

Recommended UCPath Bookmarks

SUMMARIES	
Component Name	Navigation
1. Job Data	PeopleSoft Menu > Workforce Administration > Job Information > Job Data
2. Person Org Summary	PeopleSoft Menu > Workforce Administration > Personal Information > Person Organizational Summary
3. Workforce Job Summary	PeopleSoft Menu > Workforce Administration > Job Information > Review Job Information > Workforce Job Summary
POSITION MANAGEMENT	
Component Name	Navigation
1. Add/Update Position Info <i>(For most this is inquiry-only. No updates to filled or vacant positions are possible.)</i>	PeopleSoft Menu > Organizational Development > Position Management > Maintain Positions/Budget > Add/Update Position Info
2. Position Control Request	PeopleSoft Menu > UC Customizations > UC Extensions > Position Control Request
<i>A. Request a new position</i>	
<i>B. Update a vacant position</i>	
<i>C. Updating a multi-headcount position</i>	
3. Position Funding	PeopleSoft Menu > Set up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry
4. Position History	PeopleSoft Menu > Organizational Development > Position Management > Review Position/Budget Info > Position History
5. Position Summary	PeopleSoft Menu > Organizational Development > Position Management > Review Position/Budget Info > Position Summary
6. Vacant Budgeted Positions	PeopleSoft Menu > Organizational Development > Position Management > Review Position/Budget Info > Vacant Budgeted Positions

TRANSACTIONS	
Component Name	Navigation
1. PayPath Transactions	PeopleSoft Menu > UC Customizations > UC Extensions > PayPath Actions
A. Filled position updates	
B. Job Data updates	
C. Additional Pay	
2. Smart HR Transaction Templates	PeopleSoft Menu > Workforce Administration > Smart HR Template > Smart HR Transactions
A. Full/New Hire	
B. Concurrent Hire	
C. Rehire	
D. Transfers	
E. Termination	
F. Retirement	
G. Person Data	
3. SS Smart HR Transactions	PeopleSoft Menu > UC Customizations > UC Extensions > SS Smart HR Transactions
4. Transaction Status	PeopleSoft Menu > Workforce Administration > Smart HR Template > Transaction Status
USEFUL PAGES	
Component Name	Navigation
1. Access Forms	Forms Library > Access Forms
2. Employee Self Service	Employee Actions > Employee Actions
3. Payroll Processing Schedules	Quicklinks > Payroll Calendars & Schedules > Payroll Processing Schedules
4. Review Paycheck Summary	PeopleSoft Menu > Payroll for North America > Payroll Processing > Produce Payroll > Review Paycheck Summary
5. Self Service Transaction Links	PeopleSoft Menu > UC Customizations > UC Extensions > Self Service Transaction Links

**** Job Aids & Other Resources:** <https://www.ucpath.ucsb.edu/functional-usersupport/functional-user-resources>