

## Quick Reference: UCPath Workforce Administration Navigation

| Component/Page         | Use to...                                                                                                   | Navigation Path                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 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| <b>Modify a Person</b> | View employee's personal data, including date of birth, ethnicity, address, telephone number, and so forth. | PeopleSoft Homepage ▢ Workforce Administration ▢                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Component/Page                       | Use to...                                                                                                                                                                                                                                                                                                                      | Navigation Path                                                                                                   |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Job Data – UC Job Data</b>        | View employee's probation end date.                                                                                                                                                                                                                                                                                            | PeopleSoft Homepage ▢ Workforce Administration ▢ HR Tasks ▢ Job Data Related ▢ <b>Job Data (UC Job Data tab)</b>  |
| <b>Workforce Job Summary</b>         | View a summary of an employee's complete job history. Includes the following tabs: <b>General, Job Information, Work Location, Salary Plan, Compensation</b> and <b>UC Job</b> .                                                                                                                                               | PeopleSoft Homepage ▢ Workforce Administration ▢ HR Tasks ▢ Job Data Related ▢ <b>Workforce Job Summary</b>       |
| <b>Person Organizational Summary</b> | View a summary of an employee's current organizational relationship data, including HR and payroll status and job assignment details.                                                                                                                                                                                          | PeopleSoft Homepage ▢ Workforce Administration ▢ HR Tasks ▢ <b>Person Organizational Summary</b>                  |
| <b>Add/Update Position Request</b>   | Add new position. Update vacant position. Review position request transactions.                                                                                                                                                                                                                                                | PeopleSoft Homepage ▢ Workforce Administration ▢ Position Management ▢ <b>Add/Update Position Info</b>            |
| <b>View Position Info</b>            | View position information. Includes the following tabs: <b>Description, Specific Information, UC Position Data, Budget and Incumbents</b> and <b>Supporting Documents</b> .                                                                                                                                                    | PeopleSoft Homepage ▢ Workforce Administration ▢ Position Management ▢ <b>Add/Update Position Info</b>            |
| <b>Position History</b>              | View information on incumbent(s) currently and previously assigned to a position.<br>Click the <b>Current Position Data</b> link to view current position details.<br>Click the <b>Components</b> link to view detailed salary information about the position incumbents at the position entry date or the position end dates. | PeopleSoft Homepage ▢ Workforce Administration ▢ Position Management ▢ Position Inquiry ▢ <b>Position History</b> |

| Component/Page                   | Use to...                                                                                 | Navigation Path                                                                                                                                                                                                                                                                                                                                                |
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| <b>Vacant Budgeted Positions</b> | View details for currently vacant in a department and the attendant position information. | PeopleSoft Homepage ▯ General Ledger Administration ▯ General Ledger Tasks ▯ Position Data ▯ <b>Vacant Budgeted Positions</b>                                                                                                                                                                                                                                  |
| <b>Person Checklist</b>          | Onboarding tasks and Oath/Patent Acknowledgement dates.                                   | PeopleSoft Homepage ▯ Workforce Administration ▯    ▯ Personal Data Related ▯ <b>Person Checklist</b> |