UCPath
Inquiry Access for HR
UCPath Menus, Job Aids and Available Online Training
Introduction to UCPath Inquiry Access

As part of the Human Resource team, you have access to a variety of UCPath screens. These screens will provide you with the important details (employee, payroll, benefits, etc.) you need to perform your daily tasks. To help guide you through the process of locating the information in UCPath, we have developed a [UCPath Role Inventory & Job Aids] spreadsheet that details the following:

- EACS Roles required for access
- Available Job Aids from the [UCPath Help website]
- Path to UCPath screen(s)
- UCPath courses associated with the screen(s)
- Description of the purpose of each screen
UCPath Inquiry Access Explained

The image above shows which UCPath screens are included the, “Absences Management Inquiry” EACS role.

- Screen name and link(s) to the existing job aid(s)
- The menu path to get to the screen
- Access level
- The UCPath course associated with the screen
- Description of the purpose of the screen
Inquiry EACS Roles

To access all of the menus on the [UCPath Role Inventory & Job Aids](#) spreadsheet, you will need to be provisioned each of the following EACS roles:

1. HR Inquiry
2. Absence Management Inquiry
3. Payroll Inquiry
4. I9e Verify Inquiry
5. PR Staging Paycheck Inquiry
6. Budget Dist Staffing Inquiry (not widely distributed)
7. FAU SCT Inquiry

<table>
<thead>
<tr>
<th>User Name</th>
<th>UCPath Role Name</th>
<th>ORG or SSC Desc</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANGELIU</td>
<td>Absence Management Inquiry</td>
<td>ALL</td>
</tr>
<tr>
<td>ANGELIU</td>
<td>Budget Dist Staffing Inquiry</td>
<td>ALL</td>
</tr>
<tr>
<td>ANGELIU</td>
<td>FAU / SCT Inquiry</td>
<td>ALL</td>
</tr>
<tr>
<td>ANGELIU</td>
<td>HR Inquiry</td>
<td>ALL</td>
</tr>
<tr>
<td>ANGELIU</td>
<td>I9e Verify Inquiry</td>
<td>ALL</td>
</tr>
<tr>
<td>ANGELIU</td>
<td>PR Staging / Paycheck Inquiry</td>
<td>ALL</td>
</tr>
<tr>
<td>ANGELIU</td>
<td>Payroll Inquiry</td>
<td>ALL</td>
</tr>
</tbody>
</table>
In UCPath, you can only view what your EACS role(s) enables you to. If you are not able to follow a path listed in the UCPath Role Inventory & Job Aids spreadsheet, you likely do not have the EACS role needed to view the menu or screen. For example, to view the Funding Entry screen you will need to be provisioned the FAU / SCT Inquiry EACS role. When attempting to access this screen, you will get one of two results:

**Menu Missing = No Access**

```
PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry
```

**Menu Available = You Have Access**

```
PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry
```

```
PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry Inquiry
```
Access to UCPath is granted by your department SAA. To determine your UCPath access, do the following:

1. Go to the Enterprise Access Control System
2. Enter your Net ID into the User NetID field.
3. Click on the Condensed Accountability Report button to view your application access.

Note: You can view the full list of SAAs by clicking on the link at the bottom of the form (highlighted in yellow)
4. In the **Application** column, look for **UCPATH**.

5. Click on **VIEW ROLES**.

6. The list will display your roles in UCPath.

Note: If you are missing a role, contact your SAA to request access.
Accessing UCPath

To access UCPath:

1. Go to R'Space
2. Click the Authorized Apps tab
3. Click on the UCPath Portal link
4. Select University of California, Riverside
5. Sign into UCPath using your credentials
Accessing the UCPath Help Site

The UCPath Help for Locations website is where you can find UCPath resources such as,

a. How-to-videos
b. Interactive simulations
c. Job aid
Job Data Screen

HR Inquiry
The UCPath Job Data screen provides valuable information such as, employee details, type of appointment, organizational unit, salary, position number, etc. To view the Job Data screen,

1. Go to UCPath and navigate to the Job Data menu
2. Search for the employee’s record and select the employee’s name
The **Work Location** tab contains employee position details such as,
- Payroll Status
- Position Number
- Department
- Location
The **Job Information** tab contains information about employee’s, 
- Supervisor
- Employee Class
Job Labor Tab

The Job Labor tab contains the employee’s Union Code.
The Payroll tab contains basic payroll information.
The **Salary Plan** tab displays the employee’s **Salary Grade**.
The Compensation tab displays the employee’s Payroll Status.
The **UC Job Data** tab displays basic job data. At the bottom of the page there are three important links,

- Employment Data
- Earnings Distribution
- Benefits Program Participation
The Employment Data page contains the employee’s Service Date and Seniority Dates.
UC Job Data Tab - Earnings Distribution

The Earnings Distribution page displays basic earnings details.

<table>
<thead>
<tr>
<th>Earnings Distribution Type</th>
<th>Find</th>
<th>First</th>
<th>1 of 1</th>
<th>Last</th>
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</thead>
<tbody>
<tr>
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<td></td>
<td></td>
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<td></td>
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<td>HR Status</td>
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<tr>
<td>Payroll Status</td>
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<td>Work Period</td>
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<tr>
<td>Compensation Frequency</td>
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<tr>
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</table>

Job Earnings Distribution

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Business Unit</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
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<tr>
<td>Regular Shift</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Earnings Code</td>
<td>REG</td>
</tr>
<tr>
<td>General Ledger Pay Code</td>
<td>Regular Pay</td>
</tr>
<tr>
<td>Compensation Rate</td>
<td>Standard Hours</td>
</tr>
<tr>
<td>Percent of Distribution</td>
<td></td>
</tr>
</tbody>
</table>

Earnings Chartfields

<table>
<thead>
<tr>
<th>Combination Code</th>
</tr>
</thead>
</table>

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History
UC Job Data Tab - Benefits Program Participation

The Benefits Program Participation page displays information related to benefits eligibility.
Modify a Person Screen

HR Inquiry
The UCPath **Modify a Person** screen contains employee contact information. To view the page,

1. Go to UCPath and navigate to the **Modify a Person** menu
2. Search for the employee’s record and select the employee’s name
The **Contact Information** tab displays employee contact information.
Workforce Job Summary

HR Inquiry
The UCPath Workforce Job Summary screen contains employee job information. To view the page,

1. Go to UCPath and navigate to the **Workforce Job Summary** menu
2. Search for the employee’s record and select the employee’s name
The **General** tab displays the employee’s job change history.
The Job Information tab displays detailed information about the job change history.
## Work Location Tab

The **Work Location** tab provides basic location details.

### Workforce Job Summary

<table>
<thead>
<tr>
<th>Organizational Relationship</th>
<th>Emp ID</th>
<th>Effective Date</th>
<th>Seq</th>
<th>Position Number</th>
<th>Description</th>
<th>Company</th>
<th>Dept ID</th>
<th>Department Description</th>
<th>Location</th>
<th>Business Unit</th>
<th>Reports To</th>
<th>Supervisor Name</th>
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<td>INSTRUCTION</td>
<td>UCS</td>
<td>D01131</td>
<td>Faculty Technology Support</td>
<td>C&amp;C CENTER</td>
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<tr>
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<td>12/01/2017</td>
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<td>Conversion</td>
<td>RVCM</td>
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</table>
Add/Update Position Info
Budget Dist. Staffing Inquiry
Add/Update Position Info

PeopleSoft Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

The UCPath Add/Update Position Info screen displays position details. To view the page,

1. Go to UCPath and navigate to the Add/Update Position Info menu
2. Search for the employee’s record and select the employee’s name
The Description tab provides position details such as:

- Position Number
- Job Code
- Department
- Location
- Reports To
- Salary Grade
The **Budget and Incumbents** tab provides,

- Current Incumbents
- Link to **Job Data** menu
Training Resources

http://fomucpath.ucr.edu/training/resources.html
Thank You