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.
Finding Transactions

Step 3: Different Transaction Types

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

![Approve Position Request Screen](image)

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

![Funding Entry Screen](image)

**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.

![Transaction Details Screen](image)

**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.

![Additional Pay Screen](image)
**Payroll Requests:** After clicking the email link, the Earnings and Leave tabs auto-populate.

![Payroll Requests](image1)

**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.

![Extended Absence](image2)