

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

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

Payroll System: Payroll for North America
Absence System: Other

Payroll for North America

Pay Group: WOS SYSTEMWIDE WITHOUT SALARY
Employee Type: S
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

Benefits Program Participation

LVD-Jaret LVD-Tavizon
Employee
Empl ID: [redacted]
Empl Record: 0

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

Benefits System: Base Benefits
Annual Benefits Base Rate: USD
ACA Eligibility Details
Benefits Employee Status: Active

Benefits Administration Eligibility

BAS Group ID: M19	Monthly OE 2019	
Elig Fld 1	Elig Fld 2	Elig Fld 3
Elig Fld 4	Elig Fld 5: FNC	Elig Fld 6
Elig Fld 7	Elig Fld 8	Elig Fld 9: DCPDH

Benefit Program Participation Details

Effective Date: 01/12/2020
Currency Code: USD
Benefit Program: NRB
Non Represented Diversity

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

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

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

LVD-Jaret LVD-Tavizon
Employee
Empl ID: [blank]
Empl Record: 0

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

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 CharFields

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

Employee with a UCWOS Compensation Rate Code

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

LVD-Jaret LVD-Tavizon
Employee
Empl ID: [blank]
Empl Record: 0

Compensation Details

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

Compensation Rate: 0.00 USD
Frequency: UC_FY FY 12/12

Pay Rates

Default Pay Components

Pay Components

Rate Code: 1 UCWOS
Comp Rate: 0
Currency: USD
Frequency: A
Percent: [blank]
Rate Code Group: [blank]

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

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

Job Earnings Distribution

LVD-Jaret LVD-Tavizon
Employee
Empl ID: [blank]
Empl Record: 0

Earnings Distribution Type

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

Compensation Rate: USD
Work Period: Weekly
Compensation Frequency: FY 12/12

Standard Hours: 0.01
Earnings Distribution Type: None

Job Earnings Distribution

Position Number: [blank]
Department: [blank]
Regular Shift: Not Applicable
Business Unit: [blank]
Job Code: [blank]
General Ledger Pay Type: Standard Hours

Earnings Code: WOS Without Salary
Compensation Rate: [blank]
Percent of Distribution: [blank]
Earnings Characteristics: [blank]
Combination Code: [blank]

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

- 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.