

Use this task to initiate a pay rate change PayPath transaction for an academic employee.

Navigation:

PeopleSoft Menu > UC Customizations > UC Extensions > **PayPath Actions**

OR

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

HR Tasks

PayPath Actions

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

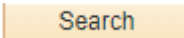
Empl ID begins with Empl Record begins with Name begins with Business Unit begins with Position Number begins with Department begins with Job Code begins with Employee Classification begins with Employee Status =

Show fewer options

Case Sensitive

Search Clear

Step	Action
1.	After you navigate to the PayPath Actions component, the system displays the Find an Existing Value tab, which you use to search for the appropriate employee record. Enter search criteria in one or more of the search fields on this page.
2.	Employee ID is the most accurate field to use in a search. Click in the Empl ID field.
3.	Enter the desired information into the Empl ID field. For this example, enter 10067651.

Step	Action
4.	Click the Search button. 

HR Tasks

PayPath Actions

Find an Existing Value

▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches   Saved Searches 

Empl ID
 Empl Record
 Name
 Business Unit 
 Position Number 
 Department 
 Job Code 
 Employee Classification 
 Employee Status

[^ Show fewer options](#)

☐ Case Sensitive



▼ **Search Results**

Empl ID	Empl Record	Name	Business Unit	Position Number	Department	Department Description	Job Code	Job Code Description
10067651	0	Elliott Salinas	RVCMP	40159714	D02012	SOM Cntr	001721	PROF-HCOMP

Step	Action
5.	Click the scroll bar. 
6.	Click the Drill In button to open the employee's data. 

HR Tasks

Position Data | Job Data | Additional Pay Data

New Window | Help | Personalize Page |

Elliot Salinas Employee Empl ID 10067651 Empl Record 1

[Position Data](#)

Position Data

Position Number: 40159714 PROF-HCOMP Action: POS Position Change
Effective Date: 06/08/2017 Position Change Reason:

New Values to update	Existing Values
Business Unit: RVCMP UC Riverside Campus	Current Effective Date: 04/27/2017
Department ID: D02012 SOM Cntr, Healthy Communities	Business Unit: RVCMP UC Riverside Campus
Location: P5588 SOM EDUC	Department: D02012 SOM Cntr, Healthy Communities
Job Code: 001721 PROF-HCOMP	Location: P5588 SOM EDUC
Union Code: A5 Academic Senate - Riverside	Job Code: 001721 PROF-HCOMP
FLSA Status: Exempt	Union Code: A5 Academic Senate - Riverside
Reports To Position: 40044133 DEAN	FLSA Status: Exempt
Sal Admin Plan: APU4	Reports To Position: 40044133 DEAN
Salary Grade: 1	Sal Admin Plan: APU4
Standard Hours: 40.00	Salary Grade: 1
FTE: 1.000000	Standard Hours: 40.00
	FTE: 1.000000

Mail Drop: Adds to FTE Actual Count: ☒
Position Pool: Include FTE: ☒

Step	Action
7.	The PayPath Actions page displays the Position Data tab. Navigate to the appropriate tab for the update you must enter. For this example, a pay rate change, navigate to the Job Data tab.
8.	Click the Job Data tab. Job Data

HR Tasks

Position Data | **Job Data** | Additional Pay Data

New Window | Help | Personalize Page |

Elliot Salinas Employee Empl ID 10067651 Empl Record 1

Academic: Faculty HR Status: Active Payroll Status: Active [Work Force Job Summary](#)
[Person Org Summary](#)

Job Data Find | View All First 1 of 1 L

Effective Date: 06/08/2017 Action:

Effective Sequence: 0 Action Reason:

Current Effective Date: 04/27/2017 Current Action: DTA Data Change
Current Eff Sequence: 0 Current Action Reason: COR Correction - Non Pay Related

Position Number: 40159714 PROF-HCOMP
Business Unit: RVCMP UC Riverside Campus
Department: D02012 SOM Cntr, Healthy Communities
Location Code: P5588 SOM EDUC
Job Code: 001721 PROF-HCOMP
Union Code: A5 Academic Senate - Riverside
Reports To Position Number: 40044133 DEAN 10073146 Lauren Koga
FLSA Status: Exempt
Salary Administration Plan: APU4 Establishment ID: UCR UC Riverside
Salary Grade: 1 Step: 1
FTE: 1.000000 Employee Class: 9 Academic: Faculty
Appointment End Date: End Job Automatically: ☐

Earnings Distribution Type: By Amount Comp Rate: 11,741.66666 Standard Hours: 40.00 Pay Frequency: UC_FY Fiscal Year

100%

Step	Action
9.	Before entering the update, you must identify the Effective Date , Action and Action Reason .
10.	The Effective Date field defaults to the system date (today's date). If needed, change the date to reflect the date the update should take effect.
11.	Click in the Effective Date field. 06/08/2017
12.	Enter the desired information into the Effective Date field. For this example, enter 07/01/2017 .
13.	Click in the Action field.
14.	Enter the desired information into the Action field. For this example, enter PAY (pay rate change).
15.	Click in the Action Reason field.
16.	Enter the desired information into the Action Reason field. For this example, enter NEG (change in negotiated salary).

HR Tasks

Position Data | **Job Data** | Additional Pay Data

New Window | Help | Personalize Page |

Elliot Salinas Employee Empl ID 10067651 Empl Record 1
Academic: Faculty HR Status: Active Payroll Status: Active [Work Force Job Summary](#)
[Person Org Summary](#)

Job Data Find | View All First 1 of 1 L

Effective Date: 07/01/2017 Action: PAY Pay Rate Change
Effective Sequence: 0 Action Reason: NEG Change in Negotiated Salary

Current Effective Date: 04/27/2017 Current Action: DTA Data Change
Current Eff Sequence: 0 Current Action Reason: COR Correction - Non Pay Related

Position Number: 40159714 PROF-HCOMP
Business Unit: RVCMP UC Riverside Campus
Department: D02012 SOM Cntr, Healthy Communities
Location Code: P5588 SOM EDUC
Job Code: 001721 PROF-HCOMP
Union Code: A5 Academic Senate - Riverside
Reports To Position Number: 40044133 DEAN 10073146 Lauren Koga
FLSA Status: Exempt
Salary Administration Plan: APU4 Establishment ID: UCR UC Riverside
Salary Grade: 1 Step: 1
FTE: 1.000000 Employee Class: 9 Academic: Faculty
Appointment End Date: End Job Automatically: ☐

Earnings Distribution Type: By Amount Comp Rate: 11,741.666666 Standard Hours: 40.00 Pay Frequency: UC_FY Fiscal Year

Step	Action
17.	Click the scroll bar.

HR Tasks

Salary Administration Plan: APU4 Establishment ID: UCR UC Riverside
Salary Grade: 1 Step: 1
FTE: 1.000000 Employee Class: 9 Academic: Faculty
Appointment End Date: End Job Automatically: ☐

Earnings Distribution Type: By Amount Comp Rate: 11,741.666666 Standard Hours: 40.00 Pay Frequency: UC_FY Fiscal Year

Pay Components Personalize | Find | First 1-2 of 2 Last

Rate Code	Comp Rate	Compensation Frequency
1 UCHSP	40,300.000000	Annual
2 UCHSX	100,600.000000	Annual

Earnings Distribution Personalize | Find | First 1-2 of 2 Last

Earnings Code		Comp Rate	Distribution %
1 HSP	HSCP-Differential (X Prime)	3,358.330000	28.600
2 HSR	HSCP-Regular (X)	8,383.340000	71.400

UC Job Data

Post Docs Anniversary Date: Academic Duration of Appt: Tenured
Location Use End Date: Location Use Type:
Job Data Comments:
Return to Search

Position Data | Job Data | Additional Pay Data

Step	Action
18.	For this example, add a new Comp Rate Code .
19.	In the Pay Components section, click the Add a New Row button. 

HR Tasks

Salary Administration Plan: APU4 Establishment ID: UCR UC Riverside
 Salary Grade: 1 Step: 1
 FTE: 1.000000 Employee Class: 9 Academic: Faculty
 Appointment End Date: End Job Automatically: ☐

Earnings Distribution Type: By Amount Comp Rate: 11,741.666666 Standard Hours: 40.00 Pay Frequency: UC_FY Fiscal Year

Pay Components Personalize Find First 1-3 of 3 Last

Rate Code	Comp Rate	Compensation Frequency
1 UCHSP	40,300.000000	Annual
2 UCHSX	100,600.000000	Annual
3		

Earnings Distribution Personalize Find First 1-2 of 2 Last

Earnings Code	Comp Rate	Distribution %
1 HSP HSCP-Differential (X Prime)	3,358.330000	28.600
2 HSR HSCP-Regular (X)	8,383.340000	71.400

UC Job Data

Post Docs Anniversary Date: Academic Duration of Appt: Tenured
 Location Use End Date: Location Use Type:
 Job Data Comments:

Return to Search

Step	Action
20.	Click the Look up Rate Code button. 

HR Tasks

Salary Administration Plan: APU4
Salary Grade: 1
FTE: 1.000000
Appointment End Date: []

Earnings Distribution Type: By Amount

Pay Components

Rate Code
1 UCHSP
2 UCHSX
3 []

Earnings Distribution

Earnings Code	Description
1 HSP	HSCP-Differential (X Prime)
2 HSR	HSCP-Regular (X)

UC Job Data

Post Docs Anniversary Date: []
Location Use End Date: []
Location Use Type: []
Job Data Comments: []

Return to Search

Look Up Rate Code

Search by: Comp Rate Code begins with []

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-33 of 33 Last

Comp Rate Code	Description
UCABVE	Above Scale [Acad]
UCANNL	Annual Rate [Staff/Academic]
UCCNTR	UC Contract Pay [Acad]
UCDEC5	Decoupled - Half Step [Acad]
UCDEC9	Decoupled < \$100 [Acad]
UCFELL	Post Doc Fellow Stipend [Acad]
UCGCY	NSTP - Negotiated Amt [Acad]
UCHMAP	HSCP Min - Above Sc X Prime
UCHMO1	HSCP Min-Off Scale 1 (Elig)
UCHMO2	HSCP Min-Off Scale 2 (Inelig)
UCHMO3	HSCP Min-Off Scale 3 (Decr)
UCHRLY	Hourly Rate [Staff/Acad]
UCHSAP	HSCP Above Scale - X Prime
UCHSAX	HSCP Above Scale - X
UCHSMA	HSCP Min Scale - Above Sc X
UCHSMP	HSCP Min Scale - X Prime
UCHSMX	HSCP Min Scale - X
UCHSN	HSCP-(Y) Negotiated [NOT FIRM]
UCHSO1	HSCP Off Scale 1 (Eligible)
UCHSO2	HSCP Off Scale 2 (Ineligible)
UCHSO3	HSCP Off Scale 3 (Decrease)
UCHSP	HSCP - X Prime
UCHSX	HSCP - X
UCHSY	HSCP - (Y) Negotiated [FIRM]
UCMIN	Min Scale - Scale Rate [Acad]
UCMINA	Min Scale - Above Scale [Acad]
UCMINO	Min Scale - Off Scale [Acad]
UCNEG3	Negotiated - BYA Self Support

Step	Action
21.	For this example, select the HSCP-(Y) Negotiated [NOT FIRM] code. Click the UCHSN list item. UCHSN

UCPath Task:
Initiate Pay Rate Change PayPath Transaction
(Acad)

HR Tasks

Salary Administration Plan: APU4 Establishment ID: UCR UC Riverside
 Salary Grade: 1 Step: 1
 FTE: 1.000000 Employee Class: 9 Academic: Faculty
 Appointment End Date: End Job Automatically: ☐

Earnings Distribution Type: By Amount Comp Rate: 11,741.666666 Standard Hours: 40.00 Pay Frequency: UC_FY Fiscal Year

Pay Components

Rate Code	Compensation Frequency
1 UCHSP	Annual
2 UCHSX	Annual
3 UCHSN	Annual

Earnings Distribution

Earnings Code	Comp Rate	Distribution %
1 HSN	HSCP-Negotiated (Y)	
2 HSP	HSCP-Differential (X Prime)	3,358.330000
3 HSR	HSCP-Regular (X)	8,383.340000

UC Job Data

Post Docs Anniversary Date: Academic Duration of Appt: Tenured
 Location Use End Date: Location Use Type:
 Job Data Comments:

Message

Warning – Pay Change action 'PAY' has been selected for Employee with Health Sciences Comp Ratecodes. (32007,37)

Warning – The Pay Rate Change action has been selected and this record has rate codes that may require a change in pay rate. Please review all components of pay and make any necessary adjustments.

OK

Step	Action
22.	Click the OK button.

HR Tasks

Salary Administration Plan: APU4 Establishment ID: UCR UC Riverside
 Salary Grade: 1 Step: 1
 FTE: 1.000000 Employee Class: 9 Academic: Faculty
 Appointment End Date: End Job Automatically: ☐

Earnings Distribution Type: By Amount Comp Rate: 11,741.666666 Standard Hours: 40.00 Pay Frequency: UC_FY Fiscal Year

Pay Components

Rate Code	Comp Rate	Compensation Frequency
1 UCHSP	40,300.000000	Annual
2 UCHSX	100,600.000000	Annual
3 UCHSN		Annual

Earnings Distribution

Earnings Code	Comp Rate	Distribution %
1 HSN	HSCP-Negotiated (Y)	
2 HSP	HSCP-Differential (X Prime)	3,358.330000
3 HSR	HSCP-Regular (X)	8,383.340000

UC Job Data

Post Docs Anniversary Date: Academic Duration of Appt: Tenured
 Location Use End Date: Location Use Type:
 Job Data Comments:

Step	Action
23.	When the UCHSN Rate Code is added to the Pay Components section, a new Earnings Distribution row is automatically added for HSCP-Negotiated (Y) .
24.	Click in the Comp Rate field.
25.	Enter the desired information into the Comp Rate field. For this example, enter 60000 .
26.	When you exit the Pay Components Comp Rate field, UCPath automatically updates the Earning Distribution Comp Rate field. Press [Tab] .
27.	The Pay Frequency defaults from the job code and should only be updated if there is a need to sync up pay cycles between two or more jobs.

HR Tasks

Salary Administration Plan: APU4 Establishment ID: UCR UC Riverside

Salary Grade: 1 Step: 1

FTE: 1.000000 Employee Class: 9 Academic: Faculty

Appointment End Date: End Job Automatically: ☐

Earnings Distribution Type: By Amount Comp Rate: 16,741.666666 Standard Hours: 40.00 Pay Frequency: UC_FY Fiscal Year

Pay Components			Personalize Find	First 1-3 of 3 Last
Rate Code	Comp Rate	Compensation Frequency		
1 UCHSP	40,300.000000	Annual		
2 UCHSX	100,600.000000	Annual		
3 UCHSN	60,000.000000	Annual		

Earnings Distribution				Personalize Find	First 1-3 of 3 Last
Earnings Code		Comp Rate	Distribution %		
1 HSN	HSCP-Negotiated (Y)	5,000.000000	29.870		
2 HSP	HSCP-Differential (X Prime)	3,358.330000	20.060		
3 HSR	HSCP-Regular (X)	8,383.340000	50.070		

UC Job Data

Post Docs Anniversary Date: Academic Duration of Appt: Tenured

Location Use End Date: Location Use Type:

Job Data Comments:

100%

Step	Action
28.	For Job Data updates, enter a comment explaining the update. Click in the Job Data Comments field.
29.	Enter the desired information into the Job Data Comments field. For this example, enter Added Y component .
30.	Click the scroll bar.
31.	Click the Additional Pay Data tab. Additional Pay Data

HR Tasks

Position Data | Job Data | **Additional Pay Data** | New Window | Help | Personalize Page |

Elliot Salinas Employee Empl ID 10067651 Empl Record 1

No Data present for current

New Additional Pay Find | View All First 1 of 1 Last

*Earnings Code: []

Effective Date Find | View All First 1 of 1 Last

*Effective Date: 06/08/2017

Payment Details Find | View All First 1 of 1 Last

Addl Seq #: 1

End Date: [] Reason: Not Specified

Monthly Amount: []

Goal Amount: [] Goal Balance: []

☒ Prorate Additional Pay

Applies To Pay Periods

☒ First ☐ Second ☐ Third

Job Information

Employee Type: Salaried Standard Hours: 40.00

Compensation Rate: \$11,741.666666 Frequency: Evry 4 Wks

Default Job Data

Position: 40159714 PROF-HCOMP

Business Unit: RVCMP UC Riverside Campus

Department: D02012 SOM Cntr, Healthy Communities

Job Code: 001721 PROF-HCOMP

Step	Action
32.	Click the scroll bar.

HR Tasks

☒ Prorate Additional Pay

Applies To Pay Periods

☒ First ☐ Second ☐ Third

Job Information

Employee Type: Salaried Standard Hours: 40.00
Compensation Rate: \$11,741.666666 Frequency: Evry 4 Wks

Default Job Data

Position: 40159714 PROF-HCOMP
Business Unit: RVCMP UC Riverside Campus
Department: D02012 SOM Cntr, Healthy Communities
Job Code: 001721 PROF-HCOMP
FTE: 1.000000
Employee Status: Active Expected Job End Date:

[Save for Later](#) [Save And Submit](#) [Cancel](#) [Supporting Documents](#)

Transaction ID: NEW
Workflow Status: Apprvl Prc
Request Status: In Progress

Initiator's Comments:

User ID: PayPath_User

[Return to Search](#)

[Position Data](#) | [Job Data](#) | [Additional Pay Data](#)

< 100%

Step	Action
33.	Use the Supporting Documents link to attach supporting documentation, if applicable.
34.	Use the Initiator's Comments field, to further explain the transaction for the Approver, if applicable.
35.	Click the Save And Submit button. Save And Submit

HR Tasks

☒ Prorate Additional Pay

Applies To Pay Periods

☒ First ☐ Second ☐ Third

Job Information

Employee Type:	Salaried	Standard Hours:	40.00
Compensation Rate:	\$11,741.66666	Frequency:	Evry 4 Wks

Default Job Data

Position:	40159714	PROF-HCOMP
Business Unit:	RVCMP	UC Riverside Campus
Department:	D02012	SOM Cntr, Healthy Communities
Job Code:	001721	PROF-HCOMP
FTE:	1.000000	
Employee Status:	Active	Expected Job End Date:

[Save for Later](#)
 [Save And Submit](#)
 [Cancel](#)
 [Supporting Documents](#)

Transaction ID 0000003184
 Workflow Status Submitted

Request Status [Pending Approval](#)

Initiator's Comments

User ID PayPath_User

Paypath Staff

Transaction: 0000003184, ID: 10067651, Empl Record: 0: Pending

Paypath Staff

Pending

Step	Action
36.	The transaction is submitted for approval.
37.	You have initiated a pay rate change PayPath transaction for an academic employee. End of Procedure.