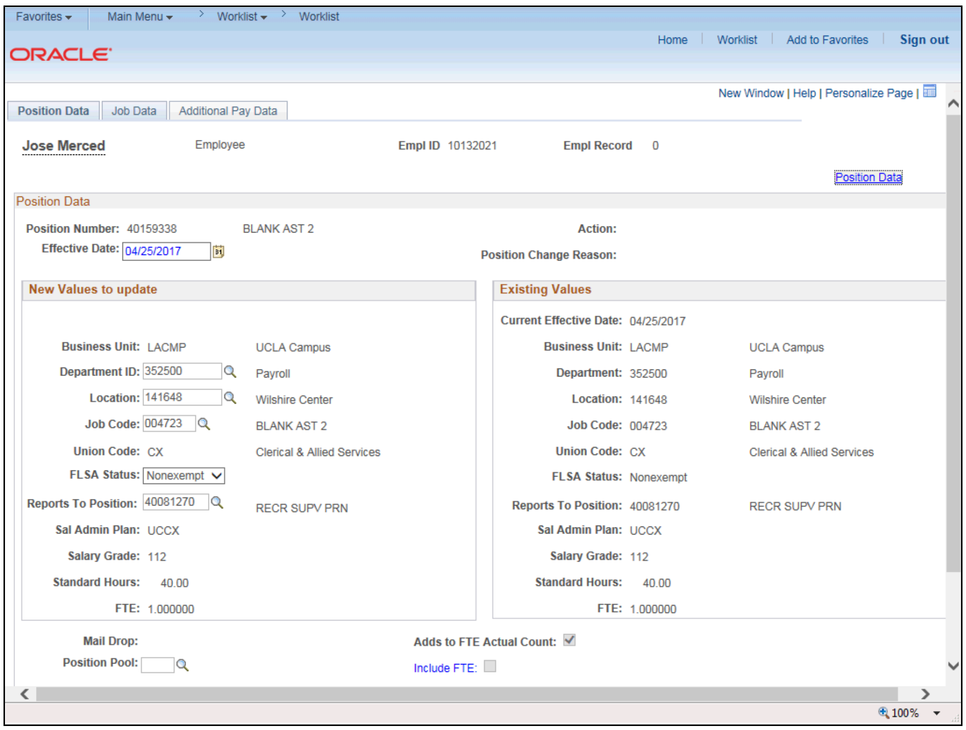
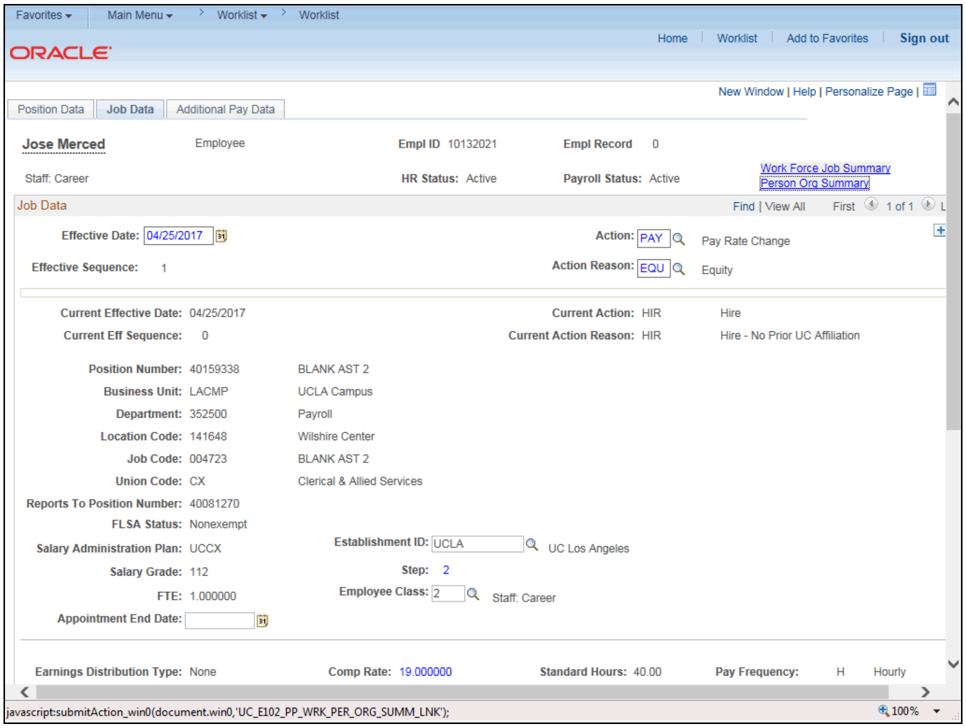
Use this task to approve a PayPath transaction.

Navigation:
To open a transaction that is pending approval, navigate to your **Worklist** in UCPath and click the appropriate transaction link.
or
Click the transaction link in the system-generated email notification.



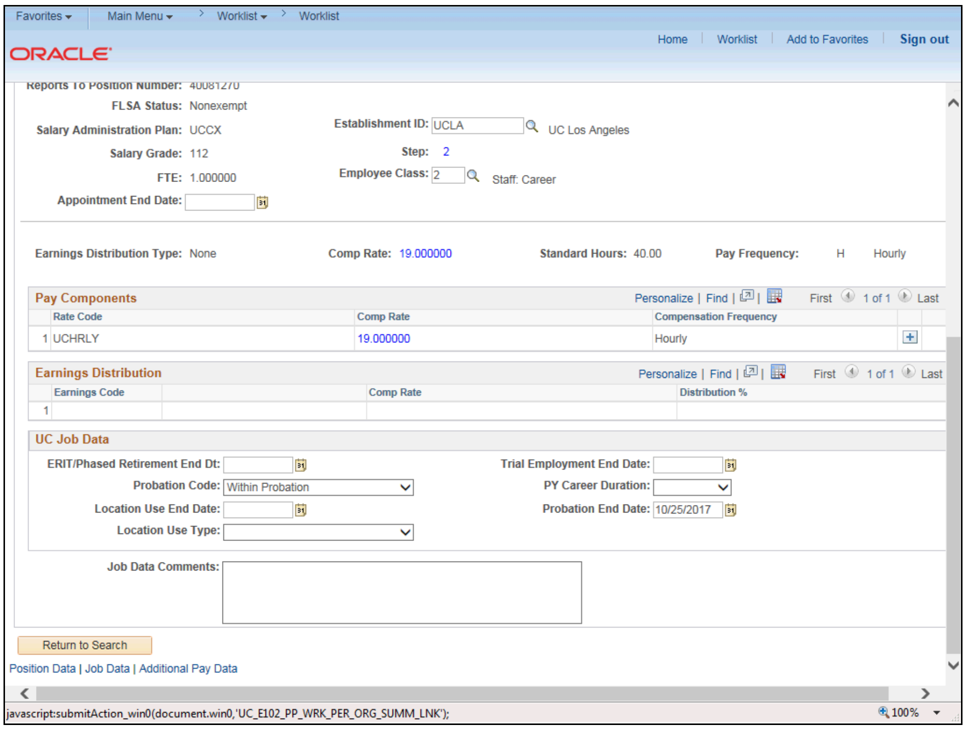
Step	Action
1.	The **PayPath Actions** component is comprised of three pages. It is a one-stop location that allows a Location initiator to enter position, job, compensation and recurring additional pay data for existing employees in UCPath. As you review a transaction in UCPath, refer to your local business process, which may include specific approval guidelines.
2.	The employee's name, **Empl ID** and **Empl Record** number appear at the top of all tabs within the PayPath component.
3.	If applicable, the **Position Data** page displays any updates to a single-incumbent position. In this example, the location initiator did not enter requested updates to the position data.

Step	Action
4.	Click the **Job Data** tab. 

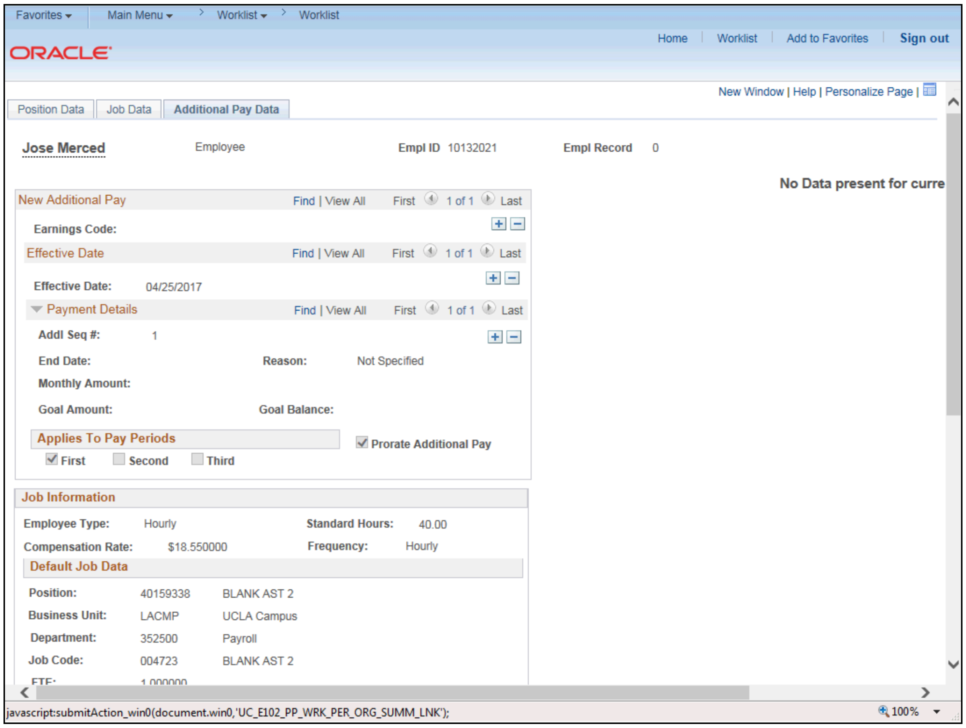


Step	Action
5.	The **Job Data** page displays one or more requested changes to an employee's job data. Updates the initiator entered appear in blue.
6.	The **Effective Date** represents the "as of" date of the employee's job **Action** (in this case, **Pay Rate Change**). The **Effective Sequence** field identifies the number of entries for the same **Effective Date**; 0 for the first entry, 1 for the second entry, 2 for the third entry and so forth.
7.	Review the **Action** and **Action Reason** field to determine the requested update. In this example, the initiator submitted a **Pay Rate Change** request with the reason of **Equity**.
8.	Initiators can enter multiple transactions with the same effective date on the **Job Data** page. Be sure to verify whether there are multiple rows of data on the page. In this example, there is only one job data update as indicated by 1 of 1 in the **Job Data** region. If there are multiple rows, the system displays the first row of data. Use the **View All** functionality to review all transactions or the **Show next row** and **Show previous row** buttons to navigate between rows.

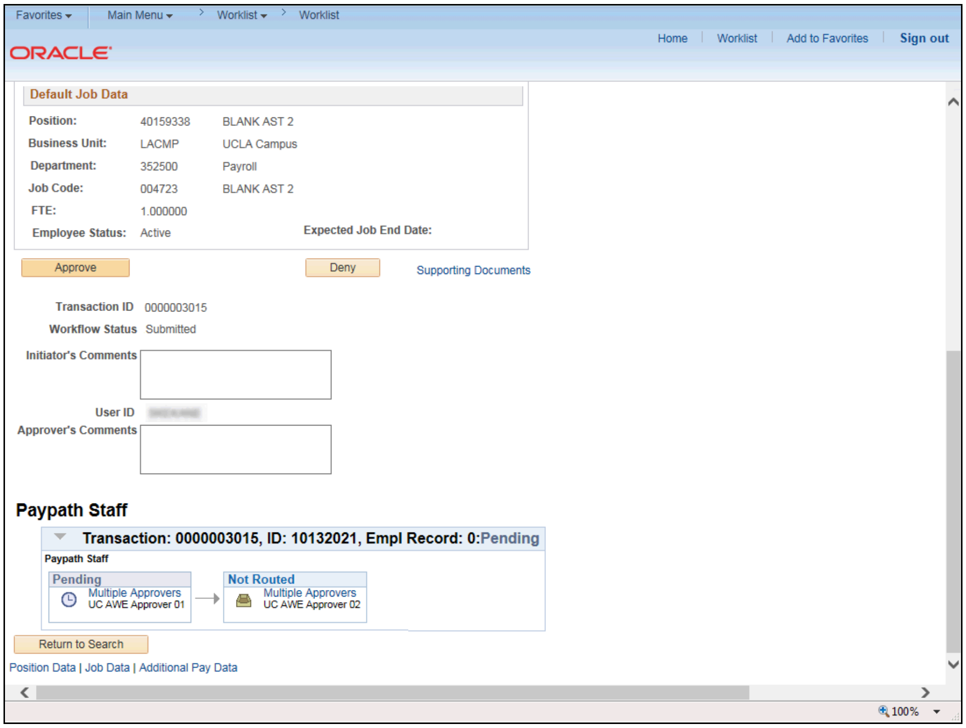
Step	Action
9.	Notice that there are links to UCPath view-only pages, which may help with your review, including a link to the **Workforce Job Summary** page and the **Person Organizational Summary** page.
10.	If necessary, scroll down to display additional fields and page options. Click the scroll bar.



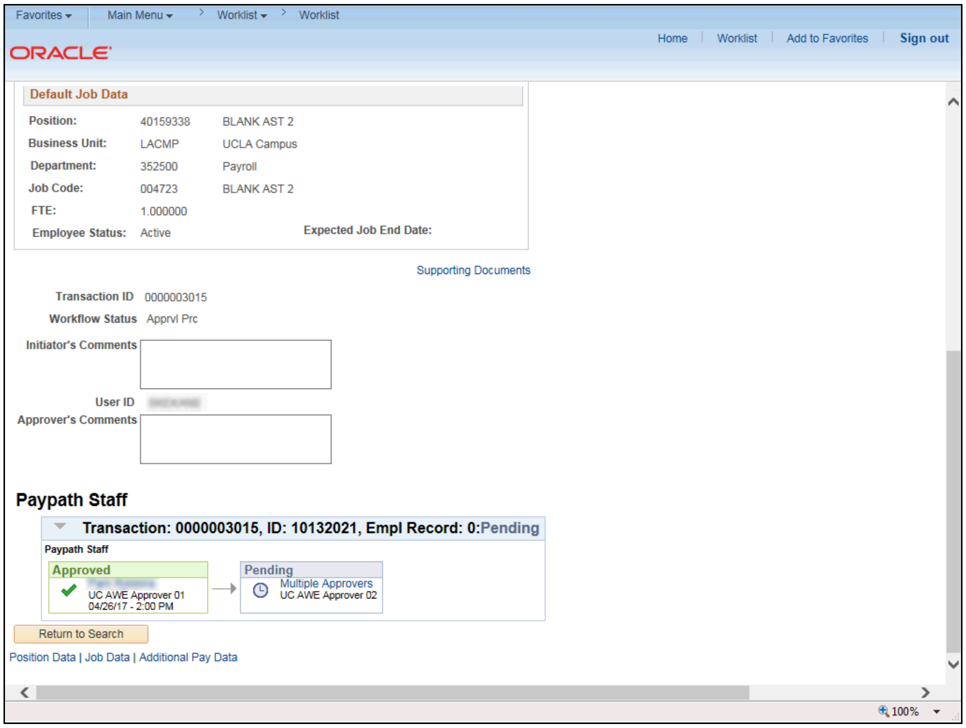
Step	Action
11.	In this example, the initiator updated the **Step** and **Comp Rate** fields.
12.	This page displays fields based on whether the individual is a staff employee or an academic employee. For example, unique fields for a staff employee include those related to probation, while academic employees have dates such as post docs anniversary date and academic duration of appointment. In this example, the individual is a staff employee.
13.	You must review all pages in the component before you approve a PayPath transaction. The approval action buttons are available only on the **Additional Pay Data** page. Click the **Additional Pay Data** link. Additional Pay Data



Step	Action
14.	The **Additional Pay Data** page displays additional pay request details, if applicable. In this example, there is no additional pay set up for the employee. Initiators user this page to enter new additional pay requests.
15.	If necessary, scroll down to display additional fields and page options. Click the scroll bar.



Step	Action
16.	The system displays the initiator's User ID. Be sure to review any detail listed in the **Initiator's Comments** field before you take action. Initiators use this field to include information that may be useful during the approval process. In this example, the initiator did not enter any comments.
17.	Each approver is assigned to a specific workflow approval level. Some transactions require only one level of approval, while others require multiple levels. In this example, the transaction requires multiple levels of approval and the first approval is pending. The Approver 1 level can approve or deny transactions, but cannot push back a transaction. The Approver 2 and 3 levels can approve, pushback to a previous approver (not the initiator) or deny transactions.
18.	After you review the transaction details, you can approve, push back (if applicable) or deny the transaction. Comments are required when you push back or deny a transaction.
19.	When you are ready to approve the transaction, click the **Approve** button. 



Step	Action
20.	After you approve a transaction, the page no longer displays the approval action buttons. The approval status monitor (the **PayPath Staff** section in this example) remains at the bottom of the page. This section displays the approval workflow details, including completed and pending approvals. Upon final approval, the **Request Status** and **Record Status** fields will display **Saved to Database**.
21.	You have approved a PayPath transaction. **End of Procedure.**