

This document can be found on the UCPath website. [[https://ucpath.uci.edu/user-type/transactional users.html](https://ucpath.uci.edu/user-type/transactional%20users.html)]

Summary of the Initiators' Principal Pages and Transactions - This summary is to serve as a reminder of information provided at training.

The goal of the pages listed below is to enter and maintain employee data.

- Employees are hired into a position, thereby creating their job.
- Their compensation details and status determine paycheck amounts and when and how they are paid.
- Funding account details are supplied if different from regular pay.

| | Add New Positions & Updates Vacant Position | Funding Entries & Updates | Employee Info Checks | Hires, Rehires, Transfers & Terminations | Updating Filled Positions & Jobs |
|----------------------|---|---|--|---|---|
| Go To > | Position Control Request | Funding Entry | Person Org. Summary | SMART HR Templates | PayPath |
| Navigation | UC Customizations> UC Extensions > Position Control Request | Set UP HCM > Product Related > Comm't Acc't > UC Custom'ns > Funding Entry | Workforce Admin'n > Personal Info > Person Org. Summary | Workforce Admin'n > SMART HR Template > SMART HR Transactions | UC Customizations> UC Extensions > PayPath |
| When to Use | Create NEW positions & update VACANT positions | Enter all payroll funding for a POSITION | Look for employee status and multiple positions BEFORE adding or updating records. | Fill or vacate positions, including transfers, & personal data changes | Update filled Position & Job Data. Create & update Additional Pay |
| Transaction Examples | | | | <ul style="list-style-type: none"> - Hire - Rehire - Concurrent Hire - Transfers - Terminations - Retirement - Contingent Hire | <ul style="list-style-type: none"> - Short Work Break - Position & Job Data FTE - Pay Rate Change - Promotion - Empl Reduction in Time |
| Impact on UCPath | After the position is Approved, a Position Number is generated. Funding Entry and Hiring may then be completed. | Funding is assigned to the position. <i>This is NOT like in PPS where funding is assigned to a person.</i> | Reduces the chances of entering employee data in error and having to correct the errors later. | After a Hire transaction is approved, an Employee ID is generated and Job Data is created. Job Data has Employee's Position, Status and Compensation. | Updates made on the Position and Job Data tabs in PayPath are updated on the Job Data page by the UCPath Center. |