UC RIVERSIDE Campus Support Center

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

Data

		Job Data		
1.	. Navigate to Job Data Enter any information you have and click Search. Leave fields blank for a list of all values.			
Peoples	Soft menu > Workforce Administration > prmation > Job Data	Find an Existing Value		
500 1110	500 Data			
2.	Enter Empl ID or another search parameter and click Search	Empl ID begins with Empl Record Mame begins with Last Name begins with Hast Name begins with Hast Name begins with Hast Name begins with Department begins with Job Code begins with Case Sensitive Search Clear Basic Search Search Clear Basic Search Clear Clear	ave Search Criteria	
		Work Location Job Information Job Labor Payroll 5	Salary Plan	
3.	Click on the Work Location tab	Employee	Empl ID Empl Record 0	
	and locate the job Location fields	Work Location Details ②	Find	First ④ 1 of 1 ④ Last
4.	The Location Code and the	Effective Date 12/15/2021	110	Go To Row
	Building Description are displayed	Effective Sequence 0	Action Position Change	
	for review	HR Status Active	Reason Update Mail/Location Code	
	for review	Payroll Status Active	Job Indicator Primary Job	urrent 📋
		Position Number 40007677 Override Position Da	ASSOC PROF-AY	
	Position Entry Date 12/01/2017			
		Regulatory Region USA	United States	
		Company UCS	University of California	
		Business Unit RVCMP Department D01027	UC Riverside Campus	
		Department Entry Date 07/01/2017	Ethnic Studies	
		Location 4033011	CHASS INT N	
		Establishment ID UCR	UC Riverside Date Created 12/1	7/2021
		Last Start Date 06/30/2016 Expected Job End Date	End Job Automatically	
		Job Data Employment Data	Earnings Distribution Benefits Program Part	ticipation
🐨 Save 🔯 Return to Search 🐔 Previous in List 🛃 Next in List 🔯 Notify <table-cell> Refresh 🔊 Update/Display 🔎 Include History Work: Location Job Information Job Labor Payroll Salary Plan Compensation UC Job Data</table-cell>				