# Job Aid: Processing Positions & Jobs Cheat Sheet

## Position Requests & Vacant Position Request Changes

**GO TO =>**
- **POSITION CONTROL Page**

**Navigation**
- PeopleSoft Menu > UC Customizations > UC Extensions > Position Control Request

**WHEN TO USE**
- HR Initiators create **new** positions or update **vacant** positions.

**SYSTEM IMPACT**
- For newly created positions (chairs), position number is generated **after** position is approved, which then requires funding and hire.

**Processing**
- Funding attaches to the position, unlike PPS which attaches funding to the person.

## Funding Entries & Updates

**GO TO =>**
- **FUNDING ENTRY Page**

**Navigation**
- PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry

**WHEN TO USE**
- GL Initiators enter all payroll funding-related data (new or update existing) for a position. This page will use UCI’s KFS Account and Fund numbers.

**SYSTEM IMPACT**
- Funding attaches to the position, unlike PPS which attaches funding to the person.

## Updating Filled Positions / Jobs

**GO TO =>**
- **PAYPATH Page**

**Navigation**
- PeopleSoft Menu > UC Customizations > UC Extensions > PayPath Actions

**WHEN TO USE**
- To update Position changes, Data changes, and Additional Pay changes only for filled positions with single active incumbents. Multi-headcount updated only by Position Admins in Position Man. module.

**SYSTEM IMPACT**
- Changes to position data also impacts the job data.

## Hires/Rehires/Separations

**GO TO =>**
- **SMART HR TEMPLATES Page**

**Navigation**
- PeopleSoft Menu > Workforce Administration > Smart HR Template > Smart HR Transactions

**WHEN TO USE**
- Used for filling or vacating positions. Also use SmartHR Templates for processing intralocations, interlocations, completing pre-hires, and personal data changes made by HR staff on behalf of employees.

**SYSTEM IMPACT**
- Employee ID number generated **after** transaction is approved. Marrying the Employee ID to the Position Number creates a job in UCPath.

## Employee Info Checks

**GO TO =>**
- **PERSONAL ORGANIZATION SUMMARY Page**

**Navigation**
- PeopleSoft Menu > Workforce Admin > Personal Info > Personal Org Summary

**WHEN TO USE**
- Before adding/updating any record(s), first go to the Personal Organization Summary Page to look up the employee.

**SYSTEM IMPACT**
- Reduces the chances of employee data processing errors.