

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.

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			Current Effective Date:	04/25/2017		
Business Unit: LACMP	UCLA Campus		Business Unit:	LACMP	UCLA Campus	
Department ID: 352500	Payroll		Department:	352500	Payroll	
Location: 141648	Wilshire Center		Location:	141648	Wilshire Center	
Job Code: 004723 Q	BLANK AST 2		Job Code:	004723	BLANK AST 2	
Union Code: CX	Clerical & Allied Services		Union Code:	CX	Clerical & Allied Services	
FLSA Status: Nonexempt 🗸			FLSA Status:	Nonexempt		
Reports To Position: 40081270 Q	RECR SUPV PRN		Reports To Position:	40081270	RECR SUPV PRN	
Sal Admin Plan: UCCX			Sal Admin Plan:	UCCX		
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Step	Action
1.	The <b>PayPath Actions</b> 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, <b>Empl ID</b> and <b>Empl Record</b> number appear at the top of all tabs within the PayPath component.
3.	If applicable, the <b>Position Data</b> 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 <b>Job Data</b> tab.
	Job Data

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Position Number	40159338	BLANK AST 2			
Business Unit	LACMP	UCLA Campus			
Department	352500	Payroll			
Location Code	141648	Wilshire Center			
Job Code	004723	BLANK AST 2			
Union Code	CX	Clerical & Allied Services			
Reports To Position Number	40081270				
FLSA Status	Nonexempt				
Salary Administration Plan	UCCX	Establishment ID: UCLA	UC Los Angeles		
Salary Grade	: 112	Step: 2			
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Earnings Distribution Type	None	Comp Rate: 19.000000	Standard Hours: 40.00	Pay Frequency:	H Hourly

Step	Action
5.	The <b>Job Data</b> page displays one or more requested changes to an employee's job data. Updates the initiator entered appear in blue.
6.	The <b>Effective Date</b> represents the "as of" date of the employee's job <b>Action</b> (in this case, <b>Pay Rate Change</b> ). The <b>Effective Sequence</b> field identifies the number of entries for the same <b>Effective Date</b> ; 0 for the first entry, 1 for the second entry, 2 for the third entry and so forth.
7.	Review the <b>Action</b> and <b>Action Reason</b> field to determine the requested update. In this example, the initiator submitted a <b>Pay Rate Change</b> request with the reason of <b>Equity</b> .
8.	Initiators can enter multiple transactions with the same effective date on the <b>Job</b> <b>Data</b> 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 <b>Job</b> <b>Data</b> region.
	If there are multiple rows, the system displays the first row of data. Use the <b>View</b> All functionality to review all transactions or the <b>Show next row</b> and <b>Show</b> <b>previous row</b> 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 <b>Workforce Job Summary</b> page and the <b>Person Organizational Summary</b> page.
10.	If necessary, scroll down to display additional fields and page options. Click the scroll bar.

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Earnings Distribution Type: None	Comp Rate: 19.000000	Standard Hours: 40.00 Pay Frequency: H Ho	urly
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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 <b>Additional Pay</b> <b>Data</b> page. Click the <b>Additional Pay Data</b> link. Additional Pay Data



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Position:	40159338	BLANK AST 2						
Business Unit:	LACMP	UCLA Campus						
Department:	352500	Payroll						
Job Code:	004723	BLANK AST 2						
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Step	Action
14.	The <b>Additional Pay Data</b> 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.



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Business Unit:	LACMP	UCLA Campus	
Department:	352500	Payroll	
Job Code:	004723	BLANK AST 2	
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Step	Action
16.	The system displays the initiator's User ID.
	Be sure to review any detail listed in the <b>Initiator's Comments</b> 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 <b>Approve</b> button.



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Default Job Data							
Position:	40159338	BLANK AST 2					
Business Unit:	LACMP	UCLA Campus					
Department:	352500	Payroll					
Job Code:	004723	BLANK AST 2					
FTE:	1.000000						
Employee Status:	Active		Expected Job End Date:				
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Step	Action
20.	After you approve a transaction, the page no longer displays the approval action buttons.
	The approval status monitor (the <b>PayPath Staff</b> 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 <b>Request Status</b> and <b>Record Status</b> fields will display <b>Saved to Database</b> .
21.	You have approved a PayPath transaction. End of Procedure.