# Job Aid: Complete the CSV File Template for PayPath Actions

## Overview

Mass Update of PayPath Actions is a custom process in UCPath for University of California (UC) Locations to facilitate mass data changes for Academic and Staff with regard to position, job and additional pay.

The Mass Update of PayPath Actions process uses a comma separated values (CSV) file template that UC Locations populate with relevant data, upload to a staging location, then review and submit for processing. When submitted, the CSV template transactions that pass data edits are immediately loaded into UCPath on applicable pages.

Use this job aid to populate the **CSV File Template for Mass Update of PayPath Actions to UCPath** in Excel.

The **CSV File Template for Mass Update of PayPath Actions to UCPath** is located on SharePoint using this URL: https://sp.ucop.edu/sites/ucpc/UCPathLocationSupport/UCPathTemplates/.
Be sure to access the most current version of the file on SharePoint for each Mass Update of PayPath Actions occurrence.

## Definitions

- **UC:** University of California.
- **UC location:** a University of California UCPath Location.
- **PayPath:** A custom comprehensive solution for managing Academic Pay and Salary Cap in UCPath that facilitates timely, accurate, efficient and compliant pay.
- **CI:** Component Interface is a tool that allows you to upload a file that contains mass data changes directly into UCPath.
- **UCPC:** UCPath Center.
- **Historic Effective Date:** Effective dates that are less than the current effective date.
- **Current Effective Date:** Effective date that is less than or equal to the current system date.
- **Future Effective Date:** Effective dates that are greater than the current system date.
- **Retro Pay:** A change on an employee's record that affects pay for a previous pay period. Changes can be updates, inserts or deletions. These changes generate retro pay requests. Retro Pay is not triggered if there is no pay in the prior pay period.
- **Employee:** Any person in UCPath with an **Organizational Relationship** of **Employee**, which appears as **EMP** in the header of the **Job Data** component.
- **FTE:** Full-time is also known as FTE. Full-time is 30 Affordable Care Act (ACA) Hours of service per week, on average, during an evaluation period.
- **DDODS:** Data Dissemination Operational Data Store. A nightly job, also known as the ODS Nightly Burst, sends select UCPath data to DDODS for UC Locations to access via Cognos reports.

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## PayPath CSV File Template

The **CSV File Template for Mass Update of PayPath Actions to UCPath** is designed to update **Position Data**, **Job Data** and **Additional Pay** records in UCPath. The template has three header rows:

- ♦ The first header row is for the **Position Data** record. See row 1 in the example shown below.
- ♦ The second header row is for the **Job Data** record. See row 2 in the example shown below.
- ♦ The third header row is for the **Additional Pay** record. See row 6 in the example shown below.

### Example CSV File Template with the Three Header Rows



Insert a row on the **CSV File Template for Mass Update of PayPath Actions to UCPath** for each position and/or employee that you want to update under the applicable header row. For example, to update **Job Data** for an employee, insert rows for each employee under the **Job Data** header row (row 2) as shown in the next example.

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**Example CSV File Template for Job Data Employee Row Inserts**
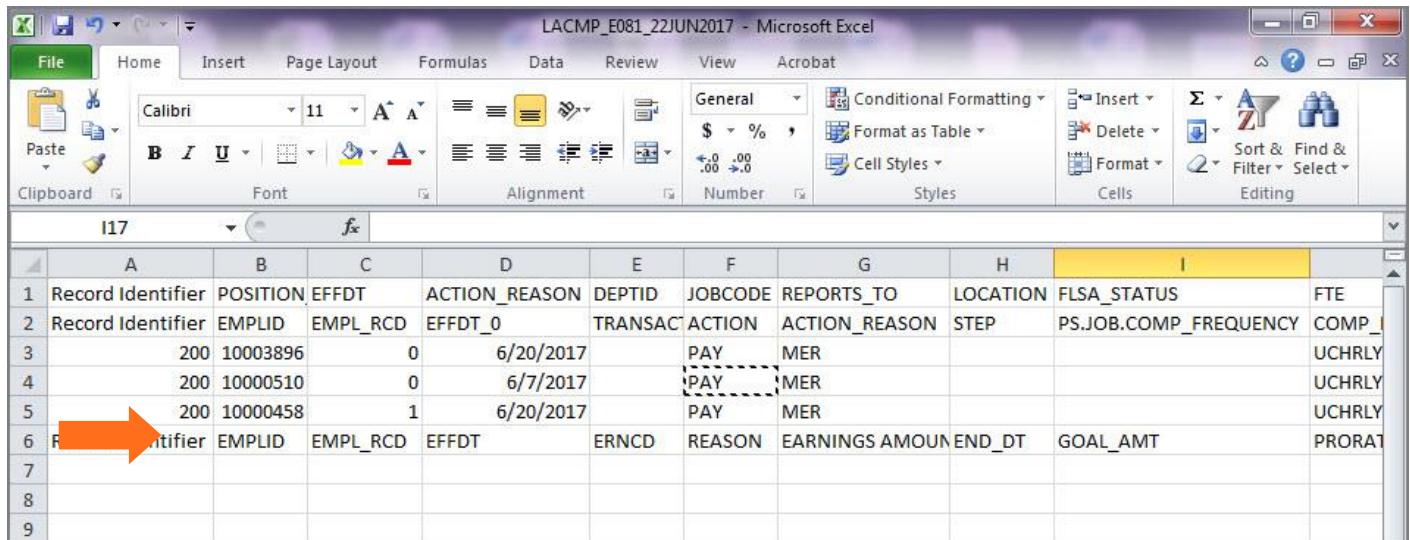


| | A | B | C | D | E | F | G | H | I | |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Record Identifier | POSITION | EFFDT | ACTION_REASON | DEPTID | JOBCODE | REPORTS_TO | LOCATION | FLSA_STATUS | FTE |
| 2 | Record Identifier | EMPLID | EMPL_RCD | EFFDT_0 | TRANSAC | ACTION | ACTION_REASON | STEP | PS.JOB.COMP_FREQUENCY | COMP_ |
| 3 | | 200 | 10003896 | 0 | 6/20/2017 | | PAY | MER | | | UCHRLY |
| 4 | | 200 | 10000510 | 0 | 6/7/2017 | | PAY | MER | | | UCHRLY |
| 5 | | 200 | 10000458 | 1 | 6/20/2017 | | PAY | MER | | | UCHRLY |
| 6 | R ntifier | EMPLID | EMPL_RCD | EFFDT | ERNCD | REASON | EARNINGS AMOUN | END_DT | GOAL_AMT | PRORAT |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |

This example shows three rows of data to insert into the **Job Data** record for three employees. Note that employee **10000458** has an updated for **EMPL RCD 1**, whereas employees **10003896** and **10000510** have updates for **EMPL RCD 0**. This indicates that that employee **10000458** has or has had more than one UC job (appointment) and only the job with EMPL RCD 1 has a row to insert into the **Job Data** record. This does not mean that employees **10003896** and **10000510** do not have multiple appointments, it just means the updates are for EMPL RCD 0.

UC Locations are responsible for populating, auditing and uploading the **CSV File Template for Mass Update of PayPath Actionss to UCPath**. The following sections explain the template fields and the correct field format to use.

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## Position Data Header Row

Populate the **CSV File Template for Mass Update of PayPath Actions to UCPath** with active values for historical, current and future-dated rows. Do not use inactive values for current and future-dated rows. The following **Position Data** fields may be updated using the Mass Update of PayPath Actions CSV File Template.

| Field | Record | Required to Populate (Y/N) | Field Format/Notes |
|---|---|---|---|
| **Record Identifier** | N/A | Y | Enter **100**. This value is required at the beginning of each **Position Data** row. This is a required field only if you are inserting **Position Data** rows. |
| **POSITION_NBR** | POSITION_DATA | Y | Enter the UCPath **Position Code**. Refer to DDODS for a list of valid codes. |
| **EFFDT** | POSITION_DATA | Y | Enter as **MM/DD/CCYY**, where **MM** is month, **DD** is day, **CC** is century and **YY** is year. |
| **ACTION_REASON** | POSITION_DATA | Y | Enter the UCPath **Action/Reason** code. Refer to DDODS for a list of valid codes. |
| **DEPTID** | POSITION_DATA | N | Enter the UCPath **Department** code. Refer to DDODS for a list of valid codes. |
| **JOBCODE** | POSITION_DATA | N | Enter the UCPath **Job Code**. Refer to DDODS for a list of valid codes. |
| **REPORTS_TO** | POSITION_DATA | N | Enter the UCPath **Position Number** for the person to whom this employee reports. This information can be found on **Job Data** > **Job Information** for the supervisor/manager. |
| **LOCATION** | POSITION_DATA | N | Enter the UCPath **Location** code. Refer to DDODS for a list of valid codes. |
| **FLSA_STATUS** | POSITION_DATA | N | Enter the UCPath **FLSA Status** code. Valid values are **N** for **Non-exempt**, **E** for **Exempt**, **V** for **Non Exempt at Alt Overtime** and **X** for **No FLSA Required**. |
| **FTE** | POSITION_DATA | N | Enter the full-time equivalent of the position using a **0.0** format. For example, 1.0 is full-time. |
| **POSITION_POOL_ID** | POSITION_DATA | N | Enter the UCPath **Position Pool ID** code. Refer to DDODS for a list of valid codes. |

# UCPath

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| Field | Record | Required to Populate (Y/N) | Field Format/Notes |
|---|---|---|---|
| **SAL_ADMIN_PLAN** | POSITION_DATA | N | Enter the UCPath **Salary Administration Plan** code. Refer to DDODS for a list of valid codes. |
| **GRADE** | POSITION_DATA | N | Enter the UCPath **Salary Grade** code. Refer to DDODS for a list of valid codes. |
| **UC_INCLUDE_FTE** | POSITION_DATA | N | Enter **N** <u>only if</u> you are unlinking the **FTE** between **Position Data** and **Job Data**, otherwise, leave this column blank. |
| **UC_EMP_REL_CD** | POSITION_DATA | N | Enter the custom UCPath **Employment Relationship** code. Refer to DDODS for a list of valid codes. |
| **Record Identifier** | N/A | Y | Enter **100**. This value is required at the end of each **Position Data** row. This is a required field only if you are inserting **Position Data** rows. |

# Job Aid: Complete the CSV File Template for PayPath Actions

## Job Data Header Row

The following **Job Data** fields may be updated using the **CSV File Template for Mass Update of PayPath Actions to UCPath**.

| Field | Record | Required to Populate (Y/N) | Field Format/Notes |
|---|---|---|---|
| **Record Identifier** | N/A | Y | Enter **200**. This value is required at the beginning of each **Job Data** row. This is a required field only if you are inserting **Job Data** rows. |
| **EMPLID** | JOB | Y | Enter the employee ID. Go to **Job Data** to locate the **Employee ID**. |
| **EMPL_RCD** | JOB | Y | Enter the applicable **JOB** record for the employee. Go to **Job Data** to locate the applicable **JOB** record. |
| **EFFDT** | JOB | Y | Enter as **MM/DD/CCYY**, where **MM** is month, **DD** is day, **CC** is century and **YY** is year. Note that the effective date can be a future date, but you cannot enter a date that exceeds the employee's current **Expected Job End Date**. |
| **TRANSACTION SEQUENCE** | JOB | N | This is the **Job Data Effective Sequence** field. This value is not required as UCPath automatically assigns the **Job Data Effective Sequence** when rows are submitted for processing based on the row order on the CSV file. |
| **ACTION** | JOB | Y | Enter the UCPath **Action** code. Refer to DDODS for a list of valid codes. |
| **ACTION_REASON** | JOB | Y | Enter the UCPath **Action/Reason** code. Refer to DDODS for a list of valid codes. |

# Job Aid: Complete the CSV File Template for PayPath Actions

| Field | Record | Required to Populate (Y/N) | Field Format/Notes |
|---|---|---|---|
| **STEP** | JOB | N | Enter the UCPath **Step** code. Refer to DDODS for a list of valid steps for the applicable **Salary Plan** and **Salary Grade**. |
| **JOB.COMP.FREQUENCY** | JOB | N | Enter the UCPath **Job Comp Frequency** code. Refer to DDODS for a list of valid codes. |
| **COMP_RATECD** | COMPENSATION | N | Enter the UCPath **Comp Rate Code**. Refer to DDODS for a list of valid codes. Be sure to populate a **Comp Rate** if you enter a **Comp Rate Code**. Refer to the *CSV File Template Compensation Guidelines* section in this document for more information and for employees with Multiple Components of Pay. |
| **COMPRATE** | COMPENSATION | N | Enter the UCPath **Comp Rate** if you are inserting a **Comp Rate Code** using the format **999999999999.000000** . Be sure to populate a **Comp Rate Code** if you enter a **Comp Rate**. Also, be sure to enter the correct **COMPRATE** based on the **Comp Rate Code** selected. For example, if you use the **Comp Rate Code** of **UCANNL**, a **Comp Rate Code** to record the employee's annual salary, enter the annual salary for **COMPRATE** on the template; do not enter the monthly salary on the template. Entering the incorrect **COMPRATE** on the template results in an incorrect **COMPRATE** in UCPath. |
| **ESTABID** | JOB | N | Enter the UCPath **Establishment ID**. Refer to DDODS for a list of valid codes. |

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| Field | Record | Required to Populate (Y/N) | Field Format/Notes |
|---|---|---|---|
| **FTE** | JOB | N | Enter the full-time equivalent of the position using a **0.0** format. For example, 1.0 is full-time. |
| **EXPECTED_END_DATE** | JOB | N | Enter as **MM/DD/CCYY**, where **MM** is month, **DD** is day, **CC** is century and **YY** is year. If used, also set the **AUTO_END_FLG** value on the template to **Y**. |
| **EXPECTED_RETURN_DATE** | JOB | N | Enter as **MM/DD/CCYY**, where **MM** is month, **DD** is day, **CC** is century and **YY** is year. |
| **UC_LOC_USE_END_DT** | JOB | N | Enter as **MM/DD/CCYY**, where **MM** is month, **DD** is day, **CC** is century and **YY** is year. |
| **UC_LOC_USE_TYPE** | JOB | N | Enter the custom UCPath **UC Location Use Type**. Refer to DDODS for a list of valid codes. |
| **EMPL_CLASS** | JOB | N | Enter the UCPath **Employee Class**. This is known as Appointment Type in the PPS system. Refer to DDODS for a list of valid codes. |
| **EARNS_DIST_TYPE** | JOB_EARNS_DIST | N | Enter the UCPath **Earnings Distribution Type**. Refer to DDODS for a list of valid codes. Refer to the *CSV File Template Compensation Guidelines* section in this document for more information and for employees with Multiple Components of Pay. |
| **EARNCD** | JOB_EARNS_DIST | N | Enter the UCPath **Earnings Code**. Refer to DDODS for a list of valid codes. |

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| Field | Record | Required to Populate (Y/N) | Field Format/Notes |
|---|---|---|---|
| **COMPRATE1** | JOB_EARNS_DIST | N | Enter the UCPath **Job Earnings Distribution Comp Rate** if you are inserting a **Comp Rate Code** using the format **999999999999.000000** . Refer to the *CSV File Template Compensation Guidelines* section in this document for more information and for employees with Multiple Components of Pay. |
| **DIST_PCT** | JOB_EARNS_DIST | N | Enter the UCPath **Job Earnings Distribution Percent**. |
| **AUTO_END_FLG** | JOB | N | Enter **Y** to set the **End Job Automatically** field on **Job Data**. If used, also set the **EXPECTED_END_DATE** value on the template. Enter **N** to deselect the **End Job Automatically** field. Enter **R** to remove both the **End Job Automatically** field and the **EXPECTED_END_DATE** value on **Job Data**. |
| **UC_ACAD_DUR_APPT** | JOB | N | Enter the custom UCPath **Academic Duration of Appointment**. Refer to DDODS for a list of valid codes. |
| **UC_POST_DOC_ANVS_DT** | JOB | N | Enter as **MM/DD/CCYY**, where **MM** is month, **DD** is day, **CC** is century and **YY** is year. |
| **UC_PROBATION_CODE** | JOB | N | Enter the custom UCPath **Probation Code**. Refer to DDODS for a list of valid codes. |
| **UC_PROB_END_DT** | JOB | N | Enter as **MM/DD/CCYY**, where **MM** is month, **DD** is day, **CC** is century and **YY** is year. |
| **UC_TRIAL_EMP_ENDDT** | JOB | N | Enter as **MM/DD/CCYY**, where **MM** is month, **DD** is day, **CC** is century and **YY** is year. |

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| Field | Record | Required to Populate (Y/N) | Field Format/Notes |
|-------|--------|----------------------------|--------------------|
| **UC_PY_CAREER_DUR** | JOB | N | Enter the custom UCPath **Payroll Career Duration** value. Refer to DDODS for a list of valid values. |
| **UC_ERIT_END_DT** | JOB | N | Enter as **MM/DD/CCYY**, where **MM** is month, **DD** is day, **CC** is century and **YY** is year. |
| **Record Identifier** | N/A | Y | Enter **200**. This value is required at the beginning of each **Job Data** row. This is a required field only if you are inserting **Job Data** rows. |

# Job Aid: Complete the CSV File Template for PayPath Actions

## Additional Pay Header Row

The following **Additional Pay** fields may be updated using the **CSV File Template for Mass Update of PayPath Actions to UCPath**.

| Field | Record | Required to Populate (Y/N) | Field Format/Notes |
|---|---|---|---|
| **Record Identifier** | N/A | Y | Enter **300**. This value is required at the beginning of each **Additional Pay** row. This is a required field only if you are inserting **Additional Pay** rows. |
| **EMPLID** | ADDL_PAY_DATA | Y | Enter the employee ID. Go to **Job Data** to locate the Employee ID. |
| **EMPL_RCD** | ADDL_PAY_DATA | Y | Enter the applicable **JOB** record for the employee. Go to **Job Data** to locate the applicable **JOB** record. |
| **EFFDT** | ADDL_PAY_DATA | Y | Enter as **MM/DD/CCYY**, where **MM** is month, **DD** is day, **CC** is century and **YY** is year. |
| **ERNCD** | ADDL_PAY_DATA | Y | Enter the UCPath **Earnings Code**. Refer to DDODS for a list of valid codes. |
| **REASON** | ADDL_PAY_DATA | Y | Enter the UCPath **Additional Pay Reason Code**. Refer to DDODS for a list of valid codes. |
| **PAY_PERIOD AMOUNT** | ADDL_PAY_DATA | | Enter the UCPath **Earnings Amount** using the format **99999999.00** . |
| **END_DT** | ADDL_PAY_DATA | | Enter as **MM/DD/CCYY**, where **MM** is month, **DD** is day, **CC** is century and **YY** is year. |
| **GOAL_AMT** | ADDL_PAY_DATA | | Enter the UCPath **Additional Pay Goal Amount** using the format **99999999.00** . |
| **PRORATE_ADDITIONAL _PAY** | ADDL_PAY_DATA | | Enter **Y** to set the **Prorate Additional Pay** field on **Additional Pay**. |
| **FIRST** | ADDL_PAY_DATA | | Enter **Y** if this additional pay row applies to the first pay period of the month for the employee's pay schedule. |

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| Field | Record | Required to Populate (Y/N) | Field Format/Notes |
|---|---|---|---|
| **SECOND** | ADDL_PAY_DATA | | Enter **Y** if this additional pay row applies to the second pay period of the month for the employee's pay schedule. |
| **THIRD** | ADDL_PAY_DATA | | Enter **Y** if this additional pay row applies to the third pay period of the month for the employee's pay schedule. |
| **Record Identifier** | N/A | Y | Enter **300**. This value is required at the beginning of each **Additional Pay** row. This is a required field only if you are inserting **Additional Pay** rows. |

## CSV File Template Guidelines

Use the following guidelines when entering data in the **CSV File Template for Mass Update of PayPath Actions to UCPath**.

♦ Go to SharePoint to obtain the latest version of the CSV file template.

♦ Do not change the CSV file template format.

♦ Do not change or delete the CSV file template header rows.

♦ Only insert data rows under the applicable CSV file header row(s) for the records you want to update in UCPath.

♦ Rows are loaded into UCPath in the order specified on the CSV file.

♦ Do not use commas, dashes or slashes in the CSV file.

♦ Save the CSV file using the naming convention **BusinessUnit_E081_MASSUPDATEPAYPATH_YYYYMMDD**.
  ♦ Example: LACMP_E081_MASSUPDATEPAYPATH_20170722.

♦ Effective-date logic is enforced when the CSV file is submitted for processing. Codes/values specified on the file must be active for the effective-dates used.

♦ Do not use leading zeros in CSV file columns if the leading zeros are not part of the code/value. CSV File templates fields <u>must</u> be formatted as text fields to eliminate leading zeros where not applicable.

## CSV File Template Compensation Guidelines

Use the following compensation guidelines.

♦ If the employee has multiple components of pay (MCOP), all multiple components of pay must be entered on the file when changing or updating the employee's compensation.

   ♦ Exception: If the employee is on a step tied to multiple comp rate codes, the step value can be entered and the associated comp rate code values automatically upload if those values are defined on the **Job Code** table for the employee's job code.

♦ Tip: When multiple rows are needed in the CSV file for an employee, copy the employee's 1st row, paste as a new row and revise the row as needed. This can reduce potential data entry errors.

♦ The **Comp Effective Sequence** (**Seq**) field is not populated on the CSV File Template. The **Comp Effective Sequence** field is automatically assigned by UCPath when the CSV file is submitted for processing based on the row order specified on the spreadsheet.

♦ If the employee has steps, you do not have to include the comp rate associated with the step. See the example for **Employee B** in the following table.

♦ If the employee has a salary step and **Job Code**-defined multiple components of pay, you can use one row because the comp rate is derived from the step. See the example for **Employee C** in the following table.

♦ If the employee does not have a salary step but does have MCOP, the additional components must be on separate rows in the file. See the example for **Employee F** in the following table.

♦ The **Compensation Frequency** associated with the comp rate code in the CSV file is the **Job Comp Frequency**. It is not the Compensation Frequency for the Compensation record. (UCPath contains two compensation frequency fields.) Example **Job Comp Frequency** values are **H** for **Hourly**, **M** for **Monthly**, **C** for **Contract** and **UC_9M** for **UC 1/9th Rate**.

### Example Compensation Rows for Job Data Row Inserts

| Employee | Step | Job Comp Frequency | Comp Eff Seq | Comp Rate Cd | Comp Rate | Comments |
|---|---|---|---|---|---|---|
| **A** | | A | 0 | UCANNL | 250000.00 | Employee without a step but with **a Comp Rate**. |
| **B** | 1 | A | 0 | UCANNL | | Employee with a step. |
| **V** | 1 | UC912 | 1 | UCOFF1 | 25000.00 | Employee with a step. |
| **D** | | H | 0 | UCANNL | 25000.00 | Employee without a step but with a **Comp Rate**. |
| **E** | 2 | UC912 | 1 | UCOFF2 | 18000.00 | Employee with a step and with MCOP not tied to the **Job Code** definition. |
| **E** | 2 | H | 2 | UCPDPD | 250.00 | |
| **F** | | H | 0 | UCANNL | 25000.00 | Employee without a step and with MCOP. |
| **F** | | H | 1 | UCFELL | 250.00 | |
| **F** | | H | 2 | UCSUPP | 500.00 | |

# Job Aid: Complete the CSV File Template for PayPath Actions

## CI Error and Warning Message List

The following table provides a list of possible component interface processing error messages and warning messages and the appropriate action to take.

| # | Message | Action(s) to Take |
|---|---------|-------------------|
| 1 | Error: No matching values were found. You have entered a position number that is vacant. | Remove the position from the file. You cannot update vacant or inactive positions using Mass Update of PayPath Actions. |
| 2 | Error: Position number is not valid. | Verify that the position code is correct. |
| 3 | Error: Position number is a required field. | Enter the position code if you are inserting **Position Data** rows. |
| 4 | Error: The Maximum incumbent headcount is exceeded for the particular position number. | Remove the position from the file. You cannot update the position data for a multi-headcount position using Mass Update of PayPath Actions. |
| 5 | Error: The Employee is Inactive. Employee Status should be A, L, P or W. | Verify in **Job Data**. Remove the employee from the file. |
| 6 | Error: Employee ID is a required field. | Enter the employee ID for **Job Data** and **Additional Pay** row inserts. |
| 7 | Error: Employee ID is not valid. | Verify in **Job Data**. Enter the correct employee ID. |
| 8 | Error: Employee Rcd is a required field. | Verify in **Job Data**. Enter the correct employment record number. |
| 9 | Error: The effective date you have entered is greater than 12 months in the past. | Remove the row from the file. You cannot update the record using Mass Update of PayPath Actions. |
| 10 | Error: Effective date is a required field. | Enter the effective date. |
| 11 | Error: Reason Code is a required field. | Enter the **Action Reason** code. |
| 12 | Error: Action is a required field. | Enter the **Action** code. |
| 13 | Warning: FLSA_STATUS contains the value as "No FLSA Required". | Verify that the FLSA status is correct for the job. |
| 14 | Error: Recall position is submitted with a FTE > .43 - EMPL_CLASS = 3 | Resubmit with the appropriate **FTE** value or change the **EMPL_CLASS**. Refer to the **EMPL_CLASS List** in this document for additional information. |
| 15 | Error: FTE Value is required when Position Reason is 'JFT' and 'Include FTE' is null. | Enter the **FTE** value. |
| 16 | Error: The FTE value is provided on Job Data and Position Reason is not 'JFT' and 'Include FTE' is not null | Change the **Position ACTION_REASON** and **INCLUDE_FTE** on the **Position Data** row, or remove the **FTE** value on the **Job Data** row. |

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| # | Message | Action(s) to Take |
|---|---------|-------------------|
| 17 | Warning: The salary administration plan is not valid for the job code. | Verify that the **Salary Administration Plan** code is correct for the job. |
| 18 | Warning: The Grade is not valid for the job code. | Enter the correct **Grade** code for the **Job Code**. |
| 19 | Error: Invalid Comprate Code. | Enter the correct **Comp Rate** code. |
| 20 | Error: 'Appointment End Date' is a required field for Staff. | Enter the **Appointment End Date**. |
| 21 | Error: 'Appointment End Date' is a required field for Academic. | Enter the **Appointment End Date**. |
| 22 | Warning: Location Use Type field does not have a value. | Enter the **Location Use Type**. |
| 23 | Warning: Location Use End Date field does not have a value. | Enter the **Location Use End Date**. |
| 24 | Error: Appointment End Date is required when Auto End Flag is checked. | Enter the **Appointment End Date**. |
| 25 | Error: Appointment End Date is not blank for Staff. | Remove the **Appointment End Date**. |
| 26 | Error: The Auto end flag is not blank for Staff. | Remove the **End Job Automatically** setting. |
| 27 | Error: The Academic Duration of Appointment is not blank for Staff. | Remove the **Academic Duration of Appointment**. |
| 28 | Warning: Academic End Date field was entered, but the Academic Duration of Appointment field does not have a value. | Enter an **Academic Duration of Appointment** or remove the **Academic End Date**. |
| 29 | Warning: Post Doc Anniversary Date is required when EMPL_CLASS = "23". | Enter the **Post Docs Anniversary Date**. Refer to the **EMPL_CLASS List** in this document for additional information. |
| 30 | Error: The Post Docs Anniversary Date field is not blank for staff. | Remove the **Post Docs Anniversary Date**. |
| 31 | Error: The Probation Code field is not blank for Academic. | Remove the **Probation Code**. |
| 32 | Warning: Probation Code is required. | Enter the **Probation Code**. |
| 33 | Error: The Probation End Date field is not blank for Academic. | Remove the **Probation End Date**. |
| 34 | Error: Probation End Date is required as Probation code is not C,O or N. | Enter the **Probation End Date**. |
| 35 | Error: The PY Career Duration field is not blank for Academic. | Remove the **PY Career Duration**. |

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| # | Message | Action(s) to Take |
|---|---------|-------------------|
| 36 | Warning: PY Career Duration field is required when Empl Class = "7". | Enter the **PY Career Duration**. Refer to the **EMPL_CLASS List** in this document for additional information. |
| 37 | Error: Earning Code is a required field. | Enter the **Earning Code**. |
| 38 | Error: Earning Code is not valid. | Correct the **Earning Code**. |
| 39 | Earning code is not valid for the Paygroup entered. | Correct the **Earning Code**. |
| 40 | Warning: You have not entered Appointment End date. | Enter the **Appointment End Date**. |
| 41 | For the Earnings Distribution Type "A" (By Amount), Compensation Rate (COMPRATE) is null | Enter a compensation amount or remove the value in the **Distribution Type** field. |
| 42 | For the Earnings Distribution Type "P" (By Percent), Percent of Distribution (DIST_PCT) is null | Enter a **By Percent** amount or remove the value in the **Distribution Type** field. |
| 43 | Error: The Trial Employment End Date field is not blank for Academic. | Enter the **Trial Employment End Date**. |
| 44 | Error: The ERIT/Phased Retirement End Date field is not blank for Academic. | Remove the **ERIT/Phased Retirement End Date**. |
| 45 | Error: The employee is on a currently on a step, but a step rate was not provided. | Enter a step rate. |
| 46 | Error: The Comp Rate with the Step submitted through batch file is not aligned with the value configured. | Determine the correct amount and update or delete the value, and let the system assign the value. |

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## EMPL_CLASS List

The following table provides the current list of UCPath employee classes.

| EMPL_CLASS Code (Appointment Type in PPS) | EMPL_CLASS Description | EMPL_CLASS Short Description |
|---|---|---|
| 1 | Staff: Contract | Contract |
| 2 | Staff: Career | Career |
| 3 | Academic: Recall | Ac Recall |
| 4 | Staff: Limited | Limited |
| 5 | Student: Casual/Restricted | Student |
| 6 | Staff: Per Diem | Per Diem |
| 7 | Staff: Partial Year Career | PartYr Car |
| 8 | Staff: Floater | Floater |
| 9 | Academic: Faculty | Ac Faculty |
| 10 | Academic: Non Faculty | Non Fac |
| 11 | Academic: Academic Student | Ac Student |
| 13 | Staff: Contingent Worker | CWR Staff |
| 14 | Academic: Contingent Worker | CWR Acad |
| 15 | Staff: Rehired Retiree | RehRetiree |
| 20 | Academic: Conversion | Ac Conv |
| 21 | Academic: Emeriti | Ac Emeriti |
| 22 | Academic: Deans/Faculty Admin | Ac Dean/FA |
| 23 | Academic: Post Docs | Ac PostDoc |
| 24 | Academic: Medical Residents | Ac Med Res |