

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

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Request Extended Absence	Put an employee on leave of absence.	PeopleSoft Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Request Extended Absence
Benefits Summary	View employee's current benefits enrolment information.	PeopleSoft Menu > Benefits > Review Employee Benefits > Benefits Summary
Review Absence Balance	Use to view an employee's current and past leave balances	PeopleSoft Menu > UC Customizations > UC Extensions > Admin – Review Absence Balance
Manage Accruals	Use to manage accruals adjustments.	PeopleSoft Menu > UC Customizations > UC Extensions > Manage Accruals
Job Data	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.	PeopleSoft Menu > Workforce Administration > Job Information > Job Data
Workforce Job Summary	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.	PeopleSoft Menu > Workforce Administration > Job Information > Review Job Information > Workforce Job Summary
Person Organizational Summary	Use to view employee's the current organizational relationships (employment instances/jobs) across the UC.	PeopleSoft Menu > Workforce Administration > Personal Information > Person Organizational Summary
Add/Update Position Info	Use to view all data related to a given position in UCPath.	PeopleSoft Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
Person Profile	Use to view employee's qualifications, education, oath & patent signature dates and UC Student Status.	PeopleSoft Menu > Workforce Development > Profile Management > Profiles > Person Profile
Personal Information	Use to view Personal Information for an employee, including biographical details, contact information, ethnic group, military status and disclosure.	PeopleSoft Menu > HCM Home > Workforce Administration > Personal Information > Modify a Person