

## Job Aid: Manage Job Phase II

This document outlines the process of how to submit a transaction using **Manage Job**. It outlines the Approval Workflow process, including notification emails sent to requesters and approvers, the different transaction statuses, and actions involved in location transactions. The Manage Job approval chain varies by location and uses fluid approvals.

**Navigation:** Workforce Administration > Manage Job (tile) > **Search Existing**

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## Job Aid: Manage Job Phase II

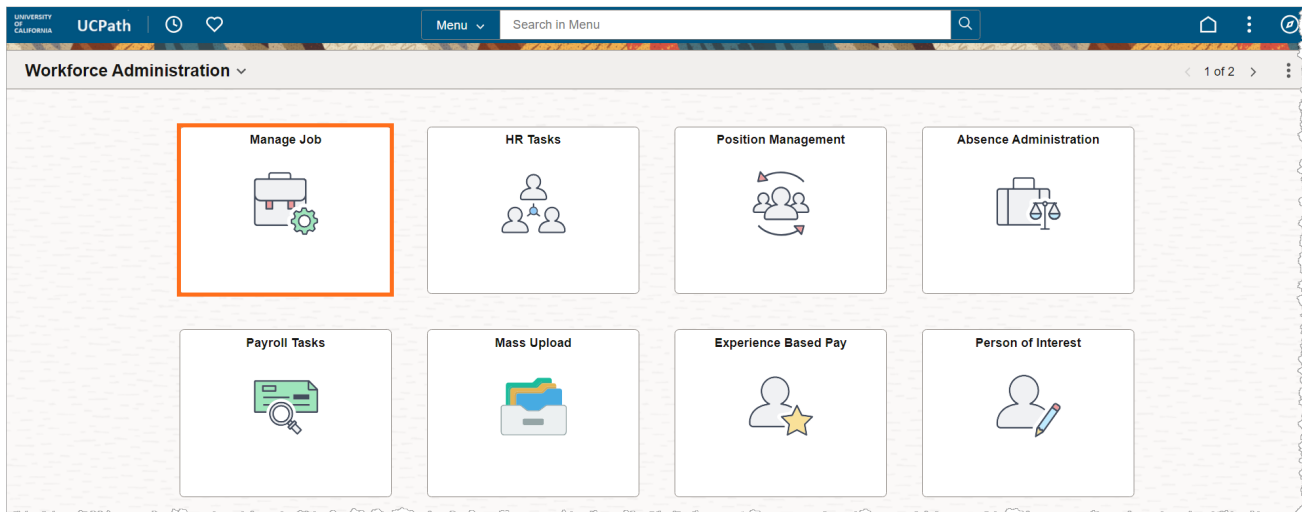
### Manage Job

Location transactors with the new initiator role **ULSHR\_HR\_MODERN\_JOB\_INIT** (provisioned at the location) will have access to the **Manage Job Tile** and the **Create Job Action** button enabled.

Location transactors with access to current or classic **Job Data** or with the following roles will have access to the new **Manage Job** tile.

- **ULSHR\_HR\_WFA\_INQUIRY**,
- **ULSHR\_HR\_WFA\_INQUIRY\_NO\_PII**
- **ULSHR\_HR\_JOBDATA\_NO\_COMP**

Click the **Manage Job** tile to navigate to the **Search Existing** component.



In **Manage Job**, use the **Search Existing** component to search using **Search Criteria**, including:

- Empl ID
- Empl Record
- Name
- Legal Last Name
- Legal First Name
- Legal Middle Name
- HR Status
- Payroll Status
- Position Number
- Business Unit
- Department
- Job Code

## Job Aid: Manage Job Phase II

### Search Existing

Enter the corresponding data in the respective field to search for an individual person's record or an entire Business Unit. For example, you can search for a person's records using an **Empl ID**, **Name**, **Legal Last Name**, **Legal First Name**, or **Legal Middle Name**. Searching by **Name** alone may not yield any results.

In addition, you can search for a person's record or Business Unit's records using a combination of search parameters, including **HR Status**, **Payroll Status**, **Position Number**, **Business Unit**, **Department**, and **Job Code**.

For example, you can search for an employee using an **Empl ID**.

Enter the employee's ID in the **Empl ID** field and click the **Search** button. You should check the **Include History** check box to include current and future job history rows. If the check box is unchecked, search results will display at the top of the stack row.

**Manage Job**

**Search Existing**

Search Criteria

My Saved Searches

|                   |             |                                       |                 |             |                      |
|-------------------|-------------|---------------------------------------|-----------------|-------------|----------------------|
| Empl ID           | begins with | <input type="text" value="10002265"/> | HR Status       | begins with | <input type="text"/> |
| Empl Record       | =           | <input type="text"/>                  | Payroll Status  | begins with | <input type="text"/> |
| Name              | begins with | <input type="text"/>                  | Position Number | begins with | <input type="text"/> |
| Legal Last Name   | begins with | <input type="text"/>                  | Business Unit   | begins with | <input type="text"/> |
| Legal First Name  | begins with | <input type="text"/>                  | Department      | begins with | <input type="text"/> |
| Legal Middle Name | begins with | <input type="text"/>                  | Job Code        | begins with | <input type="text"/> |

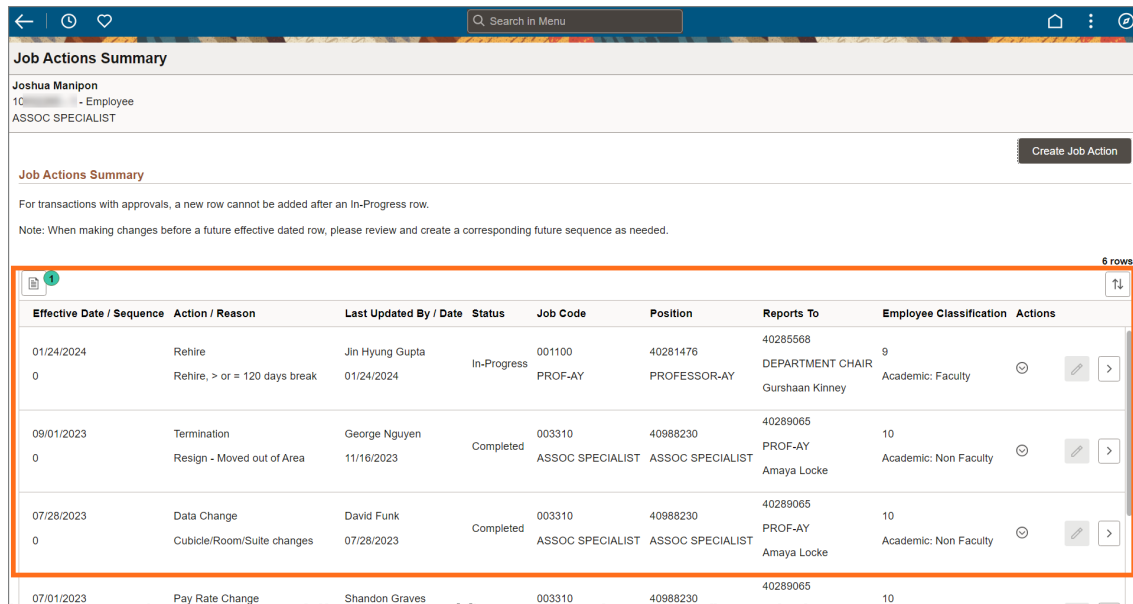
☒ Include History

[Basic Search](#)

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### Job Action Summary

The search results display on the [Job Action Summary](#) page with the current row at the top of the stack and display in a horizontal row beneath the [Search Criteria](#) component.



The screenshot shows the 'Job Actions Summary' page for Joshua Manion, an Employee ASSOC SPECIALIST. It includes a 'Create Job Action' button and a table of job actions. The table has columns for Effective Date / Sequence, Action / Reason, Last Updated By / Date, Status, Job Code, Position, Reports To, Employee Classification, and Actions. The table contains 6 rows of data.

| Effective Date / Sequence | Action / Reason                           | Last Updated By / Date        | Status      | Job Code                   | Position                     | Reports To                                      | Employee Classification     | Actions |
|---------------------------|---|-------------------------------|-------------|----------------------------|------------------------------|---|-----------------------------|---------|
| 01/24/2024<br>0           | Rehire<br>Rehire, > or = 120 days break   | Jin Hyung Gupta<br>01/24/2024 | In-Progress | 001100<br>PROF-AY          | 40281476<br>PROFESSOR-AY     | 40285568<br>DEPARTMENT CHAIR<br>Gurshaan Kinney | 9<br>Academic: Faculty      | [Icons] |
| 09/01/2023<br>0           | Termination<br>Resign - Moved out of Area | George Nguyen<br>11/16/2023   | Completed   | 003310<br>ASSOC SPECIALIST | 40988230<br>ASSOC SPECIALIST | 40289065<br>PROF-AY<br>Amaya Locke              | 10<br>Academic: Non Faculty | [Icons] |
| 07/28/2023<br>0           | Data Change<br>Cubicle/Room/Suite changes | David Funk<br>07/28/2023      | Completed   | 003310<br>ASSOC SPECIALIST | 40988230<br>ASSOC SPECIALIST | 40289065<br>PROF-AY<br>Amaya Locke              | 10<br>Academic: Non Faculty | [Icons] |
| 07/01/2023                | Pay Rate Change                           | Shandon Graves                |             | 003310                     | 40988230                     | 40289065  | 10                          |         |

If you do not see the [Create Job Action](#) button, your location has not provisioned the new initiator role.

- ⚠ Transactors with the new initiator role ([ULSHR\\_HR\\_MODERN\\_JOB\\_INIT](#)), will see the [Create Job Action](#) button and can update or make changes from [Job Action Summary](#).
- ⚠ Transactors without the new initiator role ([ULSHR\\_HR\\_MODERN\\_JOB\\_INIT](#)), [Create Job Action](#) button will not be visible and the results in the [Job Action Summary](#) page will be read-only.

### Notes

Click the [Notes](#) icon to display the [Job Data Notepad](#). The note icon indicates one note available.



The screenshot shows the 'Job Data Notepad' page. A red arrow points to the 'Notes' icon (a document with a green checkmark) in the top left corner. The table below has columns for Effective Date / Sequence, Action / Reason, Last Updated By / Date, Status, Job Code, Position, Reports To, Employee Classification, and Actions. The table contains 5 rows of data.

| Effective Date / Sequence | Action / Reason | Last Updated By / Date | Status | Job Code | Position | Reports To | Employee Classification | Actions |
|---------------------------|-----------------|------------------------|--------|----------|----------|------------|-------------------------|---------|
|                           |                 |                        |        |          |          |            |                         |         |
|                           |                 |                        |        |          |          |            |                         |         |
|                           |                 |                        |        |          |          |            |                         |         |
|                           |                 |                        |        |          |          |            |                         |         |

The notepad displays a record of all correct history actions taken on per normal business process.

- ⚠ Viewing notes requires a specific location role. Not all locations grant this access.

## Job Aid: Manage Job Phase II

To view the details of a specific note, click the link in its subject. The **Job Data Notepad** displays any correct action taken per normal business process. To review the **Note Text**, click the link in the **Subject**.

The screenshot displays two overlapping windows from the UCPath system. The top window, titled "Job Data Notepad", contains a search section with fields for Employee ID, Empl Rcd Nbr, and Notes From/Through, along with "Search" and "Add a New Note" buttons. Below this is a table of "Existing Notes" with columns for Employee ID, Empl Rcd Nbr, Subject, and Created. A red circle with the number "1" highlights the "Subject" column of the first row, which reads "PayPath Actions - Note". The bottom window, titled "Selected Note", shows details for the selected note. It includes fields for Employee ID, Empl Rcd Nbr, Created, Creator, Last Update, and Updated By. A red circle with the number "2" highlights the "Subject" field, which contains the text "PayPath Actions - Note". Below the subject is a large text area for "Note Text" containing the text "RITM - Professor Merit Increase to Step 5 \$138,900 + O/S \$54,200 (Total Salary \$193,100) effective 7/01/2023". A red circle with the number "3" highlights the "Save" button at the bottom left of the "Selected Note" window.

Click the **Return to Note Selection** link to return to the **Job Data Notepad** page.



To return to the **Job Action Summary** page, click the back arrow at the top of the page.

## Job Aid: Manage Job Phase II

### Save Search

To save the search previously performed, click the **Save Search** button. A pop-up window with a prompt to **Enter a New Name** displays. You can enter a name in the field or click save to accept the default text.

The screenshot shows the 'Manage Job' page with the 'Search Existing' section. A 'Save Search' pop-up window is displayed over the search criteria. The pop-up has a title bar with 'Cancel' and 'Save' buttons. The main text says 'Enter a New Name' followed by a text input field containing '106'. An orange arrow points to the 'Save' button in the pop-up.

### My Saved Searches

A saved search displays in the **My Saved Searches** drop-down on the **Manage Job** page.

The screenshot shows the 'Manage Job' page with the 'Search Existing' section. The 'My Saved Searches' drop-down menu is highlighted with an orange box and contains the text '106'. Below the drop-down, the search criteria are visible, including 'Empl ID' and 'Empl Record'.

## Job Aid: Manage Job Phase II

### My Recent Searches

A list of **Recent Searches** will be displayed below the **Search Criteria** component on the **Manage Job** page.

Basic Search

▼ My Recent Searches

Select the 'Edit' icon, choose the row(s) to be deleted and select 'Done' to refresh the section.

|  |  |                |              |
|--|--|----------------|--------------|
|  | Empl ID: 101   | Today 08:17 AM | Search Again |
|  | HR Status: Active +2 more<br>Saved Search: A-BKCM-000667 | 1 Day(s) ago   | Search Again |
|  | HR Status: Active +2 more                                | 1 Day(s) ago   | Search Again |
|  | HR Status: Active +1 more                                | 1 Day(s) ago   | Search Again |
|  | Job Code: 000667   | 1 Day(s) ago   | Search Again |

To delete **My Recent Searches**, click **Edit** (pencil icon), click the delete button, and then click **Done**.

To review the employee's job data, click on the ">" icon to access the **Job detail** page.

**Job Actions Summary**

For transactions with approvals, a new row cannot be added after an In-Progress row.

Note: When making changes before a future effective dated row, please review and create a corresponding future sequence as needed.

6 rows

| Effective Date / Sequence | Action / Reason               | Last Updated By / Date | Status      | Job Code | Position     | Reports To                          | Employee Classification | Actions |
|---------------------------|-------------------------------|------------------------|-------------|----------|--------------|-------------------------------------|-------------------------|---------|
| 01/24/2024                | Rehire                        | Jin Hyung Gupta        | In-Progress | 001100   | 40281476     | 40285568                            | 9                       |         |
| 0                         | Rehire, > or = 120 days break | 01/24/2024             |             | PROF-AY  | PROFESSOR-AY | DEPARTMENT CHAIR<br>Gurshaan Kinney | Academic: Faculty       |         |

## Job Aid: Manage Job Phase II

### Job Details

The **Job Details** page is in read-only view and displays employee information by category, **Work Location**, **Job Information**, **Labor Information**, **Salary and Compensation**, **Payroll**, **Employment Data**, **Benefits Program**, **UC Job Data**, **Attachments**, **Validate**, and **Summary**.

Click the **Expand All** button to display all data from each category and click **Collapse All** to minimize all the categories. A transactor can expand or collapse each category by clicking on each category.

**Job Details**

Joshua Manipon  
101 - Employee  
ASSOC SPECIALIST

Effective Date 01/24/2024  
Sequence 0

Action Rehire  
Reason Rehire, > or = 120 days break

**Expand All**

**Work Location**

HR Status Active  
Job Indicator Primary Job

Payroll Status Active  
Status In-Progress

Position Number 40281476 PROFESSOR-AY  
Position Entry Date 01/24/2024  
Regulatory Region USA United States  
Business Unit IRCMP UC Irvine Campus  
Department IR8038 Neurobiology & Behavior  
Location C-9091 Natural Sciences 2  
Date Created 01/24/2024

Override Details No  
Position Managed Record No  
Company UCS University of California  
Department Entry Date 01/24/2024  
Establishment ID UCI UC Irvine

Last Start Date 01/24/2024  
End Job Automatically No

Expected Job End Date

**Job Information**

**Labor Information**

Click the back button to navigate back to the **Job Action Summary** page from the **Job Details** page.

**Job Details**

106 - Employee  
TEACHG ASST-GSHIP

Effective Date 10/01/2022  
Sequence 0

Action Hire  
Reason Hire - No Prior UC Affiliation



## Job Aid: Manage Job Phase II

### Create Job Action

**Create Job Action** does not support entering transactions prior to the latest effective date row. This means transactors can enter current and future dated transactions. Historic rows cannot be entered using **Create Job Action**.

The **Create Job Action** button is enabled for transactors granted the new initiator role (**ULSHR\_HR\_MODERN\_JOB\_INIT**) provisioned at the location.

The screenshot shows the 'Job Actions Summary' screen for Joshua Manion (10002265 - 1 - Employee, ASSOC SPECIALIST). A modal window titled 'Create Job Action' is open, allowing the user to enter a new job action. The modal includes a note: 'Note: If a Payroll is currently in process for this employee, data will not be processed until next payroll. Please review the transaction specific details and update the effective date correctly on this page.' The fields in the modal are: '\*Effective Date' (01/24/2024), 'Effective Sequence' (0), '\*Action' (with a search icon), and '\*Reason' (with a search icon). The background shows a table of existing job actions with columns for Effective Date, Sequence, Action, Reason, and Employee Classification.

| Effective Date / Sequence | Action / Reason                                  |
|---------------------------|--|
| 09/01/2023<br>0           | Termination<br>Resign - Moved out of A           |
| 07/28/2023<br>0           | Data Change<br>Cubicle/Room/Suite cha            |
| 07/01/2023<br>0           | Pay Rate Change<br>Range Adjustment/Comp Refresh |
| 06/01/2023                | Data Change                                      |

Click the **Create Job Action** button to enter the **\*Action** and **\*Reason** for an employee record. The **Effective Sequence** field is grayed out and displays a number starting out with "0". Entries entered using **Job Data** Modernizations with the same **Effective Date** will be effective sequenced.

Select or enter the **\*Action** and **\*Reason** codes. To search, use the lookup function to select the appropriate **\*Action** and **\*Reason** code from the lookup list.

**!** A hard error will display if a disallowed **\*Action** is entered in the **\*Action** field, preventing the transactor from proceeding until a correct entry is made.

## Job Aid: Manage Job Phase II

**Job Actions Summary**

Joshua Manipon  
10 - Employee  
ASSOC SPECIALIST

**Job Actions Summary**

For transactions with approvals, a new row cannot be added.  
Note: When making changes before a future effective date, the system will not process the transaction until the next payroll.

**Create Job Action**

Effective Date: 01/24/2024  
Effective Sequence: 0  
\*Action: REH  
\*Reason:

**Lookup**

Search for: Reason  
Search Criteria:   
Search Results:   
Reason Code: ACA, CN1, DUE, NDE, PR2, PRF, RC2, RE2, REC, REH, REI, RET, RL2  
Description: Academic Recall, Academic Concurrent Hire, Concurrent Dual Employment, Concurrent Non Dual Employment, Rehire fr Layoff-Pref, < 120, Rehire fr Layoff-Pref, >=120, Staff Recall, <120, Rehire, < 120 days break, Staff Recall, >=120, Rehire, > or = 120 days break, Reinstatement, Rehired Retiree, Rehire fr Layoff-No Pref, <120

Select or enter an **\*Action** and **\*Reason**.

**Create Job Action**

Effective Date: 01/24/2024  
Effective Sequence: 0  
\*Action: REH  
Reason: REH

**Continue**

In this example, **\*Action** REH (Rehire) and **\*Reason** REH (Rehire,> or = 120 days break) have been entered.

## Job Aid: Manage Job Phase II

Click the **Continue** button to proceed with relevant data fields in the **Job Data** using the Activity Guides (AG).

### Work Location

The **Work Location** page in modernized **Job Data** displays the employee's **name**, **current position**, **\*Action**, and **\*Reason** at the top.

There is no requirement to navigate sequentially or view all activity guides. Transactors can access the guides in any order and after making an entry, can **Validate** and **Submit** the transaction.

Select fields in **Work Location** are enabled for entry, while some are grayed out. In this example, where the **\*Action** and **\*Reason** are for **Rehire – Rehire, > or = 120 days break**. The employee's **Name**, **Organizational Relationship**, and **Business Title** are displayed at the top of the page.

The screenshot shows the 'Work Location' page for Joshua Manipon. At the top, a header bar indicates the action and reason: 'Rehire - Rehire, > or = 120 days break'. Below this, the employee's name 'Joshua Manipon' and title 'ASSOC SPECIALIST' are displayed. The main content area is divided into sections: 'Work Location' (marked as 'Visited'), 'Job Information' (marked as 'Not Started'), 'Labor Information' (marked as 'Not Started'), and 'Salary and Compensation' (marked as 'Not Started'). The 'Work Location' section contains fields for 'Effective Date' (01/24/2024), 'HR Status' (Active), 'Payroll Status' (Active), 'Job Indicator' (Primary Job), 'Position Number' (40988230), 'Position Entry Date' (01/24/2024), and 'Position Managed Record' (No). A 'Next >' button is located in the top right corner.

In this example, we are rehiring the employee into a new position with a different **Position Number**. Enter the appropriate **Position Number** or use the Look Up icon to select one from the list of options.

This screenshot shows the same 'Work Location' page, but with the 'Position Number' field highlighted by an orange box. The value entered is '40281476', and the position title is 'PROFESSOR-AY'. An orange arrow points to the 'Next >' button in the top right corner. The other fields and layout are identical to the previous screenshot.

In this example, the **Position Number** we are hiring for is **40281476** for a **PROFESSOR-AY** position. Once all relevant **Work Location** information is entered, click the **Next** button or click on the **Job Information** page activity guide.

### Job Information

## Job Aid: Manage Job Phase II

The **Job Information** page most of the fields are grayed out based on the **\*Action** and **\*Reason** used. Scan the page and make changes as appropriate. Other important information listed on this page includes the **Combined Standard Hours** and the **Combined FTE**.

The screenshot shows the 'Job Information' page for a rehire transaction. The left sidebar contains a list of tabs: Work Location, Job Information (selected), Labor Information, Salary and Compensation, Payroll, UC Job Data, Attachments, Validate, and Summary. The main content area is divided into three sections: Job Information, Standard Hours, and Related Information. The Job Information section includes fields for Effective Date (02/21/2024), Effective Sequence (0), Job Code (001100), Job Entry Date (02/21/2024), Supervisor Level (PROF-AY), Supervisor ID, Reports To (40285568), Reports To Manager (10482770), Regular/Temporary (Not Applicable), Full/Part (Fixed), Employee Class (Ac Faculty), Officer Code (None), Regular Shift (Not Applicable), Shift Rate, Classified Ind (Academic), Shift Factor, Standard Hours (20.00), Work Period (Weekly), FTE (0.500000), As of Date (02/21/2024), Adds to FTE Actual Count? (Yes), Encumbrance Override (No), Combined Standard Hours (20.00), and Combined FTE (0.500000). The Standard Hours section shows a 'USA' link. The Related Information section contains a 'Reference Links' list with links to Maintain Teleworkers, View Job Details, Add/Update Position Info, Person Org Summary, and Workforce Job Summary. Navigation buttons for '< Previous' and 'Next >' are located at the top right.

Click the **Next** button or click on the activity guide to advance to the **Labor Information** page.

### Labor Information

The **Labor information** fields are grayed out for this transaction, except for the Union Seniority Date field. If your locations require this information, use the Calendar icon or type in the date to reflect the seniority date.

The screenshot shows the 'Labor Information' page for a rehire transaction. The left sidebar contains a list of tabs: Work Location, Job Information, Labor Information (selected), Salary and Compensation, Payroll, UC Job Data, Attachments, Validate, and Summary. The main content area is divided into three sections: Labor Information, Assigned Seniority Dates, and Related Information. The Labor Information section includes fields for Effective Date (01/24/2024), Effective Sequence (0), Bargaining Unit, Labor Agreement, Labor Agreement Entry Date, Employee Category, Employee Subcategory, Employee Subcategory 2, Position Managed Record (No), Union Code (A9), Union Seniority Date (with a calendar icon), Works Council ID, Labor Facility ID, Labor Facility Entry Date, Stop Wage Progression (No), Pay Union Fee (No), Exempt from Layoff (No), and Layoff Exemption Reason. The Assigned Seniority Dates section shows 'No Seniority Dates data exists.' The Related Information section contains a 'Reference Links' list with links to Maintain Teleworkers, View Job Details, Add/Update Position Info, Person Org Summary, and Workforce Job Summary. Navigation buttons for '< Previous' and 'Next >' are located at the top right. An orange arrow points to the 'Next >' button.

## Job Aid: Manage Job Phase II

Click the **Next** button or click on the activity guide to advance to the **Salary and Compensation** page.

### Salary and Compensation

The **Salary and Compensation** fields are enabled for this transaction based on the **\*Action** and **\*Reason** used.

Rehire - Rehire, > or = 120 days break

Joshua Manipon  
10002265 - 1 - Employee  
ASSOC SPECIALIST

Work Location: Visited  
Job Information: Visited  
Labor Information: Visited  
**Salary and Compensation: Visited**  
Payroll: Not Started  
UC Job Data: Not Started  
Attachments: Not Started  
Validate: Not Started  
Summary: Not Started

Compensation Rate: 6,841.67 USD \*Frequency: Monthly

Change Amount: 0.000000 USD Frequency: Monthly  
Change Percent: 0.000 Comparison Ratio: 0.56

> Pay Rates

Default Pay Components

Pay Components

| Amount     | Controls | Changes           | Conversion | Show All  |
|------------|----------|-------------------|------------|-----------|
| *Rate Code | Seq      | Compensation Rate | Currency   | Frequency |
| UCANNL     | 0        | 82,100.000000     | USD        | A         |

Calculate Compensation

UC Step Details

For example, if the **\*Action** and **\*Reason** used was for a **REH (Rehire)** and **REH (Rehire, > or = 120 days break)**, and the editable fields include **\*Rate Code** and **Compensation Rate**. Enter the appropriate **\*Rate Code** or use the Lookup icon to select one from the list. Then, type the dollar amount in the **Compensation Rate** field.

Click the **Calculate Compensation** rate button and the **Default Pay Components** Button.

If the transaction entered requires edits in **UC STEP**, adjust the pay to reflect the correct step and remember to click on the **Default Pay Components** and the **Calculate Compensation** buttons.

Summary: Not Started

Amount Controls Changes Conversion Show All

\*Rate Code Seq Compensation Rate Currency Frequency

UCANNL 0 82,100.000000 USD A

Calculate Compensation

UC Step Details

Step UC Step

## Job Aid: Manage Job Phase II

⚠ If you make changes to the **Step** and forget to click on **Default Pay Components** and **Calculate Compensation** buttons, when you get to **Validate**, a hard stop error message will display with guidance to go to the **Salary and Compensation** page to click on **Default Pay Components** and **Calculate Compensation** buttons before submitting the entry.

Click the **Next** button or click on the activity guide to advance to the **Payroll** page.

### Payroll

The **Payroll** fields are grayed out for this transaction based on the **\*Action** and **\*Reason** used. For example, if the **\*Action** and **\*Reason** used was for an **Earning Distribution Change (JED)** and a **Negotiated Comp/Summer Salary (JED)**, the **Earning Distribution** fields would be editable and not grayed out.

✕ Exit

Rehire - Rehire, > or = 120 days break

Joshua Manipon  
10002265 - 1 - Employee  
ASSOC SPECIALIST

< Previous Next >

Work Location  
● Visited

Job Information  
● Visited

Labor Information  
● Visited

Salary and Compensation  
● Visited

**Payroll**  
● Visited

UC Job Data  
○ Not Started

Attachments  
○ Not Started

Validate  
○ Not Started

Summary  
○ Not Started

**Payroll**

Effective Date 01/24/2024 Effective Sequence 0

\*Payroll System Payroll for North America ▼ Absence System Absence Management ▼

Payroll for North America

Pay Group SAC  
UCI Academic Exempt Monthly

Employee Type S  
Salaried

Tax Location Code CA-0900000  
CA-UCIrvine

GL Pay Type  
Edit ChartFields

Holiday Schedule NONE  
None

FICA Status Subject ▼

Combination Code

Absence Management System

Pay Group MONTHLY  
Monthly

Eligibility Group ACFYNFA  
Academic FY Non-Faculty

Exchange Rate Type Use Rate As Of ▼

## Job Aid: Manage Job Phase II

### Earning Distribution

If the **\*Action** and **\*Reason** position entered requires **Job Earning Distributions (JED)**, adjust the **Earnings Distribution Type** by selecting either **By Amounts** or **By Percent**, thereby allowing for the entry of **Compensation Rates**. **Earning Distribution** enables location transactors to edit the **Comp Rate** or remove the distribution if the **FTE** is zeroed out.

| Earnings Code | Compensation Rate | Percent of Distribution |
|---------------|-------------------|-------------------------|
| HSN           | 2,104.583333      |                         |
| HSP           | 2,308.333333      |                         |
| HSR           | 7,675.000000      |                         |

**!** When using Pay Path to process a transaction that modifies an employee's existing **Job Earning Distribution (JED)**, UCPath automatically calculates the JED. In **Manage Job**, the transactor must manually input the updated **Compensation Rate** amounts because the **JED** does not calculate automatically. If the transactor fails to complete this step, the transaction will trigger a hard error during validation, preventing submission until it is correctly entered.

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## UC Job Data

The **UC Job Data** page fields are grayed except for **Location Use End Date**, **Location Use Type**, and **Cubicle**. Make changes as appropriate.

✕ Exit

**Rehire - Rehire, > or = 120 days break**

Joshua Manipon  
10002265 - 1 - Employee  
ASSOC SPECIALIST

< Previous Next >

Work Location  
● Visited

Job Information  
● Visited

Labor Information  
● Visited

Salary and Compensation  
● Visited

Payroll  
● Visited

**UC Job Data**  
● Visited

Attachments  
☐ Not Started

Validate  
☐ Not Started

Summary  
☐ Not Started

**UC Job Data**

Effective Date 01/24/2024

Effective Sequence 0

\*Probation Code None

Probation End Date

Trial Employment End Date

Academic Duration of Appt

ERIT/Phased Retirement End Dt 12/14/2018

Location Use End Date

Post Docs Anniversary Date 0 Years 0 Months 0 Days

Location Use Type

PY Career Duration

Eligibility Group Override

Pay Group Override

Alternate Work Week 7/40

Cubicle

HR Primary Job Override

Termination Override ☐ No

Click the **Next** button or click on the activity guide to advance to the **Attachments** page.



## Job Aid: Manage Job Phase II

### Attachments

On the [Attachments](#) Page, a transactor can upload attachments. Attachments are viewable by all transactors with access to employee records.

The screenshot shows the UCPath interface for the 'Rehire - Rehire, > or = 120 days break' page. The user is Joshua Manipon, an ASSOC SPECIALIST. The left sidebar contains a list of sections: Work Location, Job Information, Labor Information, Salary and Compensation, Payroll, UC Job Data, Attachments (highlighted), Validate, and Summary. The main content area is titled 'Attachments' and shows 'Effective Date: 01/24/2024' and 'Effective Sequence: 0'. It states 'You have not added any Attachments.' and includes an 'Add Attachment' button. Navigation buttons '< Previous' and 'Next >' are visible at the top right.

To add an attachment, click the [Add Attachment](#) button.

The screenshot shows the 'File Attachment' window in the UCPath interface. The window title is 'File Attachment'. It contains a 'Choose From' section with a button labeled 'My Device' (highlighted with an orange box) and an icon of a computer and a smartphone. Below this is a large dashed rectangular box for file selection. The background shows the same sidebar as the previous screenshot, with the 'Attachments' section highlighted.

In the [File Attachment](#) window, click [My Device](#) to select the file to attach.

## Job Aid: Manage Job Phase II

Once a file is selected, click the **Upload** button.

The screenshot shows the UCPath interface with a sidebar on the left containing navigation links: Work Location, Job Information, Labor Information, Salary and Compensation, Payroll, UC Job Data, Attachments (highlighted), and Validate. The main area is titled 'Attachments' and displays 'Effective Date: 12/31/2100' and 'Effective Sequence: 2'. A 'File Attachment' dialog box is open, showing a 'Choose From' section with a 'My Device' icon. Below this are 'Upload' and 'Clear' buttons. A file named 'Examples.doc' is shown with a file size of 72KB.

The selected file will upload, and a green bar will display **Upload Complete**. Click **Done**.

This screenshot shows the 'File Attachment' dialog box after the file has been uploaded. A green progress bar at the bottom of the dialog is labeled 'Upload Complete' on the right side. An orange arrow points to this label. A 'Done' button is visible in the top right corner of the dialog box.

**Note:** If the attached document's file name is too long, an upload error warning will display. This means the file name will need to be shortened and then re-uploaded.

The screenshot shows the 'Attachments' section of the UCPath interface. It displays 'Effective Date: 12/31/2100' and 'Effective Sequence: 2'. Below this, it says 'Attachments' and 'You have not added any Attachments.' with an 'Add Attachment' button. A red-bordered error message box is displayed in the center, stating: 'AddAttachment failed: File name too long. Call to AddAttachment method failed because the specified file name was too long.' with an 'OK' button.

Click the **Next** button or click on the activity guide to advance to the **Validate** page.

## Job Aid: Manage Job Phase II

### Validate

The **Validate** page displays warnings and errors. The system will prevent the submission of a transaction if there are any errors displayed, so it is important to correct them. Review and correct any warnings as needed, as they may have downstream impacts. It is the responsibility of the transactor to ensure that warning messages are not ignored.

Rehire - Rehire, > or = 120 days break

Joshua Manipon  
10002265 - 1 - Employee  
ASSOC SPECIALIST

Effective Date: 01/24/2024 Effective Sequence: 0

Validation

Use the Validate button to verify the entered data. This is an optional step but it is recommended to validate details and review warning and error messages

Messages

Currently there are no exceptions to be displayed.

Rehire - Rehire, > or = 120 days break

Joshua Manipon  
10002265 - 1 - Employee  
ASSOC SPECIALIST

Effective Date: 01/24/2024 Effective Sequence: 0

Validation

Use the Validate button to verify the entered data. This is an optional step but it is recommended to validate details and review warning and error messages

Messages

Validation Successful with warnings

| Message Severity | Message Text  |
|------------------|---|
| 1 Warning        | Warning -- Compensation Frequency has been updated. (1010,264)  |
| 2 Warning        | Warning -- FTE was changed and Standard Hours were updated automatically. (1500,121)                                      |
| 3 Warning        | Warning -- You have updated job information that is relevant to compensation defaulting on pay component row1. (1000,910) |

Click the **Next** button or click on the activity guide to advance to the **Summary** page.

### Summary Page

The **Summary of Changes** is organized in a table format and displays a **Field Label**, **Proposed Information**, and **Current Information**. The **Field Label** column displays the field name impacted by the transaction. For example, when a **Rehire** is conducted, the **HR Status, Field label** is displayed with a circular orange circle indicating that a change impacting that field was made. **Proposed Information** column displays the new change. For example, the **HR Status** for a **Rehire** will display Active. The **Current Information** column reflects the original state in **Job Data** before the transaction. The **Proposed Information** column displays the modified state that the **Job Data** will assume after the transaction is approved.

## Job Aid: Manage Job Phase II

✕ Exit

Rehire - Rehire, > or = 120 days break

Joshua Manipon  
10002265 - 1 - Employee  
ASSOC SPECIALIST

Previous

Submit

Work Location  
● Visited

Job Information  
● Visited

Labor Information  
● Visited

Salary and Compensation  
● Visited

Payroll  
● Visited

UC Job Data  
● Visited

Attachments  
● Visited

Validate  
● Visited

Summary  
● Visited

Summary

Effective Date 01/24/2024Effective Sequence 0

Summary of Changes

| Field Label                 | Proposed Information | Current Information |
|-----------------------------|----------------------|---------------------|
| HR Status ●                 | Active               | Inactive            |
| Payroll Status ●            | Active               | Terminated          |
| Position Number ●           | 40281476             | 40988230            |
| Department ●                | IR8038               | IR8106              |
| Location ●                  | C-9091               | C-9084-F03          |
| Override Last Date Worked ● | No                   | Yes                 |
| Last Date Worked ●          | Not Available        | 08/31/2023          |
| Termination Date ●          | Not Available        | 08/31/2023          |
| Expected Job End Date ●     | Not Available        | 05/14/2024          |

|                                 |                         |                        |
|---------------------------------|-------------------------|------------------------|
| Standard Hours ●                | 20                      | 40                     |
| FTE ●                           | 0.500000                | 1.000000               |
| Union Code ●                    | A9                      | RA                     |
| Salary Admin Plan ●             | Not Available           | T24B                   |
| Grade ●                         | Not Available           | 2                      |
| Step ●                          | 0                       | 4                      |
| Frequency ●                     | UC 9/12 - AY            | UC 12/12 - FY          |
| Rate Code                       | UCANNL                  | UCANNL                 |
| Rate Code / Compensation Rate ● | UCANNL / 120,000.000000 | UCANNL / 82,100.000000 |

Changes Made ●

Comments



It is important to note that at this stage, any changes made have not been submitted to UCPath. Transactors should review this page to make sure that the information displayed in **Proposed Information** reflects the intended change.

Once the transactor confirms the change displayed in **Proposed Information**, click **Submit**.

**Note:** A comment window will display for additional comments to be entered before submitting the transaction.

## Job Aid: Manage Job Phase II

Enter the [Submission Comments](#) and click [Submit](#) to commit the change in UCPath.

Effective Sequence 0

Propose Cancel Comments Submit

Not Avail

Active

You are about to submit this request.

Submission Comments

Test

### Submit Confirmation

The [Submit Confirmation](#) page will display. To review the newly entered transaction/row, click [Job Actions Summary](#) or to navigate to the search page, click on [Go To Search Results](#).

## Job Aid: Manage Job Phase II

### Approval Workflow

The Approval Workflow process in UCPath requires new roles for requesters and approvers. The specific roles will be provisioned on a Location basis and depend on the levels of approvals.

Submitted transactions using **Manage Job** will be routed for approval/s and display a **Pending** status for **Data Change**.

In addition, at the top of the **Job Action Summary** page, the newly submitted transaction will display a status of **in-Progress**. This means that the transaction has been sent for review.

**Navigation:** Workforce Administration (Homepage) > Approvals (Tile) > **Fluid Approvals (link)**

**Submit Confirmation**

✓ The Data Change for Monique Pederson has been successfully submitted for approval.

Monique Pederson  
10001996 - 1 - Employee  
REGL HC MGR 3

**Approval Status**

Create Job Action

▼ Data Change 1 Pending

Approval Chain

Pending

Approvers/Reviewers  
Create Job Action Approvers

Job Actions Summary Go To Search Results

**Job Actions Summary**

Monique Pederson  
10001996 - 1 - Employee  
REGL HC MGR 3

Create Job Action

For transactions with approvals, a new row cannot be added after an In-Progress row.  
Note: When making changes before a future effective dated row, please review and create a corresponding future sequence as needed.

| Effective Date / Sequence | Action / Reason                             | Last Updated By / Date                  | Status        | Job Code                           | Position                  | Reports To                     | Employee Classification | Actions |
|---------------------------|---|---|---------------|------------------------------------|---------------------------|--------------------------------|-------------------------|---------|
| 01/17/2024<br>0           | Data Change<br>Correction - Non Pay Related | Jin Hyung Gupta<br>01/17/2024           | In-Progress 2 | 006527<br>REGL AND CMPLNC HC MGR 3 | 40290413<br>REGL HC MGR 3 | 40290237<br>DEAN<br>Philip Pan | 2<br>Staff: Career      | 3       |
| 01/12/2024<br>0           | Data Change<br>Correction - Non Pay Related | Vanessa Bojorquez-Morales<br>01/12/2024 | Completed     | 006527<br>REGL AND CMPLNC HC MGR 3 | 40290413<br>REGL HC MGR 3 | 40290237<br>DEAN<br>Philip Pan | 2<br>Staff: Career      |         |

Once a transaction is reviewed, the status in the **Job Action Summary** page will either display **in-Progress**, **Denied**, **Rework**, or **Completed**, depending on the action the **Approver** took. Note the status displayed may vary depending on what a Location has opted into. Some Locations have opted to not include the local approval workflow. But some action / reason code combinations will still require processing from the UCPath.

2 rows

Actions

Withdraw

Approval Chain

The **Actions** button displays available options, including the option to **Withdraw** the submitted transaction and a link to review the **Approval Chain**.

## Job Aid: Manage Job Phase II

### Withdrawing Submitted Transaction

You can withdraw a submitted transaction while it's pending final approval with UCPath. Withdrawn transactions cannot be edited by location users and must be deleted before submitting a new transaction with the same or later effective date.

Deleted transactions are not visible from [Manage Job](#) and [Job Actions Summary](#) pages.

### Transaction History

Submitted transactions (including pending, approved, denied, and withdrawn) remain available for review in the [Pending Approvals Page](#).

**Navigation:** Workforce Administration (Homepage) > Approvals (Tile) > Fluid Approvals (link) > [Pending Approval](#)

- Pending Approval
- Review Approvals
- Approvals History

### Statuses

Review the table for the different [Job Actions Summary](#) page statuses based on actions taken by the [Approver](#).

| Requester Action |   | Job Action Summary Page Transaction Status                                   | Approver Action   | Job Action Summary Page Transaction Status                                    | Completed Status  |
|------------------|---|--|---|---|---|
| 1                |   | 2  | 3   | 4   | 5   |
| APPROVED         | <b>Submit</b>   | <b>in-Progress</b>   | <b>Approve</b>  | <b>Completed</b>  | <b>Completed</b>  |
|                  | A transaction has been initiated for review and approval. | The submitted transaction has a pending action and is in the staging tables. | The approver has reviewed and approved the transaction. | The data transaction processed and is available in <a href="#">Job Data</a> . | The transaction is viewable in <a href="#">Job Data</a> . |

## Job Aid: Manage Job Phase II

|             | Requester Action   | Job Action Summary Page Transaction Status   | Approver Action   | Job Action Summary Page Transaction Status  | Completed Status   |
|-------------|--|--|---|---|--|
| PUSHED BACK | <b>Submit</b><br><br>A transaction has been initiated for review and approval. | <b>in-Progress</b><br><br>The submitted transaction has a pending action and is in the staging tables. | <b>Pushback</b><br><br>The approver has reviewed the submitted transaction and pushed back for additional <b>Rework</b> . | <b>Rework</b><br><br>The transaction has a pending action and needs to be reviewed, <b>Reworked</b> , and resubmitted for approval.<br><br><i>The edit function in <b>Job Actions Summary</b> is enabled.</i> | <b>Completed</b><br><br>The <b>Job Action Summary</b> will display a <b>Completed</b> status if the transaction is approved after the <b>Rework</b> .<br><br><b>Denied</b><br>The <b>Job Action Summary</b> will display a <b>Denied</b> status if the transaction is denied after the <b>Rework</b> . |
|             | <b>Submit</b><br><br>A transaction has been initiated for review and approval. | <b>In-Progress</b><br><br>The submitted transaction has a pending action and is in the staging tables. | <b>Deny</b><br><br>The approver has reviewed and denied the transaction.  | <b>Denied</b><br><br>The transaction was reviewed and denied.<br><br><i>The edit function in <b>Job Actions Summary</b> is disabled.</i>  | <b>Denied</b><br><br>The <b>Job Action Summary</b> will display a status of <b>Denied</b> if the transaction is denied.  |



## Job Aid: Manage Job Phase II

| Actions  | Transaction Status | Approval Status | Requester          |                      |
|----------|--------------------|-----------------|--------------------|----------------------|
|          |                    |                 | Email Notification | Related Action       |
| Submit   | In Progress        | In Progress     | ✓                  | Withdraw             |
| Approve  | Completed          | Approved        | ✓                  | No Action            |
| Deny     | Denied             | Denied          | ✓                  | Delete               |
| Pushback | Rework             | Terminated      | ✓                  | Withdraw or resubmit |
| Withdraw | Withdrawn          | Canceled        | None               | Delete               |

| Actions  | Transaction Status | Approval Status | Approver           |                            |
|----------|--------------------|-----------------|--------------------|----------------------------|
|          |                    |                 | Email Notification | Related Action             |
| Submit   | In Progress        | In Progress     | ✓                  | Approve, Pushback, or Deny |
| Approve  | Completed          | Approved        | None               | No Action                  |
| Deny     | Denied             | Denied          | None               | No Action                  |
| Pushback | Rework             | Terminated      | None               | No Action                  |
| Withdraw | Withdrawn          | Canceled        | ✓                  | No Action                  |

| Actions  | Transaction Status | Approval Status | Reviewer           |                |
|----------|--------------------|-----------------|--------------------|----------------|
|          |                    |                 | Email Notification | Related Action |
| Submit   | In Progress        | In Progress     | ✓                  | View Only      |
| Approve  | Completed          | Approved        | None               | No Action      |
| Deny     | Denied             | Denied          | None               | No Action      |
| Pushback | Rework             | Terminated      | None               | No Action      |
| Withdraw | Withdrawn          | Canceled        | None               | No Action      |

## Job Aid: Manage Job Phase II

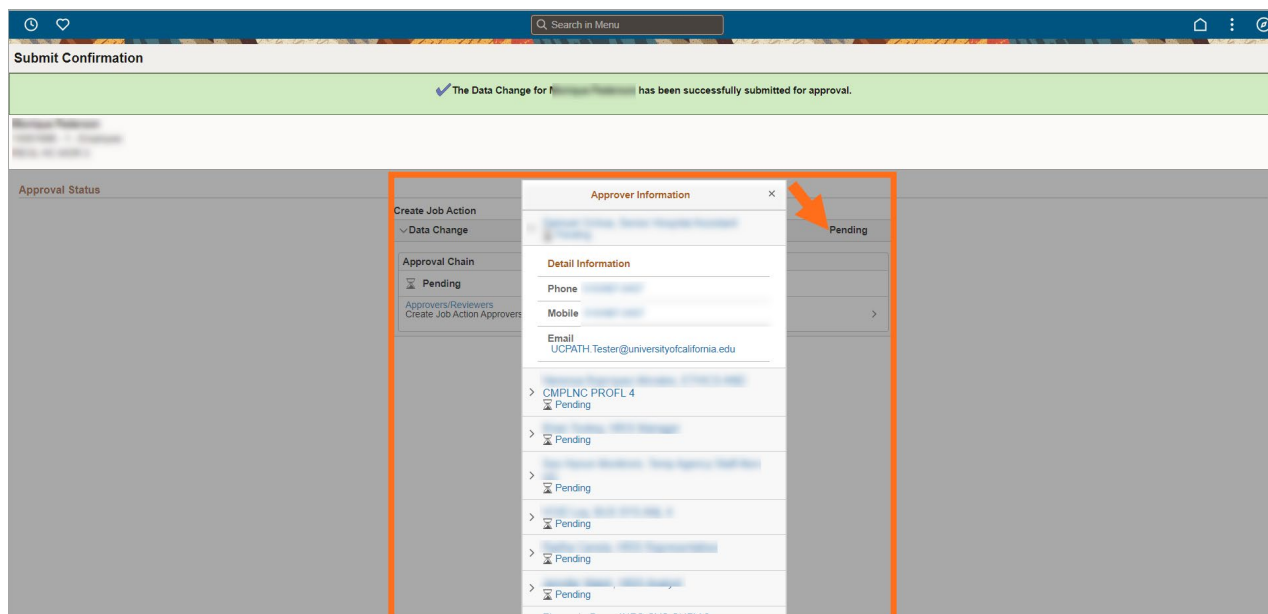
| Actions  | Transaction Status | Approval Status | Alternate Requester |                      |
|----------|--------------------|-----------------|---------------------|----------------------|
|          |                    |                 | Email Notification  | Related Action       |
| Submit   | In Progress        | In Progress     | None                | No action possible   |
| Approve  | Completed          | Approved        | None                | No action possible   |
| Deny     | Denied             | Denied          | None                | No action possible   |
| Pushback | Rework             | Terminated      | None                | Withdraw or resubmit |
| Withdraw | Withdrawn          | Canceled        | None                | No action possible   |

| Actions  | Transaction Status | Approval Status | AWE Administrator  |                  |
|----------|--------------------|-----------------|--------------------|------------------|
|          |                    |                 | Email Notification | Related Action   |
| Submit   | In Progress        | In Progress     | None               | Deny or reassign |
| Approve  | Completed          | Approved        | None               | No Action        |
| Deny     | Denied             | Denied          | None               | No Action        |
| Pushback | Rework             | Terminated      | None               | No Action        |
| Withdraw | Withdrawn          | Canceled        | None               | No Action        |

## Job Aid: Manage Job Phase II

In the **Submit Confirmation** page, a confirmation message appears at the top of the page. Additionally, a dialogue box also displays the status of the data change.

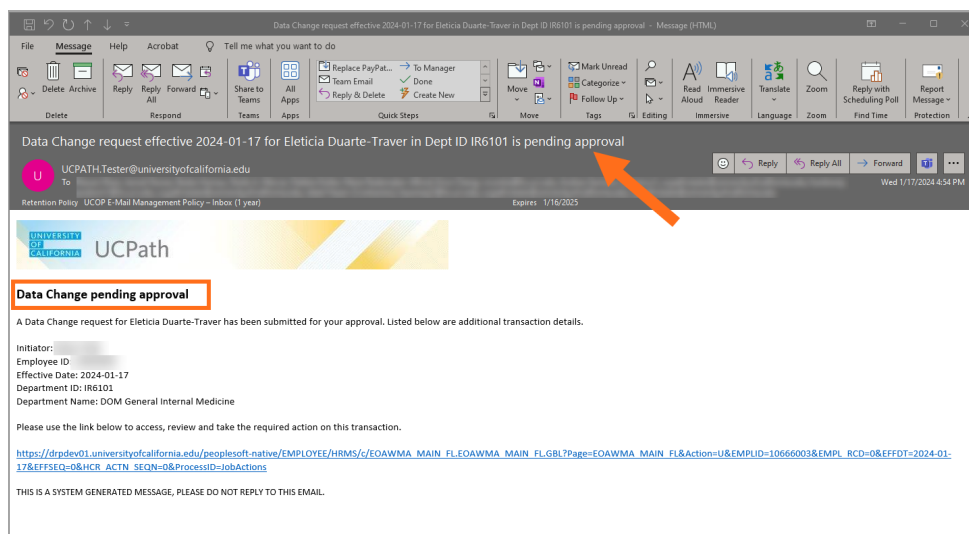
To review detailed information on the approver/s, including phone number, mobile number, and email, click on each listed approver.



## Notification Emails

Notification emails are routed to the list of **Approver/s** and the **Requester**, notifying them of a pending action.

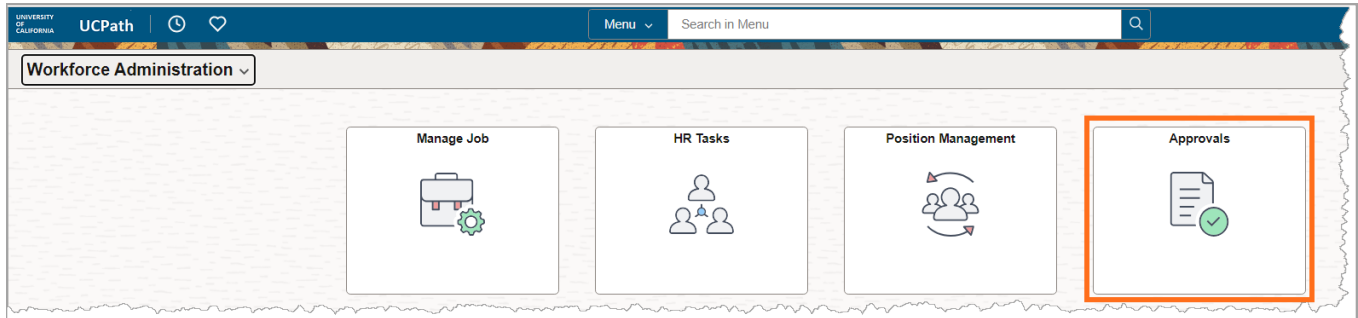
In this example, the notification email was sent to the **Approver** stating that a request had been submitted and is pending their review and approval.



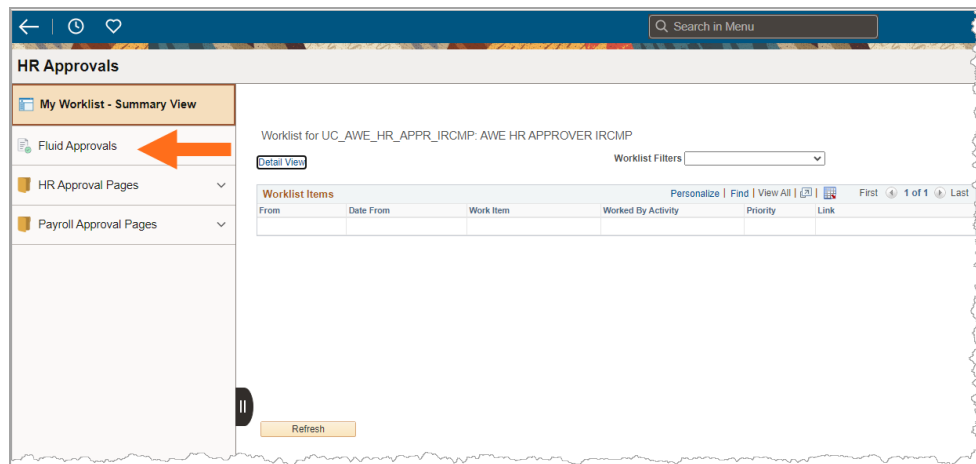
## Job Aid: Manage Job Phase II

### Approver Screens

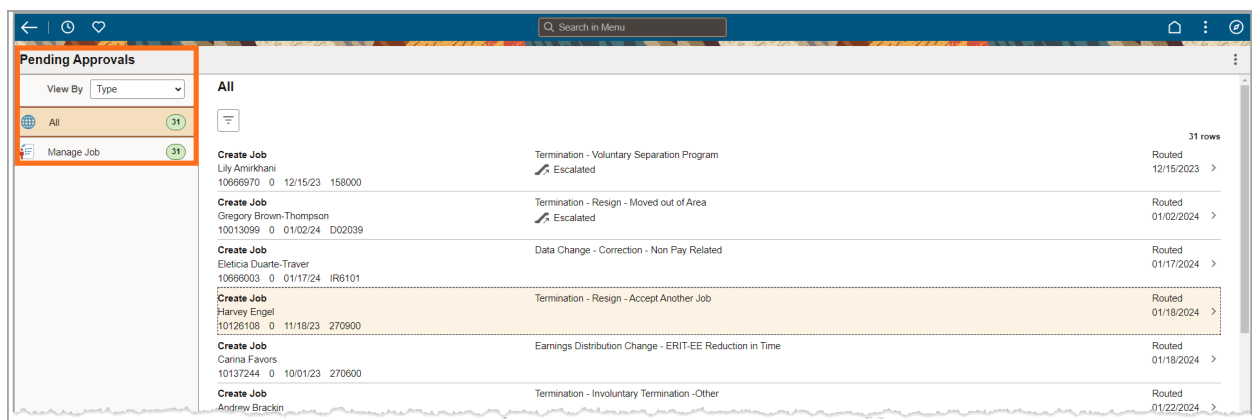
Approvers at the Location can review submitted transactions by navigating to the [Approvals](#). Click the [Approvals](#) tile to access the [HR Approvals](#) page.



From the [HR Approvals](#) page, pending transactions display in the [My Worklist – Summary View](#) section, or you can click on [Fluid Approvals](#).



Click [Fluid Approvals](#) to display the [Pending Approvals](#) transactions.



## Job Aid: Manage Job Phase II

In this example, there are several transactions pending approval. Depending on the number of transactions available, an approver can filter the transactions by clicking on the **View By** dropdown or

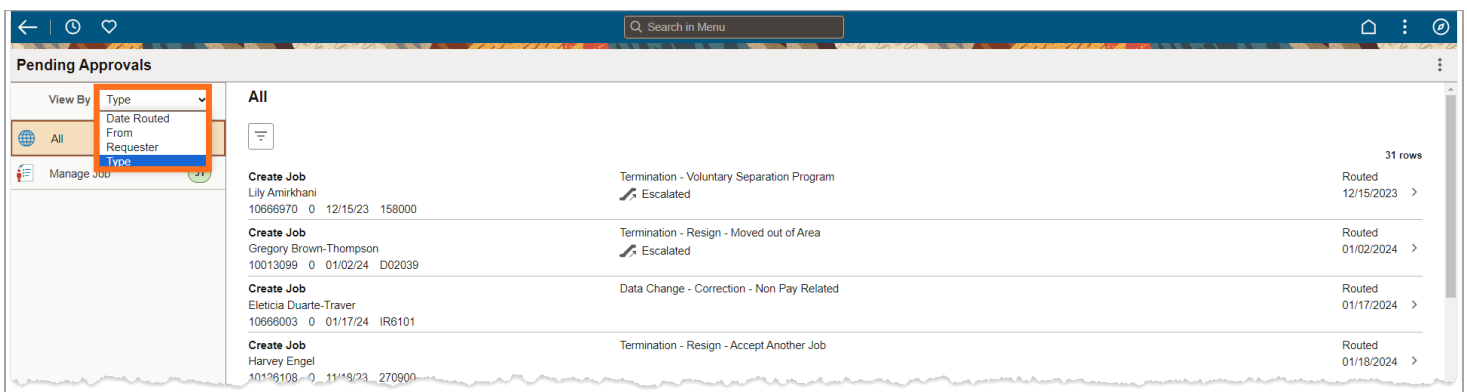


All fluid filter icon.

**!** The **Manage Job** transactions displayed include **Extended Absence** and **Manage Job** transactions and do not have transaction IDs.

### Filter Options

The **View By** dropdown options include by **Type**, **Date Routed**, **From**, or by **Requester**.



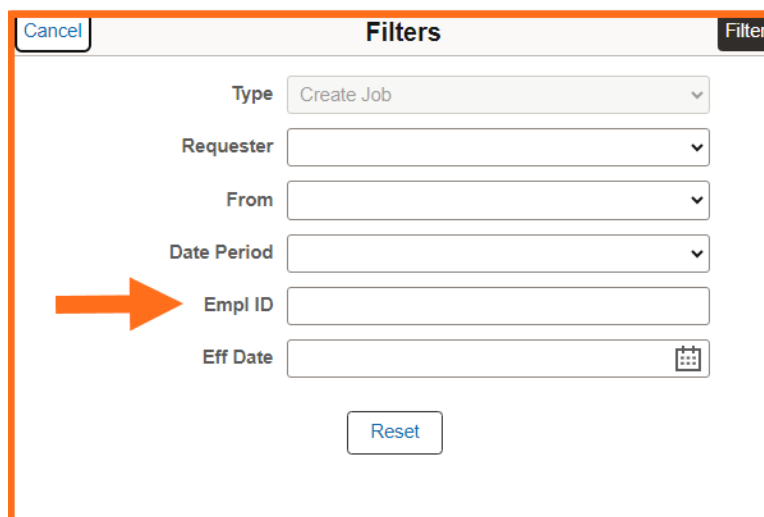
| Pending Approvals |             |
|-------------------|-------------|
| View By           | Type        |
| All               | Date Routed |
|                   | From        |
|                   | Requester   |
|                   | Type        |

| All                        |  |
|----------------------------|--|
| 31 rows                    |  |
| Create Job                 | Termination - Voluntary Separation Program |
| Lily Amirkhani             | Escalated                                  |
| 10666970 0 12/15/23 158000 | Routed 12/15/2023 >                        |
| Create Job                 | Termination - Resign - Moved out of Area   |
| Gregory Brown-Thompson     | Escalated                                  |
| 10013099 0 01/02/24 D02039 | Routed 01/02/2024 >                        |
| Create Job                 | Data Change - Correction - Non Pay Related |
| Eleticia Duarte-Traver     | Routed 01/17/2024 >                        |
| 10666003 0 01/17/24 IR6101 |  |
| Create Job                 | Termination - Resign - Accept Another Job  |
| Harvey Engel               | Routed 01/18/2024 >                        |
| 10126108 0 11/18/23 270900 |  |



Click the fluid **ALL** filter icon to display the **Filters** dialogue window.



CancelFiltersFilter

Type

Create Job

Requester

From

Date Period

Empl ID

Eff Date

Reset

Fluid **Filters** include **Requester**, **From**, **Date Period**, **Empl ID** (including partial employee IDs) and **Eff Date**. To clear out the search filter, click **Reset**.

## Job Aid: Manage Job Phase II

Next, click on the transaction to review the options to **Approve**, **Deny**, or **Pushback**.

| View By    | Type | All |
|------------|------|-----|
| All        | 31   |     |
| Manage Job | 31   |     |

| Transaction  | Action  | Status               |
|--|---|----------------------|
| Create Job<br>Lily Amirkhani<br>10966970 0 12/15/23 158000         | Termination - Voluntary Separation Program<br>Escalated | Routed<br>12/15/2023 |
| Create Job<br>Eleticia Duarte-Traver<br>10966003 0 01/17/24 IR6101 | Data Change - Correction - Non Pay Related              | Routed<br>01/17/2024 |
| Create Job<br>Andrew Brackin<br>10966009 0 01/22/24 250500         | Termination - Involuntary Termination - Other           | Routed<br>01/22/2024 |
| Create Job<br>Miriam Benner<br>10966612 0 01/22/24 156500          |   | Routed<br>01/22/2024 |
| Create Job<br>Julie Collins<br>10968217 0 01/23/24 003961          |   | Routed<br>01/23/2024 |
| Create Job<br>Emily Yang Hulbert<br>10968046 0 01/23/24 355000     |   | Routed<br>01/23/2024 |
| Create Job<br>Lisa Houdi<br>10968151 0 01/23/24 250500             |   | Routed<br>01/23/2024 |

**!** Approvers should avoid editing pushed-back transactions. Making edits to pushed-back transactions will cause them to lose their role as approvers for those transactions.

This opens the **Create Job** page with options to **Approve**, **Deny**, or **Pushback** the transaction. Depending on the action the approver takes, the **Job Data Summary** page will reflect the updated status based on whether the transaction was **Approved**, **Denied**, or **Pushed Back** for rework.

Effective Date: 01/17/2024  
Effective Sequence: 0  
Action: Data Change  
Action Reason: Correction - Non Pay Related

**Summary of Changes**

| Field Label | Proposed Information |
|-------------|----------------------|
| Cubicle     | X                    |

**Approver Comments**

Please approve cubicle change request

Request History

Approval Chain

Denied transactions are in a final state. The status of the transaction is reflected in the **Job Data Summary**.

## Job Aid: Manage Job Phase II



To return to the home page, click on the **Home** icon on the navigation bar. This will direct the transactor back to the UCPath PeopleSoft **Homepage**.

