

Quick Reference: UCPATH Workforce Administration Navigation

Component/Page	Use to...	Navigation Path
Modify a Person	View employee's personal data, including date of birth, ethnicity, address, telephone number, and so forth.	PeopleSoft Menu → Workforce Administration → Personal Information → Biographical → Modify a Person
Smart HR Templates	Initiate a Smart HR Template transaction: Hire, Rehire, Add Contingent Worker, Transfer, Terminations, Retire and Personal Data Changes.	PeopleSoft Menu → Workforce Administration → Smart HR Template → Smart HR Transactions
Transaction Status	View Smart HR Template transaction statuses.	PeopleSoft Menu → Workforce Administration → Smart HR Template → Transaction Status
Job Data – Work Location	View employee's position number, department, and/or location.	PeopleSoft Menu → Workforce Administration → Job Information → Job Data → Work Location tab
Job Data – Job Information	View employee's job code, FT/PT, standard hours and FTE. View expected job end date. View expected return from leave date.	PeopleSoft Menu → Workforce Administration → Job Information → Job Data (Job Information tab)
Job Data – Compensation	View employee's compensation.	PeopleSoft Menu → Workforce Administration → Job Information → Job Data (Compensation tab)
Job Data – Employment Data	View employee's original start date.	PeopleSoft Menu → Workforce Administration → Job Information → Job Data (Employment Data link)
Job Data – UC Job Data	View employee's probation end date.	PeopleSoft Menu → Workforce Administration → Job Information → Job Data (UC Job Data tab)
Workforce Job Summary	View a summary of an employee's complete job history. Includes the following tabs: General, Job Information, Work Location, Salary Plan, Compensation and UC Job .	PeopleSoft Menu → Workforce Administration → Job Information → Review Job Information → Workforce Job Summary

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Person Organizational Summary	View a summary of an employee's current organizational relationship data, including HR and payroll status and job assignment details.	PeopleSoft Menu → Workforce Administration → Personal Information → Person Organizational Summary
Add/Update Position Request	Add new position. Update vacant position. Review position request transactions.	PeopleSoft Menu → UC Customizations → UC Extensions → Position Control Request
View Position Info	View position information. Includes the following tabs: Description, Specific Information, UC Position Data, Budget and Incumbents and Supporting Documents .	PeopleSoft Menu → Organizational Development → Position Management → Maintain Positions/Budgets → Add Update Position Info
Position Summary	View current and historical information about a position. Includes the following tabs: General, Work Location and Payroll Information .	PeopleSoft Menu → Organizational Development → Position Management → Review Position Budget Information → Position Summary
Position History	View information on incumbent(s) currently and previously assigned to a position. Click the Current Position Data link to view current position details. Click the Components link to view detailed salary information about the position incumbents at the position entry date or the position end dates.	PeopleSoft Menu → Organizational Development → Position Management → Review Position Budget Information → Position History
Vacant Budgeted Positions	View details for currently vacant in a department and the attendant position information.	PeopleSoft Menu → Organizational Development → Position Management → Review Position Budget Information → Vacant Budgeted Position