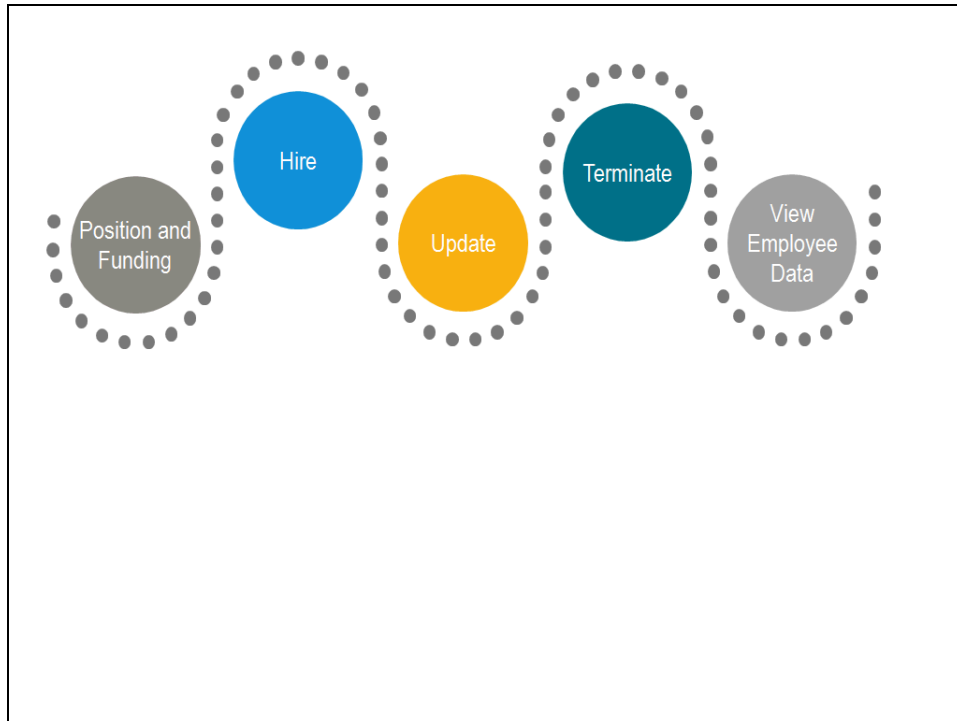


This simulation provides an overview of how to initiate and approve a pay change PayPath transaction in UCPath for an employee named Jose Merced.

This simulation is for informational purposes only. The tasks included in this simulation are performed by those with the appropriate UCPath security role.



Step	Action
1.	<p>The following tasks are covered in this demonstration:</p> <ul style="list-style-type: none">- Initiate a pay change PayPath transaction (Location PayPath Initiator).- Approve a pay change PayPath transaction (Location PayPath Approver). <p>Note: PayPath transactions are not reviewed by UCPC WFA Production. After the Location approval process is complete, the change is saved in UCPath.</p>

New Window | Help

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 = ▼



Step	Action
2.	Location PayPath Initiators use the PayPath Actions page to initiate various position, job data and additional pay changes. This example demonstrates a pay rate change.
3.	Enter search criteria to locate the employee. For this example, search by name. Click in the Name field. <div style="border: 1px solid #ccc; height: 20px; width: 150px; margin-top: 5px;"></div>
4.	Enter the desired information into the Name field. For this example, enter jose .
5.	Click the Search button. <div style="text-align: center; margin-top: 10px;"><input type="button" value="Search"/></div>

PayPath Actions New Window | Help

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 Results**

300 rows - Name "jose" - Only the first 300 rows can be displayed. Refine your search to see more.

Empl ID	Empl Record	Name	Business Unit	Position Number	Department	Department Description	Job Code	Job Code Description
10033264	0	Jose Merced	RVCMP	40005608	D01200	Plant Administration	007738	PROCUREMENT AN

Step	Action
6.	The Search Results show all rows matching your search criteria.
7.	Click the scroll bar to review more data.
8.	Click the Select button to open the employee's data. >

Position Data | Job Data | Additional Pay Data

Jose Merced Employee Empl ID 10033264 Empl Record 0

Position Data

Position Number: 40005608 PROCUREMENT ANL 4 Action: POS Position Change
Effective Date: 09/04/2018 Position Change Reason:

New Values to update	Existing Values
Business Unit: RVCMP UC Riverside Campus	Current Effective Date: 08/01/2018
Department ID: D01200 Plant Administration	Business Unit: RVCMP UC Riverside Campus
Location: P5487 CORP A	Department: D01200 Plant Administration
Job Code: 007738 PROCUREMENT ANL 4	Location: P5487 CORP A
Union Code: 99 Non-Represented	Job Code: 007738 PROCUREMENT ANL 4
FLSA Status: Exempt	Union Code: 99 Non-Represented
Reports To Position: 40022388 ADMIN MGR 2	FLSA Status: Exempt
Sal Admin Plan: CTRV	Reports To Position: 40022388 ADMIN MGR 2
Salary Grade: 23	Sal Admin Plan: CTRV
Standard Hours: 40.00	Salary Grade: 23
FTE: 1.000000	Standard Hours: 40.00
	FTE: 1.000000

Mail Drop: P5487 Adds to FTE Actual Count: ☒
Position Pool: Include FTE: ☒
Employee Relations Code: All Others, Not Confidential Representation Code: Covered

Step	Action
9.	<p>The PayPath Actions component appears and displays the employee's current information. The fields and values displayed on these pages are slightly different depending on if the employee is Staff or Academic.</p> <p>This component provides access to three pages where employee updates can be entered:</p> <ul style="list-style-type: none"> - Position Data - Job Data - Additional Pay Data <p>This example demonstrates a change to a staff employee's pay, which is completed on the Job Data page.</p>
10.	<p>Click the Job Data tab.</p> <p>Job Data</p>

The screenshot shows the UCPath Job Data page for employee Jose Merced. The page is divided into several sections: Position Data, Job Data, and Additional Pay Data. The Job Data section is currently active, displaying various fields for the employee's current job information. At the top, the employee's name, ID, and status are shown. Below this, there are links for 'Funding Entry Page', 'Work Force Job Summary', and 'Person Org Summary'. The main section contains fields for Effective Date, Effective Sequence, Action, and Action Reason. A summary table shows the current effective date, sequence, action, and reason. Below this, a detailed list of job attributes is provided, including Position Number, Business Unit, Department, Location Code, Job Code, Union Code, Reports To Position Number, FLSA Status, Salary Administration Plan, Salary Grade, FTE, Appointment End Date, Establishment ID, Step, Employee Class, and Pay Frequency. The bottom of the page shows the Earnings Distribution Type, Comp Rate, Standard Hours, and Pay Frequency.

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

Jose Merced Employee Empl ID 10033264 Empl Record 0 [Funding Entry Page](#)
 Staff: Career 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: 09/04/2018 Action:
 Effective Sequence: 0 Action Reason:

Current Effective Date: 08/01/2018	Current Action: HIR	Hire
Current Eff Sequence: 0	Current Action Reason: HIR	Hire - No Prior UC Affiliation

Position Number: 40005608 PROCUREMENT ANL 4
 Business Unit: RVCMP UC Riverside Campus
 Department: D01200 Plant Administration
 Location Code: P5487 CORP A
 Job Code: 007738 PROCUREMENT ANL 4
 Union Code: 99 Non-Represented
 Reports To Position Number: 40022388 ADMIN MGR 2 10031763 Chance Mallor

FLSA Status: Exempt
 Salary Administration Plan: CTRV Establishment ID: UCR UC Riverside
 Step:
 Salary Grade: 23 Employee Class: 2 Staff: Career
 FTE: 1.000000
 Appointment End Date:

Earnings Distribution Type: None Comp Rate: 9,166.66667 Standard Hours: 40.00 Pay Frequency: Monthly

Step	Action
11.	<p>The Job Data page displays the employee's current job information.</p> <p>You can click the Workforce Job Summary link to view all job data actions (historical, current and future-dated rows) for this employee.</p> <p>You can click the Person Org Summary link to view all current organizational relationships and assignments this employee has with UC, across all Business Units.</p>
12.	Changes can be made by indicating when the change should occur (Effective Date), the type of change (Action) and the reason for the change (Action Reason), and then updating the appropriate field(s).
13.	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.
14.	<p>Click the Look up Action button.</p> 

UCPath Task:
Employee Lifecycle - Initiate and Approve Pay
Change PayPath Transaction

The screenshot shows the UCPath 'Job Data' page for employee Jose Merced (Empl ID 10033264). A 'Look Up Action' dialog box is open, displaying search results for 'Action'. The results list includes: DTA (Data Change), JED (Earnings Distribution Change), **PAY** (Pay Rate Change), POS (Position Change), RES (Reserve/Faculty Abeyance), RFR (Return from Reserve/Abeyance), RWB (Return from Work Break), and SWB (Short Work Break). The 'PAY' option is highlighted in orange. The background page shows various job data fields such as Effective Date (9/3/2018), Position Number (40005608), and Salary Grade (23).

Step	Action
15.	<p>Select the appropriate Job Data Action code.</p> <p>For this example, click the PAY link to indicate this is a pay rate change.</p> <p><u>PAY</u></p>

Position Data | Job Data | Additional Pay Data

New Window | Help |

Jose Merced Employee Empl ID 10033264 Empl Record 0 [Funding Entry Page](#)
Staff: Career 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: 9/3/2018 Action: PAY Pay Rate Change
Effective Sequence: 0 Action Reason:

Current Effective Date: 08/01/2018 Current Action: HIR Hire
Current Eff Sequence: 0 Current Action Reason: HIR Hire - No Prior UC Affiliation

Position Number: 40005608 PROCUREMENT ANL 4
Business Unit: RVCMP UC Riverside Campus
Department: D01200 Plant Administration
Location Code: P5487 CORP A
Job Code: 007738 PROCUREMENT ANL 4
Union Code: 99 Non-Represented
Reports To Position Number: 40022388 ADMIN MGR 2 10031763 Chance Mallor
FLSA Status: Exempt
Salary Administration Plan: CTRV Establishment ID: UCR UC Riverside
Salary Grade: 23 Step:
FTE: 1.000000 Employee Class: 2 Staff: Career
Appointment End Date:

Earnings Distribution Type: None Comp Rate: 9,166.66667 Standard Hours: 40.00 Pay Frequency: M Monthly

Step	Action
16.	Click the Look up Action Reason button. 

Position Data | Job Data | Additional Pay Data

New Window | Help |

Jose Merced Employee
Staff: Career

Job Data Find | View All First 1 of 1 L

Effective Date: 9/3/2018
Effective Sequence: 0

Current Effective Date: 08/01/2018
Current Eff Sequence: 0

Position Number: 40005608
Business Unit: RVCMP
Department: D01200
Location Code: P5487
Job Code: 007738
Union Code: 99
Reports To Position Number: 40022388
FLSA Status: Exempt
Salary Administration Plan: CTRV
Salary Grade: 23
FTE: 1.000000
Appointment End Date:

Earnings Distribution Type: None Comp Rate: 9,166.66667 Standard Hours: 40.00 Pay Frequency: M Monthly

Look Up Action Reason

Search by: Action Reason begins with

Look Up Cancel Advanced Lookup

Search Results

Action Reason	Description
ATB	Across-The-Board
DEM	Demotion
EQU	Equity
JRD	Job Reclass - Downward
JRL	Job Reclass - Lateral
JRU	Job Reclass - Upward
MER	Merit
MIN	Bring To Meet Minimum
PRO	Promotion/Academic Promotion
REF	Range Adjustment/Comp Refresh
STI	Step Increase/Progression

Step	Action
17.	<p>Select the appropriate Action Reason code.</p> <p>For this example, click the MIN link to indicate this is a pay rate change to increase the employee's pay to meet the minimum.</p> <p>MIN</p>

The screenshot displays the UCPath Job Data form for Jose Merced. The form is divided into several sections: Position Data, Job Data, and Additional Pay Data. The Job Data section is currently active, showing details for the employee's current position and action. The 'Action' is set to 'PAY' (Pay Rate Change) and the 'Action Reason' is set to 'MIN' (Bring To Meet Minimum). The form also displays various employee attributes such as Effective Date, Effective Sequence, Current Effective Date, Current Action, Current Action Reason, Position Number, Business Unit, Department, Location Code, Job Code, Union Code, Reports To Position Number, FLSA Status, Salary Administration Plan, Salary Grade, FTE, Appointment End Date, Earnings Distribution Type, Comp Rate, Standard Hours, and Pay Frequency.

Step	Action
18.	Click the scroll bar.

Salary Administration Plan: CTRV Establishment ID: UCR UC Riverside

Salary Grade: 23 Step:

FTE: 1.000000 Employee Class: 2 Staff: Career

Appointment End Date:

Earnings Distribution Type: None Comp Rate: 9,166.66667 Standard Hours: 40.00 Pay Frequency: Monthly

Pay Components Personalize | Find | First 1 of 1 Last

Rate Code	Comp Rate	Compensation Frequency
1 UCANNL	110,000.000000	Annual

Earnings Distribution Personalize | Find | First 1 of 1 Last

Earnings Code	Comp Rate	Distribution %
1		

UC Job Data

ERIT/Phased Retirement End Dt: Probation Code: Within Probation Trial Employment End Date: PY Career Duration:

Location Use End Date: Location Use Type: Probation End Date: 02/01/2019

Job Data Comments:

Return to Search

Position Data | Job Data | Additional Pay Data

Step	Action
19.	Click in the Comp Rate field. 110,000.000000
20.	Enter the desired information into the Comp Rate field. For this example, enter 115000 .
21.	Add Job Data Comments to describe the changes that were entered. These comments are copied to the Note Pad within the employee's Job Data . Click in the Job Data Comments field. <div></div>
22.	Enter the desired information into the Job Data Comments field. For this example, enter Pay increase to bring to minimum .
23.	Click the scroll bar.

UCPath Task: Employee Lifecycle - Initiate and Approve Pay Change PayPath Transaction



UCPath

Position Data | Job Data | Additional Pay Data

Jose Merced Employee Empl ID 10033264 Empl Record 0 [Funding Entry Page](#)
 Staff: Career HR Status: Active Payroll Status: Active [Work Force Job Summary](#)
[Person Org Summary](#)

Job Data Find | View All First 1 of 1 Last

Effective Date: 9/3/2018 Action: PAY Pay Rate Change
 Effective Sequence: 0 Action Reason: MIN Bring To Meet Minimum

Current Effective Date: 08/01/2018 Current Action: HIR Hire
 Current Eff Sequence: 0 Current Action Reason: HIR Hire - No Prior UC Affiliation

Position Number: 40005608 PROCUREMENT ANL 4
 Business Unit: RVCMP UC Riverside Campus
 Department: D01200 Plant Administration
 Location Code: P5487 CORP A
 Job Code: 007738 PROCUREMENT ANL 4
 Union Code: 99 Non-Represented
 Reports To Position Number: 40022388 ADMIN MGR 2 10031763 Mark Chancellor
 FLSA Status: Exempt
 Salary Administration Plan: CTRV Establishment ID: UCR UC Riverside
 Salary Grade: 23 Step:
 FTE: 1.000000 Employee Class: 2 Staff: Career
 Appointment End Date:

Earnings Distribution Type: None Comp Rate: 9,583.333333 Standard Hours: 40.00 Pay Frequency: M Monthly

Step	Action
24.	Click the Additional Pay Data tab. <div>Additional Pay Data</div>

Position Data | Job Data | Additional Pay Data

Jose Merced Employee Empl ID 10033264 Empl Record 0

New Additional Pay Find | View All First 1 of 1 Last
 *Earnings Code:
 Effective Date: 09/04/2018
 *Effective Date: 09/04/2018

Payment Details Find | View All First 1 of 1 Last

Addl Seq #: 1
 End Date: Reason: Not Specified
 Pay Period Amt:
 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: \$9,166.66667 Frequency: Monthly

Default Job Data

Position: 40005608 PROCUREMENT ANL 3
 Business Unit: RVCMP UC Riverside Campus
 Department: D01200 Plant Administration
 Job Code: 007738 PROCUREMENT ANL 4
 FTE: 1.000000

No Data present for current Additional Pay

Step	Action
25.	Scroll down to display the Save And Submit button.

☒ Prorate Additional Pay

Applies To Pay Periods

☒ First ☐ Second ☐ Third

Job Information

Employee Type: Salaried Standard Hours: 40.00

Compensation Rate: \$9,166.66667 Frequency: Monthly

Default Job Data

Position: 40005608 PROCUREMENT ANL 3

Business Unit: RVCMP UC Riverside Campus

Department: D01200 Plant Administration

Job Code: 007738 PROCUREMENT ANL 4

FTE: 1.000000

Employee Status: Active Expected Job End Date:

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

Transaction ID: NEW

Workflow Status: Apprvl Prc

Request Status: In Progress

Initiator's Comments

User ID: 10173879 Anitia Apptor

[Return to Search](#)

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

Step	Action
26.	You can attach supporting documents, if needed.
27.	You can also enter notes to the Approver to further explain the data change.
28.	Click the Save And Submit button.

[Save And Submit](#)

UCPath Transaction ID: P000023761

Applies To Pay Periods

☒ First ☐ Second ☐ Third

Job Information

Employee Type: Salaried Standard Hours: 40.00
Compensation Rate: \$9,166.66667 Frequency: Monthly

Default Job Data

Position: 40005608 PROCUREMENT ANL 3
Business Unit: RVCMP UC Riverside Campus
Department: D01200 Plant Administration
Job Code: 007738 PROCUREMENT ANL 4
FTE: 1.000000
Employee Status: Active Expected Job End Date:

Save for Later Cancel Upload | View Supporting Documents

Transaction ID: P000023761
Workflow Status: Submitted
Request Status: Pending Approval

Initiator's Comments:

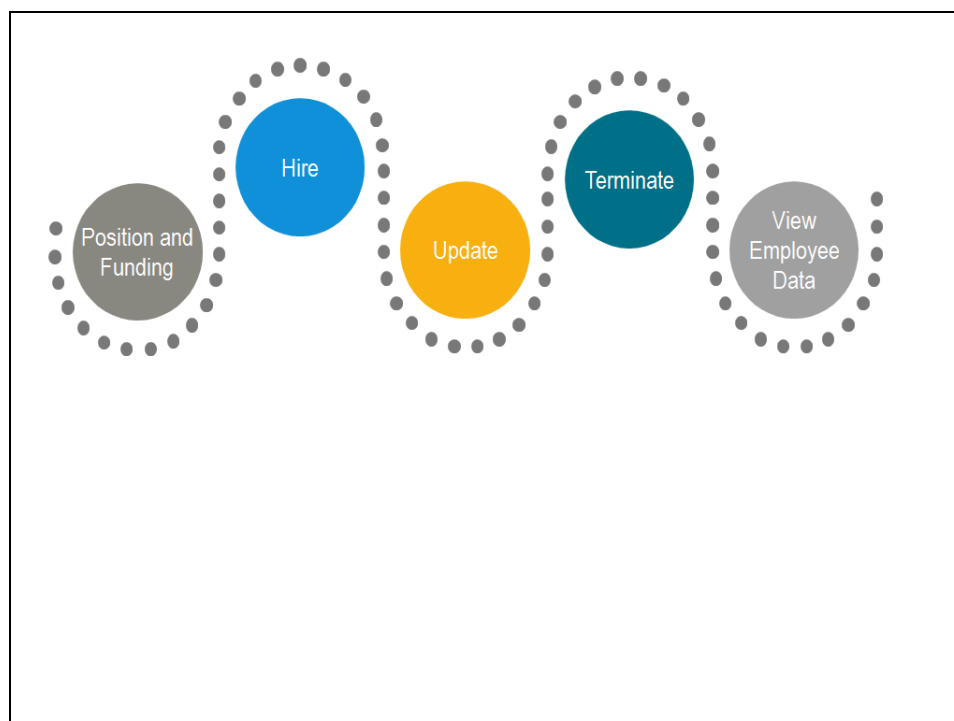
User ID: 10173879 Anita Apptor

Paypath Staff

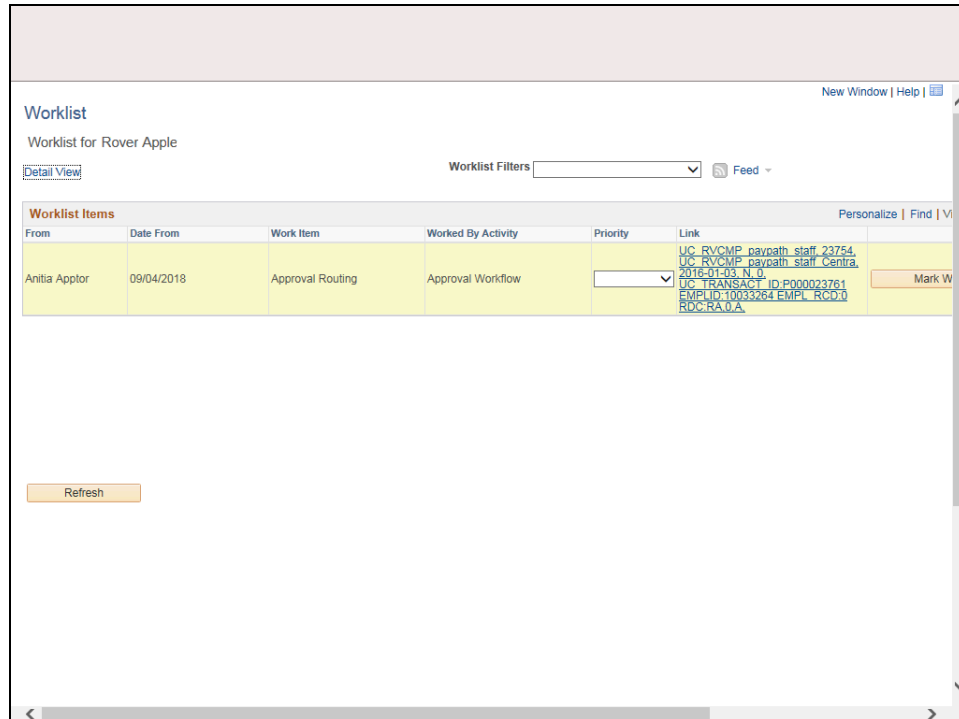
Transaction: P000023761, ID: 10033264, Empl Record: 0:Pending

Paypath Staff
Pending
Multiple Approvers
UC AIME Approver At

Step	Action
29.	The pay change PayPath transaction has been Submitted for approval.



Step	Action
30.	The next task demonstrates how a Location PayPath Approver reviews and approves the pay change PayPath transaction.



Step	Action
31.	<p>The Location Template Approver can access transactions that need approval from the email notification or by navigating to their Worklist.</p> <p>Worklist can be accessed from the dashboard or from a Homepage.</p> <p>Workforce Administration (Homepage) > Approvals (Tile) > My Worklist - Summary View</p> <p>For this example, the template transaction is accessed from the Workforce Administration Homepage.</p>

Worklist

Worklist for Rover Apple

[Detail View](#) Worklist Filters

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark W
Anita Apptor	09/04/2018	Approval Routing	Approval Workflow	<input type="text"/>	UC_RVCMP_paypath_staff_23754 UC_RVCMP_paypath_staff_Centra 2016-01-03_N_0 UC_TRANSACT_ID:P000023761 EMPLID:10033264 EMPL_RCD:0 RDC:RA.0.A.	<input type="button" value="Mark W"/>

Step	Action
32.	The Worklist page displays all transactions that require action.
33.	Click the UC_RVCMP_paypath_staff link to access the PayPath transaction. UC_RVCMP_paypath_staff_23754 UC_RVCMP_paypath_staff_Centra 2016-01-03_N_0 UC_TRANSACT_ID:P000023761 EMPLID:10033264 EMPL_RCD:0 RDC:RA.0.A.

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

Jose Merced Employee Empl ID 10033264 Empl Record 0

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: 09/04/2018

Payment Details Find | View All First 1 of 1 Last

Addl Seq #: 1 Reason: Not Specified

End Date:

Pay Period Amt:

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: \$9,166.66667 Frequency: Monthly

Default Job Data

Position: 40005608 PROCUREMENT ANL 3

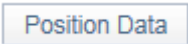
Business Unit: RVCMP UC Riverside Campus

Department: D01200 Plant Administration

Job Code: 007738 PROCUREMENT ANL 4

FTE: 1.000000

Employee Status: Active Expected Job End Date:

Step	Action
34.	For PayPath transactions that require approval, the Additional Pay Data page appears. This is the third tab of the PayPath Actions component, where the approve action is performed. However, the PayPath transaction must be reviewed before it is approved.
35.	Click the Position Data tab. 

UCPath Task:
Employee Lifecycle - Initiate and Approve Pay
Change PayPath Transaction

Position Data Job Data Additional Pay Data New Window | Help |

Jose Merced Employee Empl ID 10033264 Empl Record 0

[Position Data](#)

Position Data

Position Number: 40005608 PROCUREMENT ANL 4 Action:


Effective Date: 09/03/2018 Position Change Reason:

New Values to update	Existing Values
Business Unit: RVCMP UC Riverside Campus	Current Effective Date: 08/01/2018
Department ID: D01200 Plant Administration	Business Unit: RVCMP UC Riverside Campus
Location: P5487 CORP A	Department: D01200 Plant Administration
Job Code: 007738 PROCUREMENT ANL 4	Location: P5487 CORP A
Union Code: 99 Non-Represented	Job Code: 007738 PROCUREMENT ANL 4
FLSA Status: Exempt	Union Code: 99 Non-Represented
Reports To Position: 40022388 ADMIN MGR 2	FLSA Status: Exempt
Sal Admin Plan: CTRV	Reports To Position: 40022388 ADMIN MGR 2
Salary Grade: 23	Sal Admin Plan: CTRV
Standard Hours: 40.00	Salary Grade: 23
FTE: 1.000000	Standard Hours: 40.00
	FTE: 1.000000

Mail Drop: P5487 Adds to FTE Actual Count: ☒

Position Pool: Include FTE: ☒

Employee Relations Code: All Others, Not Confidential Representation Code: Covered

Step	Action
36.	There is no Action or Position Change Reason displayed for this page, therefore there are no updates on the page.
37.	Click the Job Data tab. 

Position Data | Job Data | Additional Pay Data

New Window | Help |

Jose Merced Employee Empl ID 10033264 Empl Record 0 [Funding Entry Page](#)
Staff: Career 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: 09/03/2018 Action: **PAY** Pay Rate Change
Effective Sequence: 0 Action Reason: **MIN** Bring To Meet Minimum

Current Effective Date: 08/01/2018 Current Action: HIR Hire
Current Eff Sequence: 0 Current Action Reason: HIR Hire - No Prior UC Affiliation

Position Number: 40005608 PROCUREMENT ANL 4
Business Unit: RVCMP UC Riverside Campus
Department: D01200 Plant Administration
Location Code: P5487 CORP A
Job Code: 007738 PROCUREMENT ANL 4
Union Code: 99 Non-Represented

Reports To Position Number: 40022388
FLSA Status: Exempt
Salary Administration Plan: CTRV Establishment ID: **UCR** UC Riverside
Salary Grade: 23 Step:
FTE: 1.000000 Employee Class: **2** Staff: Career
Appointment End Date:

Earnings Distribution Type: None Comp Rate: 9,583.33333 Standard Hours: 40.00 Pay Frequency: M Monthly

Step	Action
38.	Updated information appears in blue text. Review the updated information starting with the Effective Date , Action and Action Reason fields.
39.	Click the scroll bar.

FLSA Status: Exempt
Salary Administration Plan: CTRV Establishment ID: **UCR** UC Riverside
Salary Grade: 23 Step:
FTE: 1.000000 Employee Class: **2** Staff: Career
Appointment End Date:

Earnings Distribution Type: None Comp Rate: 9,583.33333 Standard Hours: 40.00 Pay Frequency: M Monthly

Pay Components Personalize | Find | 1 of 1 Last
Rate Code Comp Rate Compensation Frequency
1 UCANNL 115,000.000000 Annual

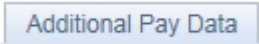
Earnings Distribution Personalize | Find | 1 of 1 Last
Earnings Code Comp Rate Distribution %
1

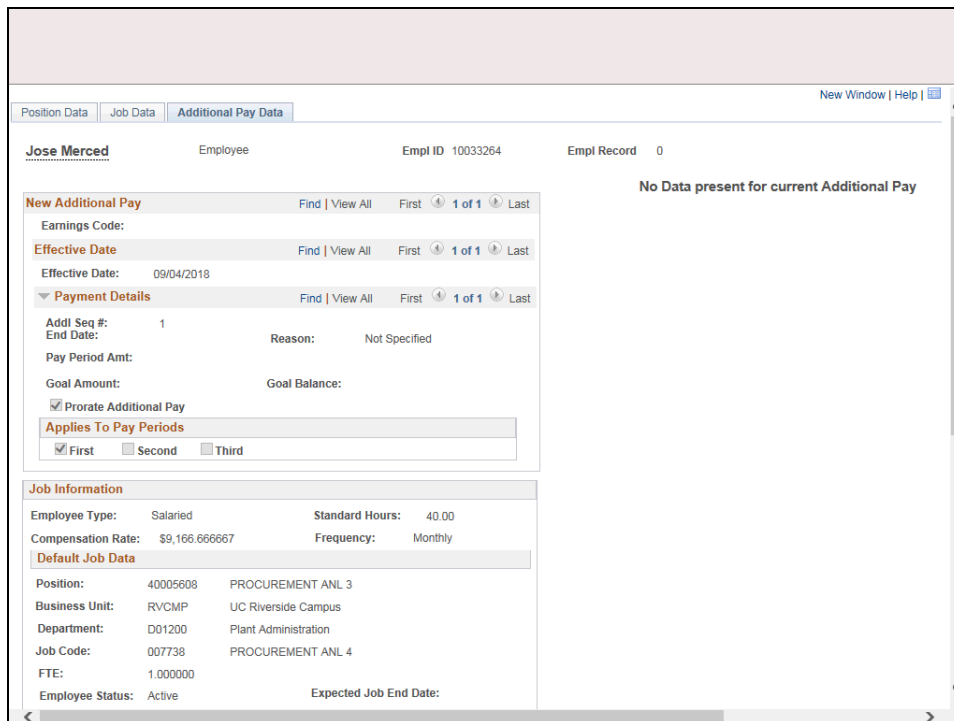
UC Job Data
ERIT/Phased Retirement End Dt: Trial Employment End Date:
Probation Code: **Within Probation** PY Career Duration:
Location Use End Date: Probation End Date: 02/01/2019
Location Use Type:

Job Data Comments: Pay increase to bring to minimum.

[Return to Search](#)

Position Data | Job Data | Additional Pay Data

Step	Action
40.	Review any blue updated fields. In this example, review the two Comp Rate fields.
41.	Click the scroll bar.
42.	Click the Additional Pay Data tab. 



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

Jose Merced Employee Empl ID 10033264 Empl Record 0

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: 09/04/2018

Payment Details Find | View All First 1 of 1 Last

Addl Seq #: 1 Reason: Not Specified

End Date:

Pay Period Amt:

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: \$9,166.66667 Frequency: Monthly

Default Job Data

Position: 40005608 PROCUREMENT ANL 3

Business Unit: RVCMP UC Riverside Campus

Department: D01200 Plant Administration

Job Code: 007738 PROCUREMENT ANL 4

FTE: 1.000000

Employee Status: Active Expected Job End Date:

Step	Action
43.	Click the scroll bar.

Default Job Data

Position: 40005608

Business Unit: RVCMP

Department: D01200

Job Code: 007738

FTE: 1.000000

Employee Status: Active

PROCUREMENT ANL 3

UC Riverside Campus

Plant Administration

PROCUREMENT ANL 4

Expected Job End Date:

Approve

Deny

Upload \ View Supporting Documents

Transaction ID P000023761

Workflow Status Submitted

Request Status Pending Approval

Initiator's Comments

User ID 10173879 Anita Apptor

Approver's Comments

Paypath Staff

Transaction: P000023761, ID: 10033264, Empl Record: 0:Pending

Pending

Multiple Approvers

UC AWE Approver 01

Return to Search

Position Data | Job Data | Additional Pay Data

Step	Action
44.	Review any Supporting Documents and Initiator's Comments , if applicable. You can also enter Approver's Comments , if needed.
45.	If the pay change is complete and accurate, click the Approve button. <div>Approve</div>

Job Information

Employee Type: Salaried Standard Hours: 40.00
Compensation Rate: \$9,166.666667 Frequency: Monthly

Default Job Data

Position: 40005608 PROCUREMENT ANL 3
Business Unit: RVCMP UC Riverside Campus
Department: D01200 Plant Administration
Job Code: 007738 PROCUREMENT ANL 4
FTE: 1.000000
Employee Status: Active Expected Job End Date:

[Upload \ View Supporting Documents](#)

Transaction ID: P000023761
Workflow Status: Approved
Request Status: [Saved to Database](#)

Initiator's Comments:

User ID: 10173879 Anita Apptor
Approver's Comments:

Paypath Staff

▶ Transaction: P000023761, ID: 10033264, Empl Record: 0:Approved

[Return to Search](#)

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

Step	Action
46.	The pay change PayPath transaction is approved.

New Window | Help |

Worklist

Worklist for UC_AWE_ITSSWFA_APPR_RVCMP: AWE ITSS WFA Approve

[Detail View](#) Worklist Filters: [Feed](#)

Worklist Items

Personalize | Find | View All |

First 1 of 1 Last

From	Date From	Work Item	Worked By Activity	Priority	Link

[Refresh](#)

Step	Action
47.	The approved template transaction is removed from the Worklist .
48.	You have viewed a simulation of how to initiate and approve a pay change PayPath transaction in UCPath for Jose Merced. End of Procedure.