

# Recommended UCPath Favorites

SUMMARIES	
Component Name	Navigation
<b>1. Job Data</b>	PeopleSoft Homepage > Workforce Administration > HR Tasks > Job Data Related > <b>Job Data</b>
<b>2. Person Org Summary</b>	PeopleSoft Homepage > Workforce Administration > HR Tasks > <b>Person Organizational Summary</b>
<b>3. Workforce Job Summary</b>	PeopleSoft Homepage > Workforce Administration > HR Tasks > Job Data Related > <b>Workforce Job Summary</b>
POSITION MANAGEMENT	
Component Name	Navigation
<b>1. Add/Update Position Info</b> (For most this is inquiry-only. No updates to filled or vacant positions are possible.)	PeopleSoft Homepage > Workforce Administration > Position Management > <b>Add/Update Position Info</b>
<b>2. Position Control Request</b>	PeopleSoft Homepage > Workforce Administration > Position Management > Add/Update Position Info > <b>Position Control Request</b>
A. Request a new position	
B. Update a vacant position	
C. Updating a multi-headcount position	
<b>3. Position Funding</b>	PeopleSoft Homepage > General Ledger Administration > General Ledger Tasks > Funding > <b>Funding Entry</b>
<b>4. Position History</b>	PeopleSoft Homepage > Workforce Administration > Position Management > Position Inquiry > <b>Position History</b>
<b>5. Vacant Budgeted Positions</b>	PeopleSoft Homepage > General Ledger Administration > General Ledger Tasks > Position Data > <b>Vacant Budgeted Positions</b>

## TRANSACTIONS

Component Name	Navigation
<b>1. PayPath Transactions</b>	PeopleSoft Homepage > Workforce Adminsitrations > HR Tasks > <b>PayPath Actions</b>
<i>A. Filled position updates</i>	
<i>B. Job Data updates</i>	
<i>C. Additional Pay</i>	
<b>2. Smart HR Transaction Templates</b>	PeopleSoft Homepage > Workforce Administration > HR Tasks > Smart HR Templates > <b>Smart HR Transactions</b>
<i>A. Full/New Hire</i>	
<i>B. Concurrent Hire</i>	
<i>C. Rehire</i>	
<i>D. Transfers</i>	
<i>E. Termination</i>	
<i>F. Retirement</i>	
<i>G. Person Data</i>	
<b>3. SS Smart HR Transactions</b>	PeopleSoft Homepage > Workforce Administration > HR Tasks > Smart HR Templates > <b>SS Smart HR Transactions</b>
<b>4. Transaction Status</b>	PeopleSoft Homepage > Workforce Administration > HR Tasks > Smart HR Templates > <b>Smart HR Transaction Status</b>

## USEFUL PAGES

Component Name	Navigation
<b>1. Access Forms</b>	Forms Library > <b>Access Forms</b>
<b>2. Employee Self Service</b>	Employee Actions > <b>Employee Actions</b>
<b>3. Payroll Processing Schedules</b>	Quicklinks > Payroll Calendars & Schedules > <b>Payroll Processing Schedules</b>
<b>4. Review Paycheck Summary</b>	PeopleSoft Homepage > Workforce Administration > Payroll Tasks > Paycheck > <b>Self Service Transaction Links</b>

**5. Self Service Transaction Links**

PeopleSoft Homepage > Workforce Administration >  
Payroll Tasks > Payroll Transactions > **Self Service  
Transaction Links**

**\*\* Job Aids & Other Resources:**