Job Aid: UCPath Workforce Administration Employee Data Inquiry

UCPath Pages and Uses

Note: You may not have access to all components/pages listed. Access is dependent on your UCPath security role.

Component/Page	Use to…	Navigation Path & Security
Person Organizational Summary	View a summary of an employee's current organizational relationship data, including HR and payroll status and job assignment details.	PeopleSoft Menu > Workforce Administration > Personal Information > **Person Organizational Summary** **Security:** If you have access to this page, you can view employee information across all UC Business Units.
Workforce Job Summary	View a summary of an employee's complete job history. Includes the following tabs: General, Job Information, Work Location, Salary Plan, Compensation and UC Job.	PeopleSoft Menu > Workforce Administration > Job Information > Review Job Information > **Workforce Job Summary** **Security:** If you have access to this page, you can view employee information within the Departments for which you have access.
Add/Update Position Info	View details of position setup data and if an incumbent is assigned to the position. This component is view-only for most WFA users.	PeopleSoft Menu > Organizational Development > Position Management > Maintain Positions/Budgets > **Add/Update Position Info** **Security:** If you have access to this component, you can view position information within the Departments for which you have access.
Multiple Jobs Summary	View a summary (current, future and history) of jobs and job statuses for those employees with multiple employment records. Includes the following tabs: Employee, Position Data, Job Information.	PeopleSoft Menu > Workforce Administration > Job Information Review > Job Information > **Multiple Jobs Summary** **Security:** If you have access to this component, you can view position information within the Departments for which you have access.
Person Profile	View employee's qualifications, education, oath and patent dates, multi-location appointment, UC Student Status and I9 Tracker information.	PeopleSoft Menu > Workforce Development > Profile Management > Profiles > **Person Profiles** **Security:** If you have access to this component, you can view employee information within the Departments for which you have access.
Modify a Person	View employee's personal data, including date of birth, gender, and education, current address, phone information, and email addresses. View ethnic group, proof of citizenship, and veteran status, UC Office of the President Disclosure options and citizenship or visa status.	PeopleSoft Menu > Workforce Administration > Personal Information > Biographical > **Modify a Person** **Security:** If you have access to this component, you can view employee information within the Departments for which you have access.

Component/Page	Use to…	Navigation Path & Security
Job Data	**Work Location** tab: View employee's position number, department, and/or location. **Job Information** tab: View employee's job code, FT/PT, standard hours and FTE. View expected job end date and expected return from leave date. **Job Labor** tab: View labor information for represented employees. **Payroll** tab: View payroll information such as Pay Group data. **Salary Plan** tab: View employee's salary plan information. **Compensation** tab: View employee's compensation. **UC Job Data** tab: View employee's custom UC information such as the probation end date.	PeopleSoft Menu > Workforce Administration > Job Information > **Job Data (Work Location tab)** **Security:** If you have access to this component, you can view employee information within the Departments for which you have access.
Job Data – Employment Data link	View employee's original start date.	PeopleSoft Menu > Workforce Administration > Job Information > **Job Data (Employment Data link)** **Security:** If you have access to this page, you can view employee information within the Departments for which you have access.
Job Data – Earnings Distribution link	View employee's earnings distribution types if applicable.	PeopleSoft Menu > Workforce Administration > Job Information > **Job Data (Earnings Distribution link)** **Security:** If you have access to this page, you can view employee information within the Departments for which you have access.
Job Data – Benefits Program Participation link	View employee's benefits status and benefits administration eligibility.	PeopleSoft Menu > Workforce Administration > Job Information > **Job Data (Benefits Program Participation link)** **Security:** If you have access to this page, you can view employee information within the Departments for which you have access.