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Description | Specific Information | UC Position Data | Budget and Incumbents | Supporting Documents

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



Favorites 👻 Main Menu	<ul> <li>Compensation - &gt;</li> </ul>	Base Compensation ${\color{red} \bullet} \rightarrow$	Group Increases	▼ > UC Employe	e Review
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Tania Wu	Employee	Empl ID 101	03279	Empl Record 0	
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To Date:	<b>31</b>				
Next Review Date:	<b>1</b>				
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Job Code:	CWR011 Volunteer				
Position:	E346CWRS An individua	I providing services for UC w	ithout promise, exp	pectations or	
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## Main Menu > Compensation > Base Compensation > Group Increases > UC Employee Review

Main Menu > Workforce Administration > Personal Information > Search for People										
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## Search/Match

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	
Search Criteria	
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Search Clear Basic Search 🖾 Save Search Criteria	



Favorites -	Main Menu 🗸	> Workforce Adm	nistration 👻	> Personal Inform	mation 👻 🔿 S	earch for People			
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Complete the Training at you own Pace

