

Common Navigation Paths in PeopleSoft HR Version 9

Quick Reference Guide



DATA	PATH
Add a Person (Hire)	Workforce Administration>Personal Information>Add a Person
Add Employment Instance (add concurrent)	Workforce Administration>Job Information>Add Employment Instance
Additional Title Table	UA Human Capital Management>Human Resource Management>Human Resource Support>UA Additional Title Table
Bio/Demo Data	Workforce Administration>Personal Information>Biographical>Modify a Person
Citizenship Data	Workforce Administration>Personal Information>Citizenship>Identification Data
Combination Code Table - (account code)	Set Up HRMS> Common Definitions> Chartfield Configurations>Chartfield Transaction Table
Department Code Table	HRMS>Foundation Tables>Organization>Departments
Disability	Workforce Administration>Personal Information>Disability>Disabilities
E-Profile for Education	UA Human Capital Management>Human Resource Support> SS Education Changes
E Profile - for personal information	Workforce Administration>Self Service Transactions>Workflow Inquiry
Education	Workforce Development>Profile Management>Profiles>Person Profile
Emergency Contact	Workforce Administration>Personal Information>Personal Relationships>Emergency Contact
Emeritus Title information	Workforce Development>Faculty Events>Track Events>Administrative Posts
Employee Checklist	Workforce Administration>Personal Information>Organizational Relationships>Person Assignment Checklist
Establishment ID Set Up Tables	Workforce Monitoring>Define Regulatory Requirements Data
Ethnic Group	Workforce Administration>Personal Information>Modify a Person (Regional Tab)
General Comments	Workforce Administration>Personal Information>Biographical>General Comments
Identification Data	Workforce Administration>Personal Information>Citizenship>Identification Data
Job Code Table	Set Up HRMS>Foundation Tables>Job Attributes>Job Code Table
Job Data	Workforce Administration>Job Information>Job Data
Job Opening (job requisition data - add)	Recruiting>Create New Job Opening
Job Opening (job requisition data - update)	Recruiting>Find Job Opening
Leave Accruals	Benefits>Enroll in Benefits>Manage Leave Accruals>Review Accrual Balances
Leave Plans	Benefits>Enroll in Benefits>Leave Plans
Maintainflags	Benefits>Maintain Primary Jobs>Maintain Flags
Manage Hires (hire applicant)	Workforce Administration>Personal Information>Manage Hires
Modify a Person (personal information)	Workforce Administration>Personal Information>Modify a Person
Payroll Data	Payroll for North America>Employee Pay Data USA>Update Payroll Options
Positions	Organizational Development>Position Management
Query	Reporting Tools>Query
Recruiting Table Update	Set Up HRMS>Product Related>Status and Reasons
Retirement Plan	Benefits>Enroll in Benefits>Retirement Plan
Search Match	Set Up SACR>System Administration>Utilities>Search Match
Tenure Info	Workforce Development>Faculty Events>Create Tenure Data
UA Academic Activity - Other	UA Human Capital Management>Human Resource Management>Academic Activity>UA Academic Activity - Other
UA Academic Activity - Teaching	UA Human Capital Management>Human Resource Management>Academic Activity>UA Academic Activity - Teaching
UA Directory Info	UA Human Capital Management>Human Resource Support>UA Directory Info
UA Term Data Table	UA Human Capital Management>Human Resource Management>Academic Activity>UA Term Date Table