

This Job Aid supports the Course WFA-210 Pay Groups and Compensation.

When entering a 0% FTE appointment, Locations must carefully select the **Job Code/Title** and **Compensation Rate Code** to avoid unintentionally placing employees in the WOS pay group.

Impact of WOS Pay Group Assignment

- UCPath excludes employees in the WOS Pay Group from payroll and nightly benefits processing.
- Their benefits eligibility fields do not populate, and they cannot access benefits through Employee Self Service.

Employee with a WOS Pay Group

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | UC Job Data |

LVD-Jaret LVD-Tavizon
Employee

Empl ID: [REDACTED] Empl Record: 0

Find | First | < 2 of 16 > | Last | Go to Row

Payroll Information

Effective Date: 09/01/2022
Effective Sequence: 0
HR Status: Active
Payroll Status: Active

Action: Position Change
Reason: Update Mail/Location Code
Job Indicator: Primary Job

History

Payroll System: Payroll for North America
Absence System: Other

Payroll for North America

Pay Group: WOS SYSTEMWIDE WITHOUT SALARY
Employee Type: S Salaried
Tax Location Code: CA-DEFAULT California
GL Pay Type: Combination Code
Holiday Schedule: NONE
FICA Status: Medicare only
Edit ChartFields

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update/Display | Include History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | UC Job Data

Benefits Eligibility Fields for WOS Pay Group Employee

Benefit Program Participation

LVD-Jaret LVD-Tavizon
Employee

Empl ID: [REDACTED] Empl Record: 0

Find | First | < 2 of 16 > | Last | Go to Row

Benefit Status

Benefit Record Number: 0
Effective Date: 09/01/2022
Effective Sequence: 0
HR Status: Active
Payroll Status: Active

Action: Position Change
Reason: Update Mail/Location Code
Job Indicator: Primary Job

History

Benefits System: Base Benefits
Annual Benefits Base Rate: USD
Benefits Employee Status: Active
Benefits Eligibility Details
Benefits Eligibility Data: UCWOS Pay Message

Benefits Administration Eligibility

BA Group ID: M19
Monthly OE: 2019
Elig Fld 1
Elig Fld 2
Elig Fld 4
Elig Fld 5 FJC
Elig Fld 7
Elig Fld 8
Elig Fld 9 DCPH

Benefit Program Participation Details

Effective Date: 01/01/2020
Benefit Program: NRB
Currency Code: USD
Non-Represented Biversity

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update/Display | Include History

Position Data Guidelines

Only assign a WOS title if the appointment is intended to be Without Salary.

- Assigning a **Job Code** that contains WOS does **not** automatically place an employee into the WOS pay group
- UCPath Workforce Administration (WFA) audits records monthly to identify employees assigned to WOS titles who are not placed in the WOS pay group.

If an employee is placed in a WOS title but the system does not derive a WOS pay group, UCPath WFA updates the **Compensation Rate Code** to **UCWOS**.

- The UCPath system auto-assigns a WOS pay group only if the **UCWOS Compensation Rate Code** is entered.

Employee with a WOS Pay Group

This screenshot shows the UCPath Compensation screen for an employee named LVD-Jaret LVD-Tavizion. The 'Payroll Information' section is displayed, showing the employee is assigned to the 'Pay Group WOS' and 'SYSTEMWIDE WITHOUT SALARY'. Other details include Employee Type S (Salaried), Tax Location Code CA-DEFAULT, GL Pay Type California, and FICA Status Medicare only. The 'Pay Components' table shows a single row for 'Rate Code' with the value '1 UCWOS'.

Employee with a UCWOS Compensation Rate Code

This screenshot shows the UCPath Compensation screen for the same employee. The 'Compensation Details' section shows the compensation rate is 0.00 USD. The 'Pay Components' table shows a single row for 'Rate Code' with the value '1 UCWOS'.

Note: Carefully review the intended appointment type before assigning WOS titles.

Earnings Code/Pay Group Guidelines

Compensation Rate Codes and **Earnings Codes** can also impact pay group assignments and benefits eligibility processing outcomes.

Entering a WOS earnings code in **Job Earnings Distribution (JED)** along with the **UCWOS Compensation Rate Code** causes UCPath to default the employee's pay group to WOS. The pay group remains unchanged if the **Compensation Rate Code** field is blank or set to a different value.

Employee with a WOS Earnings Code

This screenshot shows the UCPath Job Earnings Distribution screen for the same employee. The 'Earnings Distribution Type' section shows the 'Earnings Code' is set to 'WOS - Without Salary'. The 'Pay Components' table shows a single row for 'Rate Code' with the value '1 UCWOS'.

- When an employee defaults into the WOS pay group based on the **JED Earnings Code** and **Compensation Rate Code**, benefits eligibility fields do not populate. As a result, the employee is excluded from UCPath Benefits Automated Eligibility processes and cannot access Employee Self Service functions.

When processing a hire template, review the **Compensation Rate Code** field carefully.

- Leaving the **Compensation Rate Code** field blank allows the system to assign **Pay Groups** based on key job attributes.

- Entering the **UCWOS** rate code without a true Without Salary appointment places employees in the WOS pay group, which may result in unintended processing issues.