

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

Page		
<b>PayPath</b>	Navigation	PeopleSoft Menu > UC Customizations > UC Extensions > PayPath Actions
	What's it used for	Changes to filled positions, job data (including compensation) and additional pay.
<b>Smart HR Templates</b>	Navigation	PeopleSoft Menu > Workforce Administration > Smart HR Template > Smart HR Transactions
	What's it used for	All hire Transactions (Hires, Rehires, Concurrent Hires); Transfers; Terminations; Retirement; Add Contingent Worker; Personal Data Changes
<b>Funding Entry</b>	Navigation	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry
	What's it used for	Add or update position funding.
<b>Funding Inquiry Page</b>	Navigation	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry Inquiry
	What's it used for	Use to view position funding.
<b>Direct Retro</b>	Navigation	PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > Process Direct Retro
	What's it used for	Process direct retro funding updates (Salary Cost Transfers)
<b>Direct Retro Inquiry</b>	Navigation	PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > Review Retro Distribution
	What's it used for	Use to track changes made during the direct retro process
<b>Position Control Request</b>	Navigation	PeopleSoft Menu > UC Customizations > UC Extensions > Position Control Request
	What's it used for	Create new or update existing vacant positions
<b>Additional Pay</b>	Navigation	PeopleSoft Menu > UC Customizations > UC Extensions > PayPath Actions > Search for Employee > Click Additional Pay Tab
	What's it used for	Add additional pay for an employee.
<b>Payroll Request/ Final Pay</b>	Navigation	PeopleSoft Menu > UC Customizations > UC Extensions > Self Service Transaction Links > Payroll Request
	What's it used for	Process final pay.
<b>Payroll Request/ Off Cycle</b>	Navigation	PeopleSoft Menu > UC Customizations > UC Extensions > Self Service Transaction Links > Payroll Request
	What's it used for	Process off cycle pay.

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<b>Request Extended Absence</b>	Navigation	PeopleSoft Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Request Extended Absence
	What's it used for	Put an employee on leave of absence.
<b>Benefits Summary</b>	Navigation	PeopleSoft Menu > Benefits > Review Employee Benefits > Benefits Summary
	What's it used for	View employee's current benefits enrolment information.
<b>Review Absence Balance</b>	Navigation	PeopleSoft Menu > UC Customizations > UC Extensions > Admin – Review Absence Balance
	What's it used for	Use to view an employee's current and past leave balances
<b>Manage Accruals</b>	Navigation	PeopleSoft Menu > UC Customizations > UC Extensions > Manage Accruals
	What's it used for	Use to manage accruals adjustments.
<b>Job Data</b>	Navigation	PeopleSoft Menu > Workforce Administration > Job Information > Job Data
	What's it used for	Use to view employee job data in UCPath, including: salary information, compensation rate and frequency, job code, job title, union code, probation code, employee class, job end date.
<b>Workforce Job Summary</b>	Navigation	PeopleSoft Menu > Workforce Administration > Job Information > Review Job Information > Workforce Job Summary
	What's it used for	Used to view employee's job history. Each row of information relates to a change (Action) in the employee's job. For example, hire date, pay rate change, data change.
<b>Person Org. Summary</b>	Navigation	PeopleSoft Menu > Workforce Administration > Personal Information > Person Organizational Summary
	What's it used for	Use to view employee's the current organizational relationships (employment instances/jobs) across the UC.
<b>Add/Update Position Info</b>	Navigation	PeopleSoft Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
	What's it used for	Use to view all data related to a given position in UCPath.
<b>Person Profile</b>	Navigation	PeopleSoft Menu > Workforce Development > Profile Management > Profiles > Person Profile
	What's it used for	Use to view employee's qualifications, education, oath & patent signature dates and UC Student Status.
<b>Personal Information</b>	Navigation	PeopleSoft Menu > HCM Home > Workforce Administration > Personal Information > Modify a Person
	What's it used for	Use to view Personal Information for an employee, including biographical details, contact information, ethnic group, military status and disclosure.