

UCPath Page Labels for Lived Name

Expected Labels for UCPath Pages



Absence Management

Workforce Administration Homepage

Page Name	Page Navigation (Fluid)	Label
Administer Extended Absence	Main Menu > PeopleSoft Homepage > Absence Administration > Extended Absence > Administer Extended Absence	Name
Extended Absence Trans History	Main Menu > PeopleSoft Homepage > Absence Administration > Extended Absence > Extended Absence Trans History	Name
Request Extended Absence	Main Menu > PeopleSoft Homepage > Absence Administration > Extended Absence > Request Extended Absence	Name
Manage Accruals	Main Menu > PeopleSoft Homepage > Absence Administration > Manage Accruals/Balances > Manage Accruals	Name
Manage Accrual Transactions	Main Menu > PeopleSoft Homepage > Absence Administration > Manage Accruals/Balances > Manage Accrual Transactions	Name
Admin - Review Absence Balance	Main Menu > PeopleSoft Homepage > Absence Administration > Manage Accruals/Balances > Admin - Review Absence Balance	Name
Absence Event	Main Menu > PeopleSoft Homepage > Absence Administration > Extended Absence > Absence Event	Name
Career & Benefits Elig Hrs INQ	Main Menu > PeopleSoft Homepage > Absence Administration > Manage Accruals/Balances > Career & Benefits Elig Hrs INQ	Name

Note: The **Name** field can refer to **Lived Name**, **Preferred Name** or **Legal Name**



Payroll Pages

Workforce Administration Homepage

Page Name	Page Navigation (Fluid)	Label
General Deduction Entry Update	Main Menu > PeopleSoft Homepage > Payroll Tasks > Deductions > General Deduction Entry Update	Legal Name
Review Paycheck	Main Menu > PeopleSoft Homepage > Payroll Tasks > Paycheck > Review Paycheck	Legal Name
Review Paycheck Summary	Main Menu > PeopleSoft Homepage > Payroll Tasks > Paycheck > Review Paycheck Summary	Legal Name
Self Service Transaction Links	Main Menu > PeopleSoft Homepage > Payroll Tasks > Payroll Transactions > Self Service Transaction Links	Name
Update Employee Tax Data	Main Menu > PeopleSoft Homepage > Payroll Tasks > Employee Payroll Information > Update Employee Tax Data	Name

Note: The **Name** field can refer to **Lived Name**, **Preferred Name** or **Legal Name**



Benefits Pages

Workforce Administration Homepage

Page Name	Page Navigation (Fluid)	Label
ACA Employee Eligibility	Main Menu > PeopleSoft Homepage > Benefits Administration > ACA/Benefits Eligibility > ACA Employee Eligibility	Name
Arrears/Frequency Override	Main Menu > PeopleSoft Homepage > Benefits Administration > Benefit Enrollment > Arrears/Frequency Override	Name
Assign to Benefit Program	Main Menu > PeopleSoft Homepage > Benefits Administration > Benefit Enrollment > Assign to Benefit Program	Name
Benefits Summary	Main Menu > PeopleSoft Homepage > Benefits Administration > Review Employee/Dependent Info > Benefits Summary	Name
Disability Benefits	Main Menu > PeopleSoft Homepage > Benefits Administration > Benefit Enrollment > Disability Benefits	Name
Health Benefits	Main Menu > PeopleSoft Homepage > Benefits Administration > Benefit Enrollment > Health Plan Enrollment	Name
Life and AD/D Benefits	Main Menu > PeopleSoft Homepage > Benefits Administration > Benefit Enrollment > Life and AD/D Plan Enrollment	Name
Retirement Plans	Main Menu > PeopleSoft Homepage > Benefits Administration > Benefit Enrollment > Retirement Plans	Name
Savings Management	Main Menu > PeopleSoft Homepage > Benefits Administration > Benefit Enrollment > Benefits Savings Management	Name
Savings Plans	Main Menu > PeopleSoft Homepage > Benefits Administration > Benefit Enrollment > Savings Plans	Name

Note: The **Name** field can refer to **Lived Name**, **Preferred Name** or **Legal Name**

Page Name	Page Navigation (Fluid)	Label
Simple Benefits	Main Menu > PeopleSoft Homepage > Benefits Administration > Benefit Enrollment > Simple Benefits	Name
Spending Accounts	Main Menu > PeopleSoft Homepage > Benefits Administration > Benefit Enrollment > Spending Accounts	Name
Update Dependent/Beneficiary	Main Menu > PeopleSoft Homepage > Benefits Administration > Review Employee/Dependent Info > Update Dependent/Beneficiary	Name

Note: The **Name** field can refer to **Lived Name**, **Preferred Name** or **Legal Name**



Employee Self-Service Pages

UCPath Online Portal

Page Name	Page Navigation (Fluid)	Label
Direct Deposit	Main Menu > Employee Actions > Income and Taxes > Direct Deposit	Name
View Paycheck*	Main Menu > Employee Actions > Income and Taxes > View Paycheck	Name
CA State - W4	Main Menu > Employee Actions > Income and Taxes > CA State - W4	Legal Name
Federal Withholding	Main Menu > Employee Actions > Income and Taxes > Federal Withholding	Legal Name
Life Event/Benefits Changes	Main Menu > Employee Actions > Health and Welfare > Life Events/Benefits Changes	Name
Enroll in Benefits	Main Menu > Employee Actions > Health and Welfare > Benefits Enrollment	Name
Disability	Main Menu > Employee Actions > Personal Information > Disability	Name
Email Addresses	Main Menu > Employee Actions > Personal Information > Email Addresses	Name
Emergency Contact	Main Menu > Employee Actions > Personal Information > Emergency Contacts	Name
Employee Disclosure	Main Menu > Employee Actions > Personal Information > Employee Disclosures	Name

Note: The **Name** field can refer to **Lived Name**, **Preferred Name** or **Legal Name**

*: The View Paycheck page will show Name, but once downloaded, the paycheck itself will show Legal Name.

Page Name	Page Navigation (Fluid)	Label
Ethnic Groups	Main Menu > Employee Actions > Personal Information > Ethnic Groups	Name
Gender Identity	Main Menu > Employee Actions > Personal Information > Gender Identity	Name
Home and Mailing Address	Main Menu > Employee Actions > Personal Information > Home and Mailing Address	Name
Veteran Status	Main Menu > Employee Actions > Personal Information > Veteran Status	Name
My Current Profile	Main Menu > Employee Actions > Learning and Development > My Current Profile	Name
Name Change	Main Menu > Employee Actions > Personal Information > Name Change	Name
Patent Acknowledgment	Main Menu > Employee Actions > Personal Information > Patent Acknowledgment	Name
Patent Amendment	Main Menu > Employee Actions > Personal Information > My Patent Amendment	Name
Personal Information Summary	Main Menu > Employee Actions > Personal Information > Personal Information Summary	Name
Phone Numbers	Main Menu > Employee Actions > Personal Information > Phone Numbers	Name

Note: The **Name** field can refer to **Lived Name**, **Preferred Name** or **Legal Name**

Page Name	Page Navigation (Fluid)	Label
Add Dependent	Main Menu > Employee Actions > Personal Information > Personal Information Summary	Legal Name
Leave Balances	Main Menu > Employee Actions > Leave Balances	Name

Note: The **Name** field can refer to **Lived Name**, **Preferred Name** or **Legal Name**



Manager Self-Service Pages

UCPath Online Portal

Page Name	Page Navigation (Fluid)	Label
My Historical Profile	Main Menu > Manager Actions > My Historical Profile	Name
Current Team Profiles	Main Menu > Manager Actions > Current Team Profiles	Name
View Compensation History	Main Menu > Manager Actions > View Compensation History	Name
View Employee Information	Main Menu > Manager Actions > View Employee Information	Name
View Employee Absence Balance	Main Menu > Manager Actions > View Employee Absence Balance	Name

Note: The **Name** field can refer to **Lived Name**, **Preferred Name** or **Legal Name**



Workforce Administration Pages

Workforce Administration Homepage

Page Name	Page Navigation (Fluid)	Label
Activities	Main Menu > PeopleSoft Homepage > HR Tasks > Personal Data Related > Activities	Name
Admin Verification of Employment	Main Menu > PeopleSoft Homepage > HR Tasks > Personal Data Related > Admin Verification of Employment	Legal Name
Emergency Contact	Main Menu > PeopleSoft Homepage > HR Tasks > Personal Data Related > Emergency Contact	Name
Gender Identity	Main Menu > PeopleSoft Homepage > HR Tasks > Personal Data Related > Gender Identity	Name
Identification Data	Main Menu > PeopleSoft Homepage > HR Tasks > Personal Data Related > Identification Data	Name
Job Data	Main Menu > PeopleSoft Homepage > HR Tasks > Job Data Related > Job Data	Both
Maintain POI Relationship	Main Menu > PeopleSoft Homepage > Person of Interest > Maintain POI Relationship	Name
Maintain Teleworkers	Main Menu > PeopleSoft Homepage > HR Tasks > Job Data Related > Maintain Teleworkers	Name
Modify a Person	Main Menu > PeopleSoft Homepage > HR Tasks > Personal Data Related > Modify a Person	Both
PayPath Actions	Main Menu > PeopleSoft Homepage > HR Tasks > PayPath & Additional Pay > PayPath Actions	Name

Note: The **Name** field can refer to **Lived Name**, **Preferred Name** or **Legal Name**

Page Name	Page Navigation (Fluid)	Label
Person Checklist	Main Menu > PeopleSoft Homepage > HR Tasks > Personal Data Related > Person Checklist	Name
Person of Interest - Add	Main Menu > PeopleSoft Homepage > Person of Interest > Person of Interest - Add	Name
Person Organizational Summary	Main Menu > PeopleSoft Homepage > HR Tasks > Person Organizational Summary	Name
Person Profiles	Main Menu > PeopleSoft Homepage > HR Tasks > Personal Data Related > Person Profiles	Name
Search for People (Search/Match)	Main Menu > PeopleSoft Homepage > HR Tasks > Search for People (Search/Match)	Legal Name
Security Clearance	Main Menu > PeopleSoft Homepage > HR Tasks > Personal Data Related > Security Clearance	Name
Smart HR Transaction Status	Main Menu > PeopleSoft Homepage > HR Tasks > Template Based Hire > Smart HR Transaction Status	Name
SS Smart HR Transactions	Main Menu > PeopleSoft Homepage > HR Tasks > Template Based Hire > SS Smart HR Transactions	Name
Transaction Status	Main Menu > PeopleSoft Homepage > HR Tasks > Template Based Hire > Transaction Status	Name
UC Employee Experience Admin	Main Menu > PeopleSoft Homepage > Experience Based Pay > Enter Experience Folder > UC Employee Experience Admin	Name

Note: The **Name** field can refer to **Lived Name**, **Preferred Name** or **Legal Name**

Page Name	Page Navigation (Fluid)	Label
UC Employee Experience Page	Main Menu > PeopleSoft Homepage > Experience Based Pay > Enter Experience Folder > UC Employee Experience Page	Name
UC Employee Review	Main Menu > PeopleSoft Homepage > HR Tasks > Job Data Related > UC Employee Review	Name
UC External System IDs	Main Menu > PeopleSoft Homepage > HR Tasks > Personal Data Related > UC External System IDs	Name
UC Patent Inquiry	Main Menu > PeopleSoft Homepage > HR Tasks > Personal Data Related > UC Patent Inquiry	Name
Update Contract Pay NA	Main Menu > PeopleSoft Homepage > HR Tasks > Contract Pay > Update Contract Pay NA	Name
Workforce Job Summary	Main Menu > PeopleSoft Homepage > HR Tasks > Job Data Related > Workforce Job Summary	Both

Note: The **Name** field can refer to **Lived Name**, **Preferred Name** or **Legal Name**



General Ledger Pages

General Ledger Administration Homepage

Page Name	Page Navigation (Fluid)	Label
Funding Entry	Main Menu > PeopleSoft Homepage > General Ledger Administration Homepage > General Ledger Tasks > Funding > Funding Entry	Name
Funding Entry Inquiry	Main Menu > PeopleSoft Homepage > General Ledger Administration Homepage > General Ledger Tasks > Funding > Funding Entry Inquiry	Name
Process Direct Retro	Main Menu > PeopleSoft Homepage > General Ledger Administration Homepage > General Ledger Tasks > Direct Retro > Process Direct Retro	Name
Review Retro Distribution	Main Menu > PeopleSoft Homepage > General Ledger Administration Homepage > General Ledger Tasks > Direct Retro > Review Retro Distribution	Name
Process Benefits Cost Transfer	Main Menu > PeopleSoft Homepage > General Ledger Administration Homepage > General Ledger Tasks > Benefits Cost Transfer > Process Benefit Cost Transfer	Name
Review Benefits Cost Transfer	Main Menu > PeopleSoft Homepage > General Ledger Administration Homepage > General Ledger Tasks > Benefits Cost Transfer > Review Benefit Cost Transfer	Name

Note: The **Name** field can refer to **Lived Name**, **Preferred Name** or **Legal Name**