

This Job Aid supports information learned in the Manage Human Resources course.

This document presents the available options for locating an employee's job data (**EMPL Record**) in UCPath.

Available Options:

Manage Job

Use the **Manage Job** option to view employee information across various categories, including Work Location, Job Information, Labor Information, Salary and Compensation, Payroll, Employment Data, Benefits Program, UC Job Data, Attachments, Validate, and Summary.

For more details, refer to the [Job Aid: Manage Job - Job Data Modernization](#) resource.

Person Organizational Summary

The **Person Organizational Summary** provides a comprehensive view of all current organizational relationships for an **Employee**, **Contingent Worker (CWR)**, or **Person of Interest (POI)**.

This page displays **historical and future-dated employment details**, including job assignments, future-dated hire dates, and FTE changes across all locations.

For more details, refer to the [View Person Organizational Summary](#) simulation.

Employee Data Inquiry

Use this inquiry to view an employee's **Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation** and **Job Data**.

For more details, refer to the [View Job Data](#) simulation.

Organizational Relationship

The **Organizational Relationship** option provides access to an employee's **Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation** and **Job Data**.

Navigation: Workforce Administration (Homepage) > Manage Human Resources (Tile) > [Organizational Relationship \(Tile\)](#)

Job Aid: Locating Job Data EMPL Records

- ⚠ Location transactors with the **ULSHR_HR_WFA_INQUIRY** role will have view access to [Manage Human Resources \(Tile\)](#) > [Organizational Relationship \(Tile\)](#) but will be unable to transact.
- ⚠ To ensure you have the correct permissions to transact, see the [Reference Guide for Hires](#).

Use **Search Criteria** to find the employee and then select them for processing:

- **Empl ID** (employee number) is the only required field when searching by employee number.
- You can also search using **any combination of name fields**.

Review the search results.

- If there's an exact match the system automatically takes you to Job Data.
- If no matches are found
 - Review and adjust the **Search Criteria** field values.
 - Click **Search** and review the results again.
- If multiple matches are returned, review the results:
 - If the person is not found, adjust the **Search Criteria** and search again.
 - If a match exists in the list, click the **Continue** button at the end of the corresponding row.

- ⚠ Users assigned view-only access to the **Organizational Relationship** tile (e.g., the **ULSHR_HR_WFA_INQUIRY** role) are limited to viewing EMPL Records only.
- ⚠ If there are pending **EMPL Record** transactions, access is further restricted to those transactions only.
- ⚠ To see all **EMPL Records**, use one of the other options listed in this document.