Job Aid: UCPath Navigation

This job aid provides navigation paths for a wide variety of activities in UCPath. The list is grouped by process area. Access to these activities in UCPath depends on your security roles. Click any of the following categories to jump to that section of the table.

Where do I … ?	Navigation Path
Basics and Navigation	
View the status of a template transaction within Approval Workflow Engine (AWE)	PeopleSoft Menu > UC Customizations > UC Extensions > **SS Smart HR Transactions**
View the status of Smart HR Template transactions that have completed the approval workflow (AWE) and are either awaiting to be processed or have already been processed by UCPath Center WFA Production	PeopleSoft Menu > Workforce Administration > Smart HR Template > **Transaction Status**
Add an ad hoc approver or reviewer to a transaction's approval workflow **Note:** Requires AWE approver access.	To open a transaction that is pending approval, navigate to your **Worklist** in UCPath and click the appropriate transaction link *or* Click the transaction link in the system-generated email notification
Approve a UCPath transaction **Note:** Requires AWE approver access	To open a transaction that is pending approval, navigate to your Worklist in UCPath and click the appropriate transaction link *or* Click the transaction link in the system-generated email notification
Create a delegation request **Note:** Requires AWE approver access.	PeopleSoft Menu > HCM Home > Self Service > **Manage Delegation**
Reassign a pending transaction to another user **Note:** Requires AWE approver access.	To open a transaction that is pending approval, navigate to your **Worklist** in UCPath and click the appropriate transaction link *or* Click the transaction link in the system-generated email notification
Reassign transaction workflow for a pending transaction **Note:** Requires AWE Administrator access.	PeopleSoft Menu > Enterprise Components > Approvals > Approvals > **Monitor Approvals**
Reopen a recently closed case I had with UCPath Center (UCPC) **Note:** A case can be reopened only once and only within five days of closure.	**Dashboard Navigation:** **Ask UCPath Center** *or* **Menu Navigation:** Help / FAQ > **Ask UCPath Center** **Note:** Click the **My Inquiries** link.

Where do I … ?	Navigation Path
Review the status of an existing case that I submitted to the UCPath Center (UCPC)	**Dashboard Navigation:** **Ask UCPath Center** *or* **Menu Navigation:** Help / FAQ > **Ask UCPath Center** **Note:** Click the **My Inquiries** link.
Revoke a delegation request Note: Requires AWE approver access	PeopleSoft Menu > HCM Home > Self Service > **Manage Delegation**
Search for a specific employee in UCPath	PeopleSoft Menu > Workforce Administration > Personal Information > **Search for People**
Search for, run, schedule and save Cognos reports	Quicklinks > **Cognos Reports**
Submit a case to the UCpath Center (UCPC) for myself or on behalf of another employee	**Dashboard Navigation:** **Ask UCPath Center** *or* **Menu Navigation:** Help / FAQ > **Ask UCPath Center**

Where do I … ?	Navigation Path
Human Resources	
Add a contingent worker (CWR)	PeopleSoft Menu > Workforce Administration > Smart HR Template > **Smart HR Transactions**
Add a new person of interest (POI) instance for someone that already has a Person ID (Empl ID)	PeopleSoft Menu > Workforce Administration > Personal Information > Organizational Relationships > **Add POI Relationship**
Add a staff or an academic employee's concurrent job (either Dual or Non-Dual employment)	PeopleSoft Menu > Workforce Administration > Smart HR Template > **Smart HR Transactions**
Approve or deny a proposed compensation cycle	PeopleSoft Menu > Manager Actions > Compensation and Stock > **Approve Compensation Proposals**
Clone a template transaction that has been cancelled	PeopleSoft Menu > Workforce Administration > Smart HR Template > **Transaction Status**
Complete contingent worker (CWR) instance	PeopleSoft Menu > Workforce Administration > Smart HR Template > **Smart HR Transactions**
Complete the **CSV File Template for Mass Hires**	Refer to the **Complete the CSV File Templates for Mass Hires** job aid on the **UCPath Help** site
Complete the **CSV File Template for PayPath Actions**	Refer to the **Complete the CSV File Template** job aid on the **UCPath Help** site
Create a Person ID and a Person of Interest instance in UCPath for someone who is not currently in UCPath	PeopleSoft Menu > UC Customizations > UC Extensions > **Person of Interest – Add** **Note:** Use this task after you confirm on the **Person Organizational Summary** page that the person is not in UCPath.
Enter a concurrent hire	PeopleSoft Menu > Workforce Administration > Smart HR Template > **Smart HR Transactions**
Enter a retirement for a staff or an academic employee **Note:** UCPC WFA Production will retire the employee from all jobs after receiving the first retirement template.	PeopleSoft Menu > Workforce Administration > Smart HR Template > **Smart HR Transactions**
Enter an employee's additional pay	PeopleSoft Menu > UC Customizations > UC Extensions > **PayPath Actions**
Enter an employee's job earnings distribution (JED) information	PeopleSoft Menu > UC Customizations > UC Extensions > **PayPath Actions**
Enter an employee's retroactive additional pay	PeopleSoft Menu > UC Customizations > UC Extensions > **PayPath Actions**
Enter an employee's short work break (SWB) details	PeopleSoft Menu > UC Customizations > UC Extensions > **PayPath Actions**
Enter prior work experience for experience-based pay positions for an employee who does not have prior work experience in UCPath for the employee record (job)	PeopleSoft Menu > Workforce Administration > Job Information > Experience Based Pay > **UC Employee Experience Page**
Extend a contingent worker (CWR)	PeopleSoft Menu > Workforce Administration > Smart HR Template > **Smart HR Transactions**
Extend the planned exit date for a person of interest (POI)	PeopleSoft Menu > Personal Information > Organizational Relationships > **Maintain POI Relationship**

Where do I … ?	Navigation Path
Hire a new staff or academic employee (including student and medical employees)	PeopleSoft Menu > Workforce Administration > Smart HR Template > **Smart HR Transactions**
Hire a new student worker	PeopleSoft Menu > Workforce Administration > Smart HR Template > **Smart HR Transactions**
Hire an employee with prorated contract pay	PeopleSoft Menu > Workforce Administration > Smart HR Template > **Smart HR Transactions**
Inactivate a person of interest (POI) instance	PeopleSoft Menu > Personal Information > Organizational Relationships > **Maintain POI Relationship**
Initiate a multi-row job data change for a staff or an academic employee	PeopleSoft Menu > UC Customizations > UC Extensions > **PayPath Actions**
Initiate a pay rate change for a staff or an academic employee	PeopleSoft Menu > UC Customizations > UC Extensions > **PayPath Actions**
Initiate a position data change for a staff or an academic employee	PeopleSoft Menu > UC Customizations > UC Extensions > **PayPath Actions**
Initiate a voluntary termination template transaction for a staff or an academic employee **Note:** For termination reason of **Death**, UCPC WFA Production will terminate all employee jobs. For all other reasons, a separate termination template must be initiated for all applicable jobs.	PeopleSoft Menu > Workforce Administration > Smart HR Template > **Smart HR Transactions**
Initiate an extension for an employee's short work break (SWB)	PeopleSoft Menu > UC Customizations > UC Extensions > **PayPath Actions**
Initiate an FTE position data change for a staff or an academic employee	PeopleSoft Menu > UC Customizations > UC Extensions > **PayPath Actions**
Initiate an involuntary termination template transaction for a staff or an academic employee **Note:** Initiate a separate termination template for all applicable jobs.	PeopleSoft Menu > Workforce Administration > Smart HR Template > **Smart HR Transactions**
Rehire a staff or an academic employee (including student and medical employees)	PeopleSoft Menu > Workforce Administration > Smart HR Template > **Smart HR Transactions**
Reinstate a staff or an academic employee (including student and medical employees)	PeopleSoft Menu > Workforce Administration > Smart HR Template > **Smart HR Transactions**
Renew a contingent worker (CWR)	PeopleSoft Menu > Workforce Administration > Smart HR Template > **Smart HR Transactions**
Return an employee from a short work break (SWB)	PeopleSoft Menu > UC Customizations > UC Extensions > **PayPath Actions**
Return an employee to regular job earnings distribution (JED)	PeopleSoft Menu > UC Customizations > UC Extensions > **PayPath Actions**
Review and approve (or deny) a person of interest (POI) request	PeopleSoft Menu > UC Customizations > UC Extensions > **Person of Interest Approval**

Where do I … ?	Navigation Path
Review and submit (or deny) a **Mass Update of PayPath Actions** CSV file **Note:** To perform this task, you must have the Mass PayPath Actions Processor role assigned to your UCPath User Profile.	PeopleSoft Menu > UC Customizations > UC Extensions > **Mass Update of PayPath-Approve**
Review and update proposed salary increases using the **Allocate Compensation** process and page **Note:** Your UCPath employee ID must be defined in the compensation cycle with the Cycle Role of Submitter in order to both review and update proposed salary increases.	PeopleSoft Menu > Manager Actions > Compensation and Stock > **Allocate Compensation**
Review proposed salary increases using the **Allocate Compensation** process and page **Note:** Your UCPath employee ID must be defined in the compensation cycle with the Cycle Role of Reviewer in order to review proposed salary increases.	PeopleSoft Menu > Manager Actions > Compensation and Stock > **Allocate Compensation**
Review the proposed step for experience based pay employees and to approve or override the proposed step **Note:** The **UC Calculate Experience Steps** process must run and successfully complete before you perform this task. UCPath Center-Information Technology works with UC Locations and runs the UC Calculate Experience Steps process when advised.	PeopleSoft Menu > Workforce Administration > Job Information > Experience Based Pay > **UC Experience Steps**
Submit proposed salary changes for approval using the **Allocation Compensation** page **Note:** Your UCPath employee ID must be defined in the compensation cycle with the Cycle Role of Submitter in order to submit proposed salary increases.	PeopleSoft Menu > Manager Actions > Compensation and Stock > **Allocate Compensation**
Transfer a staff or an academic employee from one UCPath business unit to another UCPath business unit without a break in service (interlocation transfer) **Note:** Interlocation transfers are completed using a combination of the Concurrent Hire template (transfer to location) and the Voluntary Termination template (transfer from location).	PeopleSoft Menu > Workforce Administration > Smart HR Template > **Smart HR Transactions**
Transfer a staff or an academic employee within the same UCPath business unit (intralocation transfer)	PeopleSoft Menu > Workforce Administration > Smart HR Template > **Smart HR Transactions**

Where do I … ?	Navigation Path
Update an employee’s contract pay	PeopleSoft Menu > Workforce Administration > Job Information > Contract Administration > **Update Contract Pay NA**
Update an employee’s existing recurring additional pay	PeopleSoft Menu > UC Customizations > UC Extensions > **PayPath Actions**
Update an employee’s personal data	PeopleSoft Menu > Workforce Administration > Smart HR Template > **Smart HR Transactions**
Update an employee's security clearance information (excluding I-9 information)	PeopleSoft Menu > Workforce Administration > Personal Information > **Security Clearance**
Update an existing person checklist and add a new checklist	PeopleSoft Menu > Workforce Administration > Personal Information > Organizational Relationships > **Person Checklist**
Update an existing person checklist and add a new checklist	PeopleSoft Menu > Workforce Administration > Personal Information > Organizational Relationships > **Person Checklist**
Update an existing work experience or add additional work experience for an employee	PeopleSoft Menu > Job Information > Experience Based Pay > **UC Employee Experience Page**
Upload and save a **Mass Update of PayPath Actions CSV** file	PeopleSoft Menu > UC Customizations > UC Extensions > **Mass Update of PayPath Actions**
View / update an employee’s emergency contact details	PeopleSoft Menu > Workforce Administration > Personal Information > Personal Relationships > **Emergency Contact**
View / update an employee's additional name information: former, preferred or professional	PeopleSoft Menu > Workforce Administration > Personal Information > Biographical > **Additional Names**
View a summary of an employee’s job information, including current, future and historical data	PeopleSoft Menu > Workforce Administration > Job Information > Review Job Information > **Workforce Job Summary**
View all current organizational relationships for a person: Employee, Contingent Worker (CWR) and/or Person of Interest (POI)	PeopleSoft Menu > Workforce Administration > Personal Information > **Person Organizational Summary** **Note:** This page does not display historical or future-dated employment details. For example, you can view a summary of an employee’s current job assignments and associated details.
View an employee’s contract pay details	PeopleSoft Menu > Payroll for North America > Employee Pay Data USA > **Contract Payment Details** *or* PeopleSoft Menu > Workforce Administration > Job Information > Contract Administration > **Update Contract Pay NA**
View an employee’s disability status and disability details (if applicable)	PeopleSoft Menu > Workforce Administration > Personal Information > Disability > **Disabilities**
View an employee’s review details for regular merit increases and other mass-pay rate changes	PeopleSoft Menu > Compensation > Base Compensation > Group Increases > **UC Employee Review**

Where do I … ?	Navigation Path
View an employee's identification information, including citizenship status	PeopleSoft Menu > Workforce Administration > Personal Information > Citizenship > **Identification Data**
View an employee's job data	PeopleSoft Menu > Workforce Administration > Job Information > **Job Data**
View an employee's personal information	PeopleSoft Menu > Workforce Administration > Personal Information > **Modify a Person**
View an employee's security clearance information, including I-9 information	PeopleSoft Menu > Workforce Administration > Personal Information > **Security Clearance**
View employee summary data (Business Unit, Empl Status, Position Number, and so forth) on the **Employee Details** page	PeopleSoft Menu > UC Customizations > UC Extensions > Employee Details Page
View IDs that have been added to the **UC External System IDs** page after a hire or rehire Smart HR template is processed by UCPC WFA Production or by I-262 (IDM)	PeopleSoft Menu > UC Customizations > UC Extensions > **UC External System IDs**
View or update person profile information	PeopleSoft Menu > Workforce Development > Profile Management > Profiles > **Person Profiles** **Note:** Pages in this component are: **Licenses and Certifications**, **Education**, **Oath/Patent Signature Dates**, **Multi-location Appointments**, **UC Student Status**, **Credit Card**, **Employment Verification** and **UC I-9 Information**.
View position information	PeopleSoft Menu > Organizational Development > Position Management > Maintain Positions/Budgets > **Add/Update Position Info**
View the status of a template transaction within Approval Workflow Engine (AWE)	PeopleSoft Menu > UC Customizations > UC Extensions > **SS Smart HR Transactions**
View the status of Smart HR Template transactions that have completed the approval workflow (AWE) and are either awaiting to be processed or have already been processed by UCPath Center WFA Production	PeopleSoft Menu > Workforce Administration > Smart HR Template > **Transaction Status**

Where do I … ?	Navigation Path
Position Control / Position Administration	
Add a new position **Note:** Requires Position Administrator access.	PeopleSoft Menu > Organizational Development > Position Management > Maintain Positions/Budgets > **Add/Update Position Info**
Copy an existing position **Note:** Requires Position Administrator access.	PeopleSoft Menu > Organizational Development > Position Management > Maintain Positions/Budgets > **Add/Update Position Info**
Request an update to a vacant position	PeopleSoft Menu > UC Customizations > UC Extensions > **Position Control Request**
Request that a position be added in UCPath	PeopleSoft Menu > UC Customizations > UC Extensions > **Position Control Request**
Request that a position be added in UCPath by copying an existing position's data	PeopleSoft Menu > UC Customizations > UC Extensions > **Position Control Request**
Update an existing position **Note:** Requires Position Administrator access.	PeopleSoft Menu > Organizational Development > Position Management > Maintain Positions/Budgets > **Add/Update Position Info**
View position budget details for a specific position	PeopleSoft Menu > Organizational Development > Position Management > Review Positions/Budget Info > **Budget Status**
View position budget distribution data	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > UC Customizations > **Budget Distribution**
View position data for a specific position	PeopleSoft Menu > Organizational Development > Position Management > Maintain Positions/Budgets > **Add/Update Position Info**
View position history details for a specific position	PeopleSoft Menu > Organizational Development > Position Management > Review Position/Budget Info > **Position History**
View position summary data	PeopleSoft Menu > Organizational Development > Position Management > Review Positions/Budget Info > **Position Summary**
View vacant budgeted positions	PeopleSoft Menu > Organizational Development > Position Management > Review Position/Budget Info > **Vacant Budgeted Positions**

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Where do I … ?	Navigation Path
Funding Entry / Direct Retro	
Add funding for a filled, single-headcount position using the Salary Cap / MCOP Funding Worksheet	PeopleSoft Menu > Set up HCM > Product Related > Commitment Accounting > UC Customizations > **Funding Entry**
Add funding for a new position	PeopleSoft Menu > Set up HCM > Product Related > Commitment Accounting > UC Customizations > **Funding Entry**
Complete the **CSV File Template for Mass Funding Uploads**	Refer to the **Complete the CSV File Template for Mass Funding Uploads** job aid on the **UCPath Help** site.
Enter a benefit cost transfer	PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > **Process Benefit Cost Transfer**
Enter budget distribution data for a position	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > UC Customizations > **Budget Distribution**
Enter retroactive changes to pay distributions directly in the accounting entries	PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > **Process Direct Retro**
Enter retroactive changes to pay distributions directly in the accounting entries using the Salary Cap/MCOP Worksheet	PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > **Process Direct Retro**
Export a budget data snapshot	PeopleSoft Menu > Payroll for North America > Payroll Distribution > Commitment Accounting USA > UC Customizations > **Budget Data Export**
Review a benefit cost transfer transaction	PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customizations > **Review Benefit Cost Transfer**
Review a direct retro distribution transaction	PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customization > **Review Retro Distribution**
Review a direct retro distribution transaction	PeopleSoft Menu > Payroll for North America > Payroll Distribution > UC Customization > **Review Retro Distribution**
Review position budget distribution data in the snapshot and set the status on individual lines during the budgeting event	PeopleSoft Menu > Payroll for North America > Payroll Distribution > Commitment Accounting > UC Customizations > **Snapshot Review**
Update existing budget distributions	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > UC Customizations > **Budget Distribution**
Update existing funding data	PeopleSoft Menu > Set up HCM > Product Related > Commitment Accounting > UC Customizations > **Funding Entry**
Upload budget distribution data to UCPath using a completed Excel template	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > UC Customizations > **Budget Distribution Upload**

Where do I … ?	Navigation Path
Upload funding data to UCPath using a completed Excel template	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > UC Customizations > **Funding Upload** **Note:** Refer to the **Complete the CSV File Template for Mass Funding Uploads** job aid on the **UCPath Help** site.
View position funding information using the **Funding Entry Inquiry** page	PeopleSoft Menu > Set up HCM > Product Related > Commitment Accounting > UC Customizations > **Funding Entry Inquiry**
View work study award data	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > **Work Study Award Table**

Where do I … ?	Navigation Path
Extended Leaves of Absence	
Access and review the **Leave Monitoring Report**	PeopleSoft Menu > Reporting Tools > **Report Manager** **Note:** Click the **UC_R110_RPT.xlsx** link.
Cancel an approved leave of absence	PeopleSoft Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > UC Customizations > **Administer Extended Absence**
Enter a catastrophic leave donation transaction for employees in the same department and employee class	PeopleSoft Menu > UC Customizations > UC Extensions > **Manage Accruals**
Enter an accrual adjustment transaction	PeopleSoft Menu > UC Customizations > UC Extensions > **Manage Accruals**
Extend an approved leave of absence	PeopleSoft Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > UC Customizations > **Administer Extended Absence**
Extend a leave of absence with a new leave type	PeopleSoft Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > UC Customizations > **Administer Extended Absence**
Return an employee from leave of absence	PeopleSoft Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > UC Customizations > **Administer Extended Absence**
Review manage accrual transactions using the custom, view-only **Manage Accrual Transactions** page	PeopleSoft Menu > UC Customizations > UC Extensions > **Manage Accrual Transactions**
Submit a leave of absence request in UCPath	PeopleSoft Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > UC Customizations > **Request Extended Absence**
Upload an **I**-181 format file into Manage Accruals to create transactions and initiate AWE	PeopleSoft Menu > UC Customizations > UC Extensions > **Self Service Transaction Links** **Note:** Click the upload **E-084 File** link.
View an employee's historic, current and future-dated benefits, and their last paycheck benefit deductions	PeopleSoft Menu > Benefits > Review Employee Benefits > **Benefits Summary**
View an employee's leave accrual and benefit eligibility hours	PeopleSoft Menu > Global Payroll & Absence Management > **Payee Data > Career & Benefits Elig Hrs INQ**
View an employee's leave balances	PeopleSoft Menu > UC Customizations > UC Extensions > **Admin - Review Absence Balance**
View an existing catastrophic leave donation transaction	PeopleSoft Menu > UC Customizations > UC Extensions > **Manage Accruals**
View extended absence requests for a specific employee within my business unit	PeopleSoft Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > UC Customizations > **Extended Absence Trans History** **Note:** This component does not display the UCPath approval workflow routing and does not allow viewing of leave-related documents attached to the leave request.

Where do I … ?	Navigation Path
View location-entered leave accrual takes, payouts, adjustments, including for catastrophic leave and sabbatical credits	PeopleSoft Menu > UC Customizations > UC Extensions > **Manage Accruals**

Where do I … ?	Navigation Path
Payroll	
Complete the Inbound File Generator for I-171 General Deductions Template	Refer to the **Complete the Inbound File Generator for I-171 General Deductions Template** job aid on the **UCPath Help** site.
Complete the Inbound File Generator for I-176 Parking Deductions Template	Refer to the **Complete the Inbound File Generator for I-176 Parking Deductions Template** job aid on the **UCPath Help** site.
Complete the Inbound File Generator for I-178 Parking Deductions Template	Refer to the **Complete the Inbound File Generator for I-178 Parking Corrections Template** job aid on the **UCPath Help** site.
Complete the Inbound File Generator for I-181 Regular Time Template	Refer to the **Complete the Inbound File Generator for I-181 Regular Time** job aid on the **UCPath Help** site.
Complete the Inbound File Generator for I-378 One-Time Deductions Template	Refer to the **Complete the Inbound File Generator for I-378 One-Time Deductions Template** job aid on the **UCPath Help** site.
Complete the Inbound File Generator for I-618 Flat Dollar Amount Template	Refer to the **Complete the Inbound File Generator for I-618 Flat Dollar Amount Template** job aid on the **UCPath Help** site.
Enter an employee's local general deduction information	PeopleSoft Menu > UC Customizations > UC Extensions > **General Deduction Entry Update**
Review employee paycheck data	PeopleSoft Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > **Review Paycheck**
Submit a final pay request	PeopleSoft Menu > UC Customizations > UC Extensions > **Self Service Transactions Links** **Note:** Click the **Payroll Request** link.
Submit a one-time payment request	PeopleSoft Menu > UC Customizations > UC Extensions > **Self Service Transactions Links** **Note:** Click the **One-Time Payments** link.
Submit an off-cycle payroll request	PeopleSoft Menu > UC Customizations > UC Extensions > **Self Service Transactions Links** **Note:** Click the **Payroll Request** link.
Submit an overpayment request	PeopleSoft Menu > UC Customizations > UC Extensions > **Self Service Transactions Links** **Note:** Click the **Payroll Request** link.
Submit recurring additional pay, such as a monthly stipend	PeopleSoft Menu > UC Customizations > UC Extensions > **Self Service Transactions Links** **Note:** Click the **Additional Pay** link.
Update an employee's existing local general deduction information	PeopleSoft Menu > UC Customizations > UC Extensions > **General Deduction Entry Update**

Where do I … ?	Navigation Path
View an employee’s one-time payment details	PeopleSoft Menu > UC Customizations > UC Extensions > **Self Service Transaction Links** **Note:** Click the **Approve One Time Pay** link.
View an employee’s recurring additional payment details	PeopleSoft Menu > UC Customizations > UC Extensions > **Self Service Additional Pay**
View an employee’s recurring voluntary general deductions	PeopleSoft Menu > UC Customizations > UC Extensions > **General Deduction Entry Update**
View and Update PREPSHUP modified transactions	PeopleSoft Menu > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > **Update PREPSHUP Modified Transactions**
View and Update PREPSHUP Staging Tables	Refer to the **View and Update PREPSHUP Staging Tables** job aid on the **UCPath Help** site.
View and update PREPSHUP staging transactions	PeopleSoft Menu > Payroll for North America > Payroll Processing USA > UC PREPSHUP Process > **Update PREPSHUP Staging Trans**
View details for a file submitted with one-time payments for multiple employees	PeopleSoft Menu > UC Customizations > UC Extensions > **Self Service Transaction Links** **Note:** Click the **Approve One Time File** link.
View employee paycheck data	Refer to the **View Employee Paycheck Data** job aid on the **UCPath Help** site.
View final pay or off-cycle payment request details	PeopleSoft Menu > UC Customizations > UC Extensions > **Self Service Transaction Links** **Note:** Click the **Approve Payroll Requests** link.

Where do I … ?	Navigation Path
Recruitment	
Add applicant notes	PeopleSoft Menu > Recruiting > Search Applicants > Manage Applicant > **Notes** tab **Note:** This page is accessible from the **Recruiting Home** page.
Add notes to a job opening	PeopleSoft Menu > Recruiting > Search Job Openings or Browse Job Openings > Manage Job Opening > **Activities & Attachments** tab **Note:** This page is also accessible from the **Recruiting Home** page.
Add references to an applicant record	PeopleSoft Menu > Recruiting > Create Applicant > **References** tab **Note:** This page is also accessible from the **Recruiting Home** page.
Attach a document to a job opening	PeopleSoft Menu > Recruiting > Search Job Openings or Browse Job Openings > Manage Job Opening > **Activities & Attachments** tab **Note:** This page is also accessible from the **Recruiting Home** page.
Attach a document to an applicant record	PeopleSoft Menu > Recruiting > Search Applicants or Browse Applicants> Manage Applicant > **Notes** tab **Note:** This page is also accessible from the **Recruiting Home** page.
Calculate experience-banded pay for a job offer and generate the letter	PeopleSoft Menu > Recruiting > Search Job Openings > Manage Job Opening > **UC Work Experience** link **Note:** This page is also accessible from the **Recruiting Home** page.
Cancel a job opening	PeopleSoft Menu > Recruiting > Search Job Openings or Browse Job Openings > Manage Job Opening > **Details** tab **Note:** This page is also accessible from the **Recruiting Home** page.
Clone a job opening	PeopleSoft Menu > Recruiting > Search Job Openings or Browse Job Openings > Manage Job Opening > **Clone** link **Note:** This page is also accessible from the **Recruiting Home** page.
Create a job opening using a job profile	PeopleSoft Menu > Recruiting > **Create Job Opening** **Note:** This page is also accessible from the **Recruiting Home** page.
Create a job opening without a job profile	PeopleSoft Menu > Recruiting > **Create Job Opening** **Note:** This page is also accessible from the **Recruiting Home** page.
Create a new hire checklist	PeopleSoft Menu> Recruiting > Search Applicants > Manage Applicant > Other Actions > Applicant Actions > **Manage Applicant Checklists** **Note:** This page is also accessible from the **Recruiting Home** page.

Where do I … ?	Navigation Path
Create an applicant list	PeopleSoft Menu > Recruiting > **Applicant Lists** **Note:** This page is also accessible from the **Recruiting Home** page.
Create an applicant record	PeopleSoft Menu > Recruiting > **Create Applicant** **Note:** This page is also accessible from the **Recruiting Home** page.
Enter a final applicant's interview recommendation	PeopleSoft Menu > Recruiting > Search Applicants or Browse Applicant > Manage Applicant > **Manage Interview** button **Note:** This page is also accessible from the **Recruiting Home** page.
Enter applicant references	PeopleSoft > Recruiting > Search Applicants > Manage Applicant > Application Data tab > **References** link **Note:** This page is also accessible from the **Recruiting Home** page.
Extend a job posting	PeopleSoft Menu > Recruiting > Search Job Openings or Browse Job Openings > Manage Job Opening > Details tab **> Job Posting** link **Note:** This page is also accessible from the **Recruiting Home** page.
Evaluate an applicant's interview	PeopleSoft Menu > Self Service > Recruiting > **Interview Evaluations** **Note:** This page are also accessible from the **Manage Job Opening**, **Manage Applicant**, **Manage Application** and **Search Applications** pages.
Forward an applicant to other people for their review	PeopleSoft Menu > Recruiting > Search Applicants or Browse Applicants > Manage Applicant > **Forward Applicant** link **Note:** This page is also accessible from the **Recruiting Home** page.
Generate a job offer letter	PeopleSoft Menu > Recruiting > Search Job Openings > Manage Job Opening > Other Actions > Recruiting Actions > **Prepare Job Offer** link **Note:** This page is also accessible from the **Recruiting Home** page.
Link an applicant to a job opening	PeopleSoft Menu > Recruiting > Search Applicants or Browse Applicants > Actions > **Link Applicant to Job** link **Note:** This page is also accessible from the **Recruiting Home** page.
Maintain a new hire checklist	PeopleSoft Menu > Recruiting > Search Applicants > Manage Applicant **>** Other Actions > Applicant Actions > **Manage Applicant Checklists** **Note:** This page is also accessible from the **Recruiting Home** page.
Perform a quick search for an applicant	PeopleSoft Menu > Recruiting > **Search Applicants** **Note:** This page is also accessible from the **Recruiting Home** page.

Where do I … ?	Navigation Path
Perform an applicant keyword search	PeopleSoft Menu > Recruiting > Search Applicants > **Keyword Search** tab **Note:** This page is also accessible from the **Recruiting Home** page.
Perform group recruiting actions	PeopleSoft Menu > Recruiting > Search Applicants or Browse Applicants > **Group Actions** **Note:** This page is also accessible from the **Recruiting Home** page.
Prepare a job offer	PeopleSoft Menu > Recruiting > Search Job Openings or Browse Job Openings > Other Actions > Recruiting Actions > **Prepare Job Offer** link **Note:** This page is also accessible from the **Recruiting Home** page.
Print an application	PeopleSoft Menu > Recruiting > Search Job Openings or Browse Job Openings > Manage Job Opening > Group Actions > Recruiting Actions **> Print Application** **Note:** This page is also accessible from the **Recruiting Home** page. You can also initiate this task from the **Manage Applicant** page.
Process a prepare for hire	PeopleSoft Menu > Recruiting > Search Applicants > Manage Applicant > Other Actions > Recruiting Actions > **Prepare for Hire** **Note:** This page is also accessible from the **Recruiting Home** page. You can also start this task by searching for the job opening.
Rank applicants that have applied to a job opening	PeopleSoft Menu > Recruiting > Search Job Openings or Browse Job Openings > Manage Job Opening > **Applicant Screening** tab **Note:** This page is also accessible from the **Recruiting Home** page.
Record an applicant's job offer acceptance or rejection	PeopleSoft Menu > Recruiting > Search Applicants > Manage Applicant > Other Actions > Recruiting Actions > **Accept Offer or Reject Offer** link **Note:** This page is also accessible from the **Recruiting Home** page.
Request applicant work experience	PeopleSoft Menu > Recruiting > Search Job Openings > Manage Job Opening > **UC Work Experience** link **Note:** This page is also accessible from the **Recruiting Home** page.
Respond to a routing request	Recruiting WorkCenter > Employee Self Service > **Routing Response**
Route an applicant to specified people	PeopleSoft Menu > Recruiting > Search Job Openings or Browse Job Openings > Manage Job Opening > Other Actions > Recruiting Actions > **Route Applicant** link **Note:** This page is also accessible from the **Recruiting Home** page.
Schedule an applicant's interview	PeopleSoft Menu > Recruiting > Search Job Openings or Browse Job Openings > Manage Job Opening > **Manage Interview** button **Note:** This page is also accessible from the **Recruiting Home** page.

Where do I … ?	Navigation Path
Search for a job opening	PeopleSoft Menu > Recruiting > **Search Job Openings** **Note:** This page is also accessible from the **Recruiting Home** page.
Search for a job posting	PeopleSoft Menu > Recruiting > Postings > **Search Job Postings** **Note:** This page is also accessible from the **Recruiting Home** page.
Send an applicant an email correspondence	PeopleSoft Menu > Recruiting > Search Applicants or Browse Applicants > Actions > **Send Correspondence** **Note:** This page is also accessible from the **Recruiting Home** page.
Send an applicant a letter correspondence	PeopleSoft Menu > Recruiting > Search Applicants or Browse Applicants > Actions > **Send Correspondence** **Note:** This page is also accessible from the **Recruiting Home** page.
Setup an interview facility	PeopleSoft Menu > Recruiting > Administration > **Interview Facilities** **Note:** This tasks is performed by an administrator.
Update a job posting details	PeopleSoft Menu > Recruiting > Search Job Openings or Browse Job Openings > Manage Job Opening > Details tab > **Job Postings** link **Note:** This page is also accessible from the **Recruiting Home** page.
Update an applicant's disposition	PeopleSoft Menu > Recruiting > Search Applicants or Browse Applicants > Manage Applicant > Other Actions > Recruiting Actions > **Edit Disposition** link **Note:** This page is also accessible from the **Recruiting Home** page.
View a dashboard of recruiting activities and items	PeopleSoft Menu > Recruiting > **Recruiting Home**
View a list of applicants that are filtered based on specific criteria	PeopleSoft Menu > Recruiting > **Browse Applicants** **Note:** This page is also accessible from the **Recruiting Home** page.
View a list of job openings that are filtered based on specific criteria	PeopleSoft Menu > Recruiting > **Browse Job Openings** **Note:** This page is also accessible from the **Recruiting Home** page.
View an interview summary	PeopleSoft Menu > Recruiting > Search Job Openings or Browse Job Openings > Manage Job Opening > **Interviews** link **Note:** This page is also accessible from the **Recruiting Home** page.
View applicant activities	PeopleSoft Menu > Recruiting > Search Applicants or Browse Applicants > Manage Applicant > **Applicant Activity** tab **Note:** This page is also accessible from the **Recruiting Home** page.

Where do I … ?	Navigation Path
View applicant interview evaluations	PeopleSoft Menu > Recruiting > Search Applicants or Browse Applicants > Manage Applicant > **Interview Schedule/Evaluation** link **Note:** This page may also be accessible from the **Recruiting Home** page.
View applicant lists	PeopleSoft Menu > Recruiting > **Applicant Lists** **Note:** This page is also accessible from the **Recruiting Home** page.
View applicant screening levels	PeopleSoft Menu > Recruiting > Search Job Openings or Browse Job Openings > Manage Job Opening > **Applicant Screening** tab **Note:** This page is also accessible from the **Recruiting Home** page.
View job opening history	PeopleSoft Menu > Recruiting > Search Job Openings or Browse Job Openings > Manage Job Opening > **Activities & Attachments** tab **Note:** This page is also accessible from the **Recruiting Home** page.
Withdraw an applicant from hire	PeopleSoft Menu > Recruiting > Search Applicants > Manage Applicant > Other Actions > Recruiting Actions > **Withdraw from Hire** link **Note:** This page is also accessible from the **Recruiting Home** page.

Where do I … ?	Navigation Path
ePerformance – Employee Activities	
Acknowledge my evaluation	Performance WorkCenter > Employee Self Service > **My Current Performance Docs** *or* Performance WorkCenter > Employee Self Service > **My Current Development Docs**
Complete a participant evaluation	Performance WorkCenter > Employee Self Service > **Others Pending Perf Evaln Reqs** *or* Performance WorkCenter > Employee Self Service > **Others Pend Dev Evaln Requests**
Complete an employee self-evaluation	Performance WorkCenter > Employee Self Service > **My Current Performance Docs** *or* Performance WorkCenter > Employee Self Service > **My Current Development Docs**
Define evaluation criteria	Performance WorkCenter > Employee Self Service > **My Current Performance Docs** *or* Performance WorkCenter > Employee Self Service > **My Current Development Docs**
Nominate a participant to provide peer feedback	Performance WorkCenter > Employee Self Service > **My Current Performance Docs** *or* Performance WorkCenter > Employee Self Service > **My Current Development Docs**
Record checkpoint comments for an evaluation	Performance WorkCenter > Employee Self Service > **My Current Performance Docs** *or* Performance WorkCenter > Employee Self Service > **My Current Development Docs**
Record performance notes	Performance WorkCenter > Employee Self Service > **Employees Performance Notes**
Review prior goals, competencies and ratings	Performance WorkCenter > Employee Self Service > **My Historical Performance Docs** *or* Performance WorkCenter > Employee Self Service > **My Historical Development Docs**
ePerformance – Supervisor / Manager Activities	
Override employee acknowledgement of an evaluation	Performance WorkCenter > Manager Self Service > **Teams Current Performance Docs** *or* Performance WorkCenter > Manager Self Service > **Teams Current Development Docs**

Where do I … ?	Navigation Path
Complete an evaluation checkpoint	Performance WorkCenter > Manager Self Service > **Teams Current Performance Docs** *or* Performance WorkCenter > Manager Self Service > **Teams Current Development Docs**
Complete the manager evaluation document	Performance WorkCenter > Manager Self Service > **Teams Current Performance Docs** *or* Performance WorkCenter > Manager Self Service > **Teams Current Development Docs**
Copy an evaluation item to another document	Performance WorkCenter > Manager Self Service > **Teams Current Performance Docs** *or* Performance WorkCenter > Manager Self Service > **Teams Current Development Docs**
Define evaluation criteria and add items	Performance WorkCenter > Manager Self Service > **Teams Current Performance Docs** *or* Performance WorkCenter > Manager Self Service > **Teams Current Development Docs**
Finalize evaluation criteria	Performance WorkCenter > Manager Self Service > **Teams Current Performance Docs** *or* Performance WorkCenter > Manager Self Service > **Teams Current Development Docs**
Nominate a participant to provide peer feedback	Performance WorkCenter > Manager Self Service > **Teams Current Performance Docs** *or* Performance WorkCenter > Manager Self Service > **Teams Current Development Docs**
Record checkpoint comments	Performance WorkCenter > Manager Self Service > **Teams Current Performance Docs** *or* Performance WorkCenter > Manager Self Service > **Teams Current Development Docs**
Record performance notes	Performance WorkCenter > Manager Self Service > **Maintain Teams Performce Notes**
Review participant evaluation feedback	Performance WorkCenter > Manager Self Service > **Teams Current Performance Docs** *or* Performance WorkCenter > Manager Self Service > **Teams Current Development Docs**
Review prior goals, competencies and ratings	Performance WorkCenter > Manager Self Service > **Team Historic Performance Docs** *or* Performance WorkCenter > Manager Self Service > **Team Historic Development Docs**

Where do I … ?	Navigation Path
Share approved evaluation with employee and request employee acknowledgement	Performance WorkCenter > Manager Self Service > **Teams Current Performance Docs** *or* Performance WorkCenter > Manager Self Service > **Teams Current Development Docs**
Submit the manager evaluation document for approval	Performance WorkCenter > Manager Self Service > **Teams Current Performance Docs** *or* Performance WorkCenter > Manager Self Service > **Teams Current Development Docs**
Track the status of participant nominations that you submitted	Performance WorkCenter > Manager Self Service > **Teams Current Performance Docs** *or* Performance WorkCenter > Manager Self Service > **Teams Current Development Docs**
View current evaluation documents	Performance WorkCenter > Manager Self Service > **Teams Current Performance Docs** *or* Performance WorkCenter > Manager Self Service > **Teams Current Development Docs**
View evaluation approval statuses and comments	Performance WorkCenter > Manager Self Service > **View Approval WorkflowStatus**
ePerformance – Location Configuration Activities	
Assign security to a group	PeopleSoft Menu > Set Up HCM > Common Definitions > Group Build > **Security by Group**
Build and define groups	PeopleSoft Menu > Set Up HCM > Common Definitions > Group Build > **Group Build - Group Definition**
Clone an existing template definition	PeopleSoft Menu > Set Up HCM > Product Related > ePerformance > Document Structure > **Clone Template Definition**
Create a document section	PeopleSoft Menu > Set Up HCM > Product Related > ePerformance > Document Structure > **Section Definition**
Define a document template	PeopleSoft Menu > Set Up HCM > Product Related > ePerformance > Document Structure > **Template Definition**
Define a performance calendar	PeopleSoft Menu > Set Up HCM > Product Related > ePerformance > Document Structure > **Performance Calendar**
ePerformance – HR Administrator Activities	
Approve a performance or development document	Performance WorkCenter > Manager Self Service > **Approve Perform/Develop Docs** *or* Workforce Development > Performance Management > **Approve Documents**

Where do I … ?	Navigation Path
Cancel an ePerformance document	PeopleSoft Menu > Workforce Development > Performance Management > Performance Documents > Administrative Tasks > **Cancel Document** **Note:** You can also perform this task for development documents. Select **Development Documents** from the **Performance Management** menu.
Delete an ePerformance document	PeopleSoft Menu > Workforce Development > Performance Management > Performance Documents > Administrative Tasks > **Delete Document** **Note:** You can also perform this task for development documents. Select **Development Documents** from the **Performance Management** menu.
Generate Documents and View Results	PeopleSoft Menu > Workforce Development > Performance Management > Performance Documents > **Create Documents** **Note:** You can also perform this task for development documents. Select **Development Documents** from the **Performance Management** menu.
Reopen an ePerformance document	PeopleSoft Menu > Workforce Development > Performance Management > Performance Documents > Administrative Tasks > **Reopen Document** **Note:** You can also perform this task for development documents. Select **Development Documents** from the **Performance Management** menu.
Transfer an ePerformance document	PeopleSoft Menu > Workforce Development > Performance Management > Performance Documents > Administrative Tasks > **Transfer Document** **Note:** You can also perform this task for development documents. Select **Development Documents** from the **Performance Management** menu.
View ePerformance documents	PeopleSoft Menu > Workforce Development > Performance Management > Performance Documents > **View Documents** **Note:** You can also perform this task for development documents. Select **Development Documents** from the **Performance Management** menu.