This job aid supports information learned in WFAL270: PayPath Transactions

Overview:

This document provides a quick reference to action reason codes utilized in PayPath for Academics for the following:

- Position Data
- Job Data

Navigation:

Workforce Administration (Homepage) > HR Tasks (Tile) > PayPath/ Additional Pay > **PayPath Actions**

Position Data

Action	Reason	Description
POS – Position Change	APU – APU Change	Use to change Academic Programmatic Unit (APU scales).
POS – Position Change	CID – Change in Duty Station	Use to update a Location Code when a change of duty station is approved. This occurs when the faculty member's regular, ongoing, University duties must be carried out at a location other than the campus.
POS – Position Change	COR – Position Data Correction	Use to update Position Attributes due to data corrections.
POS – Position Change	ERC – Update Employee Relations Code	Use to update Employee Relations Code.
POS – Position Change	FL2 – FLSA Update- Does Not Meet	Use when the employee does not meet the salary basis test, and the FLSA needs to be overridden.
POS – Position Change	FL3 – FLSA Revert	Use to revert the FLSA status to default when an employee's additional/concurrent job or dual employment ends.

Action	Reason	Description
POS – Position Change	FLS – FLSA Override Due to Review	Use to update the FLSA status when an employee receives an additional/concurrent job.
POS – Position Change	FTE – Revert to Position FTE	Used when the user wants to reconnect the Position Data FTE with Job Data FTE (if it is currently disconnected) for the Position FTE to control the Job Data FTE. The Include FTE check box becomes editable, and the user should check this box to ensure that the two FTEs are connected.
POS – Position Change	JFT – Job Data FTE Override	Used to allow the job record to override the FTE defaulted from the position. This would mean that the Position FTE and Job FTE will not be the same. The Include FTE check box becomes editable, and the user should uncheck this check box to disconnect the two. Example: Used for employees with a temporary change in FTE (for example, where Position FTE may remain 'as is', but Job Data FTE is reduced).
POS – Position Change	LVL – Post Doc Level Progression	Use for Post Doc Level progression. Salary Grade is updated in Position Data and pay rate change is made in Job Data.
POS – Position Change	PIT – Permanent Increase In Time (FTE)	Academic Personnel Use: Permanent increase in percent time (Position FTE). The employee could have a JOB change. FTE as well.
POS – Position Change	PRI – Permanent Reduction - Layoff	Use to permanently reduce the Standard Hours/FTE due to a partial layoff.

Action	Reason	Description
POS – Position Change	PRO – Promotion	Use to advance an academic appointee from one rank to another within the same title series.
POS – Position Change	PRT – Permanent Reduction In Time (FTE)	Permanent reduction in percent time (Position FTE). This would change the employee's FTE on the Job.
POS – Position Change	REG – Regularization	The transition from acting status to regular status after completing a Ph.D. or obtaining permanent residency.
POS – Position Change	REO – Re-Organization/Restructure	Position changes due to re-organization and/or restructuring within the same business unit.
POS – Position Change	RTC – Reports To Change	A change to the reports-to position.
POS – Position Change	SEC – Series Change	Permanent change from one academic series to another.
POS – Position Change	TIT – Temporary Increase in Time	Temporary increase in the percentage of effort for employees whose effort usually is less than 100% or full-time.
POS – Position Change	TRT – Temporary Reduction in Time	Use to decrease the FTE field on the Position Data Page. For example, there is a temporary decrease in the percentage of effort for employees whose effort is usually 100% or full-time.
POS – Position Change	XFR – Transfer	Use when moving/transferring a position from one department to another within the same business unit.

Job Data

Action	Reason	Description
DTA – Data Change	ASM – Active Service Modified Duties	Use for tracking modified service when an academic appointee has substantial responsibility for a newborn child or adoptee.
DTA – Data Change	ASR – Return from ASMD	Use to return a faculty member to regular service after a period of Active Service Modified Duties.
DTA – Data Change	CNT – New Contract (Contract Pay)	Use to assign someone to a new/renewed contract. The user should update Compensation Frequency to 'Contract' and Pay Components as required.
DTA – Data Change	COR – Correction-Non Pay Related	Non-pay related data change to correct erroneously entered information.
DTA – Data Change	CPR – Correction-Pay Rate	Pay-related data change to correct erroneously entered information.
DTA – Data Change	CPT – Change in Percent Time (FTE)	Use to increase/decrease percent time (Job Data FTE) on an academic or staff appointment. It should only be used if Position Data FTE does not control EE level Job Data FTE. Otherwise, Job Data FTE field is display only.
DTA – Data Change	CRS – Cubicle/Room/Suite Changes	Use to update an employee's physical cubicle, room, or suite assignment. Used when the only field being updated is the Cubicle field in the UC Job Data page.
DTA – Data Change	EPR – Extension Pending Review	Extension of end date pending review.
DTA – Data Change	EXP – Extend Expected Return Date	Use to extend expected return date for employees on a short work break.

Action	Reason	Description
DTA – Data Change	FRQ – Update Job Comp Frequency	Use to move an employee to a new Compensation Frequency at the beginning of January or July.
DTA – Data Change	LUE – Update Location Use End Date	Use to update the Location Use End Date field on the UC Job Data page.
DTA – Data Change	PST – Update Post Doc Anniversary Dt	Use to update the Post Doc Anniversary Date.
DTA – Data Change	RCN – Remove Contract Pay	Use to remove the Contract Pay Comp Rate Code and Compensation Frequency.
DTA – Data Change	REA – Academic Reappointment	Use with Assistant Professors and any other term-appointed academics.
DTA – Data Change	TMF – Update Auto Termination Flag	Use to either select or deselect the 'End Job Automatically' check box.
DTA – Data Change	UCC – Update Off Scale Rate Code	Use to update the Pay Component Comp Rate Code associated with an employee's Off Scale Rate.
JED – Earnings Distribution Change	JED – Negotiated Compensation Plans	Use only for Health Sciences Comp Plan, MSP Staff Physician Comp Plan, or Negotiated Trial Salary Program. This can also be used for Summer Salary where the earn code for a given Salary Plan/Grade is not REG. This action will require manual entry of Job Earnings Distribution.
JED – Earnings Distribution Change	RET – Return to Normal Hours/Dist	Used to return employees to normal hours or distribution.

Action	Reason	Description
PAY – Pay Rate Change	AAS – Advancement to Above-Scale	Used to enter compensation data when the EE has exceeded the maximum Step in his current Salary Grade. The user would remove the step value and enter Pay Components for the Above Scale Rates (For example, Above Scale X, X, and so on).
PAY – Pay Rate Change	AMR – Academic Merit/Reappointment	A pay rate change that is a performance-based salary increase or related to academic reappointment.
PAY – Pay Rate Change	AOC – Add Out of Class Pay	Used to identify the addition of pay related to a temporary out of class assignment. For example, an employee who is temporarily assigned by the University to perform all of the functions of a position in a higher classification for 20 consecutive working days or more.
PAY – Pay Rate Change	ATB – Across-The-Board	Used for an across-the-board mass increase due to contract negotiations or other across-the-board increases.
PAY – Pay Rate Change	DEM – Demotion	The pay rate change for an employee who has moved from one position to another which has a lower salary range maximum.
PAY – Pay Rate Change	EQU – Equity	A pay rate change for a salary increase granted to correct an internal or external/market inequity.
PAY – Pay Rate Change	MIN – Bring to Meet Minimum	A salary increase granted to raise an employee's salary to meet a new minimum salary range or step rate.
PAY – Pay Rate Change	NEG – Change in Negotiated Salary	Change in annual negotiated salary. Negotiated compensation plan members only (For example, HSCP, NSTP and so on).
PAY – Pay Rate Change	OFF – Off Scale Increase	New or increased off-scale salary component due to retention, equity, or academic review.

Action	Reason	Description
PAY – Pay Rate Change	OSD – Off Scale Decrease	Decrease in off-scale salary component.
PAY – Pay Rate Change	PRO – Promotion/Academic Promotion	Used for pay rate change that occurs due to a promotion.
PAY – Pay Rate Change	REF – Range Adjustment/Comp Refresh	Used by Comp Refresh process only. The process could be run for the following reasons: • Range Adjustment • Academic Scale Adjustment • Across the Board Increases • Mass updates
PAY – Pay Rate Change	ROC- Remove Out of Class Pay	Used to identify the removal of previously added pay related to a temporary out of class assignment.
PAY – Pay Rate Change	ROP – Change to Record-Only Pay Rate	Change to the rate of pay from a non-UC source that is being tracked for records purposes only, such as for Postdocs Paid Direct.
PAY – Pay Rate Change	STI – Step Increase/Progression	A pay rate change that is an advancement to a higher step in accordance with applicable contract provisions. Will be used in the Administer Compensation business process.
PAY – Pay Rate Change	U18 – Unit 18 Salary Increase	Contracted salary increase based on quarters of service or other reasons.
PAY – Pay Rate Change	WOS – Move to/from Without Salary	Used to move someone to the WOS comp rate code. The overnight pay group assignment program will then move the EE to the 'WOS' pay group based on this newly added 'UCWOS' Pay Component.

Action	Reason	Description
POS – Position Change	Refer to Position Data action and reason codes above for description.	These POS Action/Reason combinations are automatically copied to a row on the **Job Data** tab when a position change is made on the **Position Data** tab AND that change impacts incumbent **Job Data** information.
RES – Reserve/ Faculty Abeyance	ABY – Faculty Abeyance	Used to place a faculty job in abeyance. The employee has another full-time administrator position.
RFR - Return from Reserve/ Abeyance	RFR – Return to Normal Appointment	Used to return an EE from abeyance.
SWB – Short Work Break	BEN – U18-Benefits Bridge Eligible	Used to put Unit 18 employees off pay status in between quarters/ semesters of active employment. The employee is eligible to request a benefits bridge. Criteria: Limited to 3 consecutive months. Non-continuing Unit 18 titles must have an approved job to which they will return at the end of the SWB. Otherwise, a termination should occur.
SWB – Short Work Break	EDU – Educator-Benefit Bridge Not Elg	Used to put an educator WOS or educator out-of-state (e.g., UCDC) employee off pay status between quarters or semesters of active employment. The employee is not eligible to request a Benefits Bridge.
SWB – Short Work Break	GST – Academic Students	Used to put academic students off pay status over the summer or in between quarters/semesters. Criteria: Limited to 4 consecutive months. It must only be used when there is intent to return to student employment at the end of the SWB, but the job does not necessarily need to be in place.

Action	Reason	Description
SWB – Short Work Break	RFB – Research Funding Bridge	Used to place an employee that is awaiting research funding on SWB. Criteria: Limited to 4 consecutive months. Used when the employee is not working, and an approved reappointment is pending the arrival of contract/grant funding. There must be proof of incoming funding.
SWB – Short Work Break	U18 – U18-Benefits Bridge Not Elig	Used to put Unit 18 employees off pay status in between quarters/ semesters of active employment. The employee is not eligible to request a Benefits Bridge. Criteria: Limited to 12 consecutive months. Non-Continuing Unit 18 titles must have an approved job to which they will return at the end of the SWB. Otherwise, a termination should occur.
SWB – Short Work Break	UNX – University Extension	Used to put a UNEX Teacher off pay status in between periods of active employment. Criteria: Limited to 6 consecutive months. Must only be used when there is an approved job/contract to which they will return at the end of the SWB, otherwise, a termination should occur.
SWB – Short Work Break	VAR – Academic Variable Appointment	Used to put an exempt academic employee with a highly variable schedule off pay status between active employment periods. Criteria: Limited to 12 consecutive months. Used during periods of inactivity for exempt academic appointees with intermittent service (e.g., seasonal or on-call).
RWB – Return from Work Break	RWB – Return from Short Work Break	Used to return an employee from a short work break.