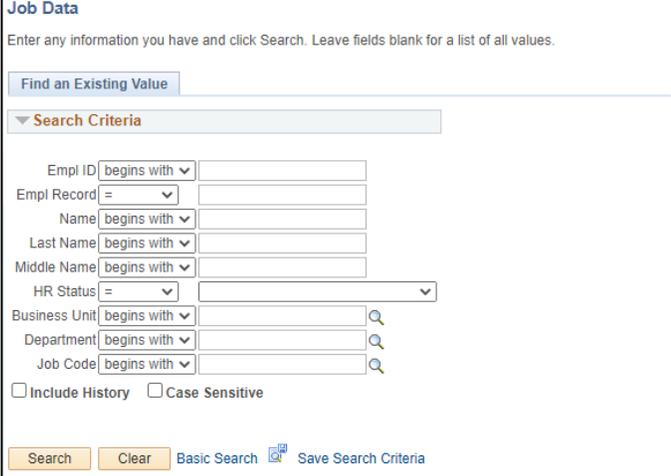# Work Location - Job and Position Data

This Job Aid shows where to view an employee's work location in UCPath for an HR Inquiry user. The location is viewable on Job Data.

UCPath pages for viewing location:

- **Job Data**: PeopleSoft menu > Workforce Administration > Job Information > Job Data

Viewing Location in Job Data

1. Navigate to Job Data *PeopleSoft menu > Workforce Administration > Job Information > Job Data* 2. Enter Empl ID or another search parameter and click Search	
3. Click on the Work Location tab and locate the job Location fields 4. The Location Code and the Building Description are displayed for review	