This document can be found on the UCPath website. [https://ucpath.uci.edu/user-type/transactional-users.html]

PURPOSE:

This Job Aid provides guidance on how to find transactions in UCPath while they are pending / in-process.
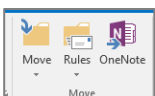- For Off-Cycle transactions see the Off-Cycle Job Aid.

GENERAL INFORMATION

Approved Position information, along with employee and job details can be found in Job Data, Workforce Job Summary or Person Org Summary..

Finding Transactions via AWE Notifications:

The best way to find an in-process Transaction is by using the **link** in the AWE notifications you receive via email. Set up Outlook according to the instructions below to easily find these emails.

Set Up
1. Create an **Approval** folder which you use to save the notification emails.
2. Click **Rules** on the Home tab.

3. Create **Rules** for ucpath-notifications@universityofcalifornia.edu
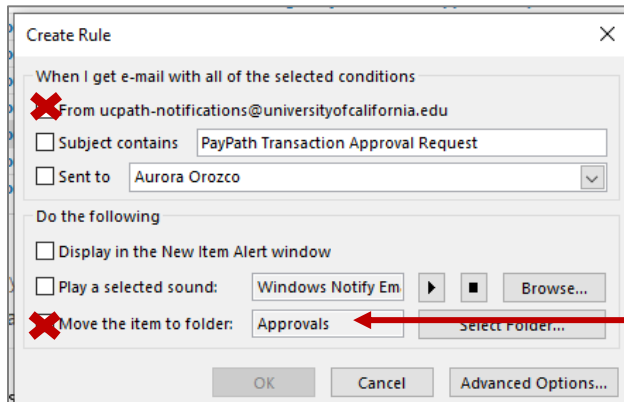
Using the Approval Folder
1. Search the **Approval** folder for the notification email of the transaction.
2. Click on the **link** in the email.
3. For each type of transaction, a different page displays. Therefore the steps to the data is unique. See below.

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Step ③ **Different Transaction Types**

Position Control: After clicking the email link, the **Approve Position Request** tab auto-populates.

Approve Position Request		New Wind
Transaction Information		
Transaction ID 1111125545	Approval Status Approved	Created By /////
Position Control Information	Find | View All	First ⊙ 1
Position Information		
Position Number 40347444	Effective Date 09/01/2020	Position Status Approved

Funding Entry: After clicking the email link, the Funding Entry page auto-populates.

Funding Entry					
Request ID	FE00346759	Requested by:	/////	Submitted on:	08/05/2020
Set ID:	IRCMP	Department:	IR8096 ELECTRICAL ENGR & COMPUTER SCI	Request Status:	Saved to Database
Fiscal Year:	2021	Budget Begin Date:	07/01/2020 Budget End Date: 06/30/2021		
Level					
○ Department	○ Position Pool	● Position			

Template Trx: After clicking the email link, a Transaction Details box displays on the Template page.
1. Click on the **Name** for more details
2. Click **Continue** to advance to the next screen. Click **Cancel** to cancel the transaction.
3. Click **OK** to advance to the next screen
4. Entry tabs display. **Note:** At the bottom of the page, a **Cancel** button is available.

SS Smart HR Transactions

Transaction Details ①

Transaction ID T000412490   Transaction Status Approved

Hire Details	Personalize | Find | View All | 🔲 | 🈁		First ⊙ 1 of 1	
Name	Type of Hire	Start Date	Action	Country
1 A/////	Employee	04/01/2020	HIR	USA

Address Format United States

[Continue] [Cancel] ②

Select OK to continue the hire p
enter a new Person ID.

[OK] [Cancel] ③

Smart HR Transactions

Enter Transaction Information ④

Click here to Hide Header Details

Template:	UC_CONC_HIRE_AC	Name:	/////
Effective Date:	04/01/2020	Action/Action Reason:	HIR/CN1 (Academic Concurrent Hire)
Employee ID:	/////	Employee Record:	

[Personal Data] [Job Data] [Earns Dist] [Addl Pay]

Employee Information

Primary Name - English

First Name /////   Middle Name

PayPath Actions: After clicking the email link, the **Additional Pay** tab auto-populates, regardless of whether an Additional Pay was transacted.
Click on the other tabs for more details.

Position Data	Job Data	Additional Pay Data			
/////	Employee		Empl ID /////	Empl Record	2
				No Data present fo	
New Additional Pay	Find | View All	First ⊙ 1 of 1 ⊙ Last			
Earnings Code:					
Effective Date	Find | View All	First ⊙ 1 of 1 ⊙ Last			

Payroll Requests: After clicting the email link**,** the Earnings and Leave tabs auto-populate.

Extended Absence: After clicking the email link, the Administer Extended Absence page auto-populates. The Administer Absence page is also available directly through the Navigation Dashboard.