

Use this task to initiate a short work break PayPath transaction. The steps in this procedure can be used for academic or staff employees.

This simulation demonstrates only the short work break entry.

**Navigation:** Menu > UC Customizations > UC Extensions > **PayPath Actions**

**OR**

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

Step	Action
1.	<p>After you navigate to the <b>PayPath Actions</b> component, the system displays the <b>Find an Existing Value</b> tab, which you use to search for the appropriate employee record.</p> <p>Enter search criteria in one or more of the search fields on this page.</p>
2.	<p>Employee ID is the most accurate field to use in a search.</p> <p>Click in the <b>Empl ID</b> field.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>
3.	<p>Enter the desired information into the <b>Empl ID</b> field.</p> <p>For this example, enter <b>10003896</b>.</p>

Step	Action
4.	Click the <b>Search</b> 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 Choose from recent searches   Saved Searches Choose from saved searches

Empl ID

Empl Record

Name

Business Unit

Position Number

Department

Job Code

Employee Classification

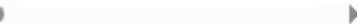
Employee Status

[^ Show fewer options](#)

Case Sensitive

**Search Results**

Empl ID	Empl Record	Name	Business Unit	Position Number	Department	Department Description	Job Code	Job Code Description
10003896	0	Kathleen Eisenberg	SFCMP	40635710	469022	E_Clinical Enterprise Comp	006527	REGLAND CMLPNC HC MGR 3

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

**HR Tasks**

Position Data | Job Data | Additional Pay Data

Kathleen Eisenberg Employee Empl ID 10003896 Empl Record 1

Position Data

Position Number: 40026936 STDT 2 Action: POS Position Change  
Effective Date: 06/07/2017 Position Change Reason:

New Values to update	Existing Values
Business Unit: LACMP UCLA Campus	Current Effective Date: 01/29/2017
Department ID: 316500 Office Of Residential Life (Av)	Business Unit: LACMP UCLA Campus
Location: 137507 Bradley	Department: 316500 Office Of Residential Life (Av)
Job Code: 004921 STDT 2	Location: 137507 Bradley
Union Code: 99 Non-Represented	Job Code: 004921 STDT 2
FLSA Status: Nonexempt	Union Code: 99 Non-Represented
Reports To Position:	FLSA Status: Nonexempt
Sal Admin Plan: STLA	Reports To Position:
Salary Grade: 2	Sal Admin Plan: STLA
Standard Hours: 2.40	Salary Grade: 2
FTE: 0.060000	Standard Hours: 2.40
	FTE: 0.060000

Mail Drop: 137507 Adds to FTE Actual Count:   
Position Pool: Include FTE:

javascript:submitAction\_win0(document.win0,'UC\_E102\_PP\_WRK\_POSITION\_BTN'); 100%

Step	Action
7.	The <b>PayPath Actions</b> page displays the <b>Position Data</b> tab. Navigate to the appropriate tab for the update you must enter.  For this example, short work break, navigate to the <b>Job Data</b> tab.
8.	Click the <b>Job Data</b> tab.  

**HR Tasks**

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

New Window | Help | Personalize Page

**Kathleen Eisenberg** Employee Empl ID 10003896 Empl Record 1

Student: Casual/Restricted HR Status: Active Payroll Status: Active [Work Force Job Summary](#)  
[Person Org Summary](#)

**Job Data** Find | View All First 1 of 1

Effective Date: 06/07/2017 Action:

Effective Sequence: 0 Action Reason:

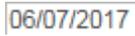
Current Effective Date: 01/29/2017 Current Action: DTA Data Change  
Current Eff Sequence: 0 Current Action Reason: CNV CONV: Conversion row

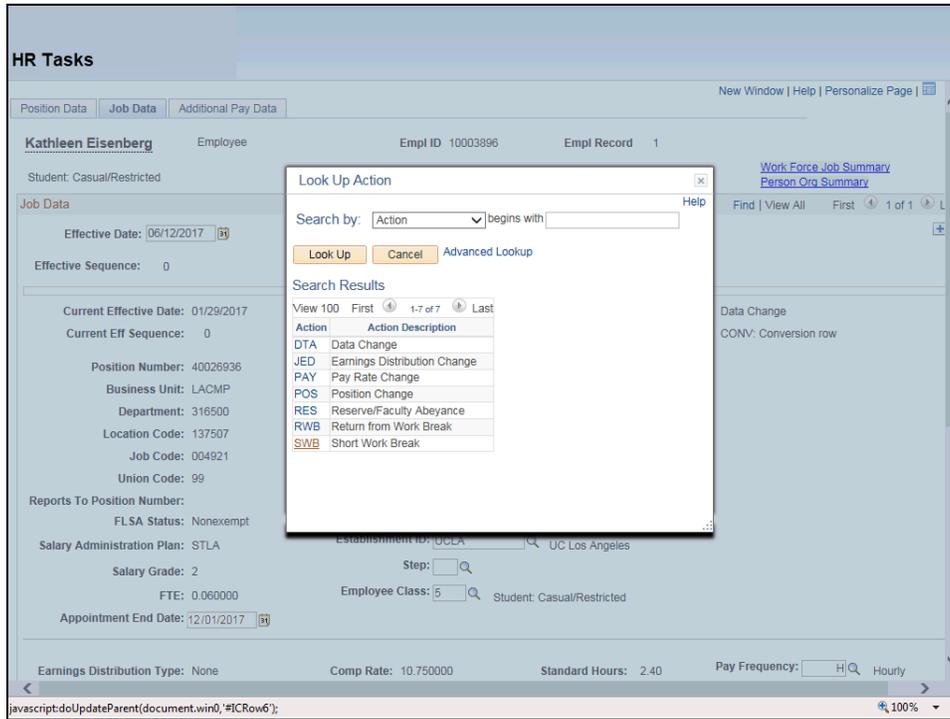
Position Number: 40026936 STDT 2  
Business Unit: LACMP UCLA Campus  
Department: 316500 Office Of Residential Life (Av)  
Location Code: 137507 Bradley  
Job Code: 004921 STDT 2  
Union Code: 99 Non-Represented

Reports To Position Number:  
FLSA Status: Nonexempt  
Salary Administration Plan: STLA Establishment ID: UCLA UC Los Angeles  
Step:    
Salary Grade: 2 Employee Class: 5 Student: Casual/Restricted  
FTE: 0.060000  
Appointment End Date: 12/01/2017

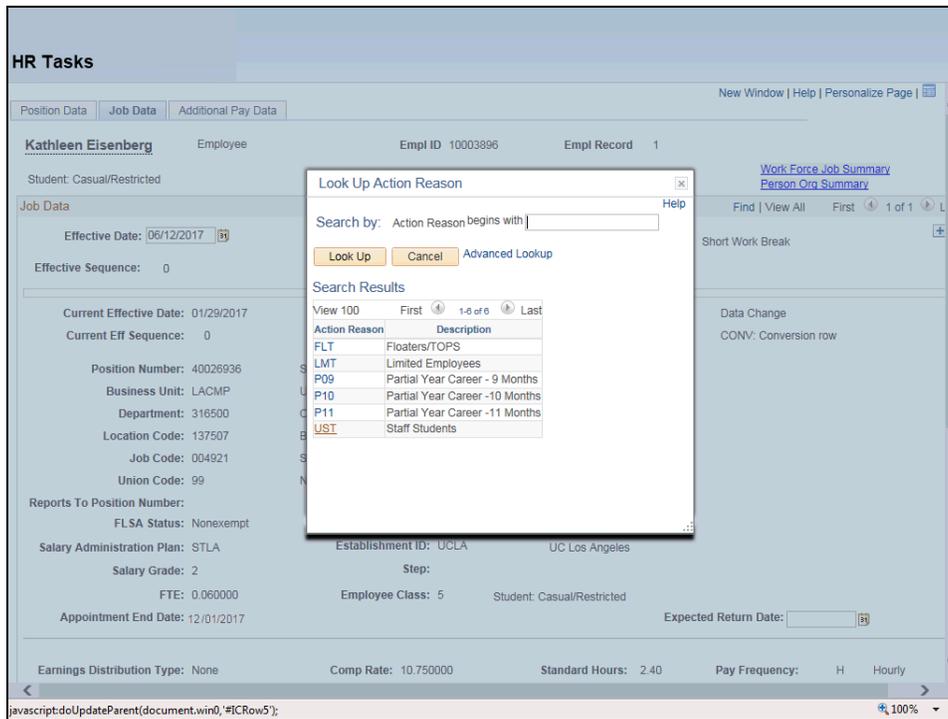
Earnings Distribution Type: None Comp Rate: 10.750000 Standard Hours: 2.40 Pay Frequency:  Hourly

javascrip:DatePrompt\_win0('UC\_E102\_PP\_JOB\_EFFDTS0','UC\_E102\_PP\_JOB\_EFFDTS0','prompt\$0','450',true);

Step	Action
9.	Before entering the update, you must identify the <b>Effective Date</b> , <b>Action</b> and <b>Action Reason</b> .
10.	The <b>Effective Date</b> 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 <b>Effective Date</b> field. 
12.	Enter the desired information into the <b>Effective Date</b> field.  For this example, enter <b>06/12/2017</b> .
13.	Click the <b>Look up Action</b> button. 



Step	Action
14.	Click the <b>SWB</b> (short work break) link. 
15.	Click the <b>Look up Action Reason</b> button. 



Step	Action
16.	Select the appropriate <b>Action Reason</b> code.  For this example, click the <b>UST</b> (staff students) list item.  <u>UST</u>
17.	After the <b>SWB Action</b> is selected the <b>Expected Return Date</b> field appears.  This field is required.
18.	Click the scroll bar.
19.	Review the <b>Appointment End Date</b> field. If present, this date should not be prior to the <b>Expected Return Date</b> for the short work break.  If the <b>Appointment End Date</b> is before the <b>Expected Return Date</b> , then you must first extend the <b>Appointment End Date</b> ( <b>Effective Seq 0</b> ) then add a row to enter the short work break ( <b>Effective Seq 1</b> ).

**HR Tasks**

FLSA Status: Nonexempt  
 Salary Administration Plan: STLA Establishment ID: UCLA UC Los Angeles  
 Salary Grade: 2 Step:  
 FTE: 0.060000 Employee Class: 5 Student: Casual/Restricted  
 Appointment End Date: 12/01/2017 Expected Return Date:

Earnings Distribution Type: None Comp Rate: 10.750000 Standard Hours: 2.40 Pay Frequency: H Hourly

Pay Components			Personalize   Find	First	1 of 1	Last
Rate Code	Comp Rate	Compensation Frequency				
1 UCHRLY	10.750000	Hourly				

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

**UC Job Data**

ERIT/Phased Retirement End Dt: Trial Employment End Date:  
 Probation Code: None PY Career Duration:  
 Location Use End Date: Probation End Date:  
 Location Use Type:

Job Data Comments:

[Return to Search](#)

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

< 100%

Step	Action
20.	Click in the <b>Expected Return Date</b> field. <input type="text"/>
21.	Enter the desired information into the <b>Expected Return Date</b> field. For this example, enter <b>8/15/2017</b> .
22.	For <b>Job Data</b> updates, enter a comment explaining the update. Click in the <b>Job Data Comments</b> field. <input type="text"/>
23.	Enter the desired information into the <b>Job Data Comments</b> field. For this example, enter <b>SWB until 8/15/17</b> .
24.	Click the scroll bar.
25.	Click the <b>Additional Pay Data</b> tab. <input type="button" value="Additional Pay Data"/>

**HR Tasks** New Window | Help | Personalize Page

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

**Kathleen Eisenberg** Employee Empl ID 10003896 Empl Record 1

No Data present for curre

**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: 06/07/2017

**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: Hourly Standard Hours: 2.40  
Compensation Rate: \$10.750000 Frequency: Hourly

**Default Job Data**

Position: 40026936 STDT 2  
Business Unit: LACMP UCLA Campus  
Department: 316500 Office Of Residential Life (Av)  
Job Code: 004921 STDT 2

Step	Action
26.	Click the scroll bar.

**HR Tasks**

Goal Amount:  Goal Balance:

Prorate Additional Pay

**Applies To Pay Periods**

First  Second  Third

**Job Information**

Employee Type: Hourly Standard Hours: 2.40  
Compensation Rate: \$10.750000 Frequency: Hourly

**Default Job Data**

Position: 40026936 STDT 2  
Business Unit: LACMP UCLA Campus  
Department: 316500 Office Of Residential Life (Av)  
Job Code: 004921 STDT 2  
FTE: 0.060000  
Employee Status: Active Expected Job End Date: 12/01/2017

Save for Later Save And Submit Cancel Supporting Documents

Transaction ID NEW  
Workflow Status Apprvl Prc  
Request Status In Progress

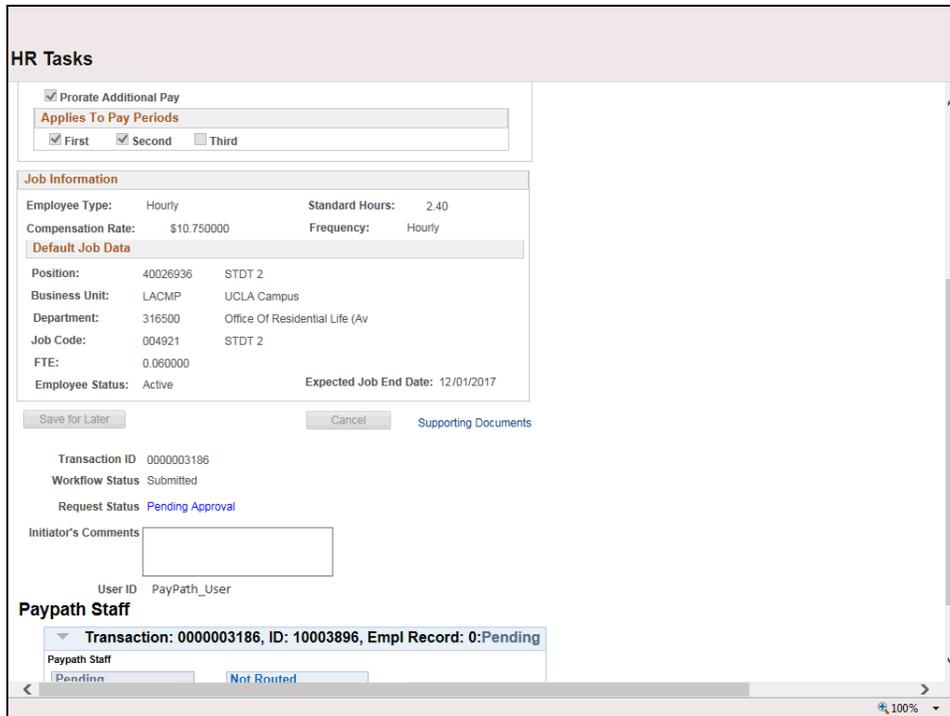
Initiator's Comments

User ID UC\_payPath

Return to Search

Position Data | Job Data | Additional Pay Data

Step	Action
27.	Use the <b>Supporting Documents</b> link to attach supporting documentation, if applicable.
28.	Use the <b>Initiator's Comments</b> field, to further explain the transaction for the Approver, if applicable.
29.	Click the <b>Save And Submit</b> button. 



The screenshot displays the 'HR Tasks' interface. At the top, there is a section for 'Prorate Additional Pay' with a checked box and 'Applies To Pay Periods' set to 'Second'. Below this is the 'Job Information' section, which includes fields for Employee Type (Hourly), Standard Hours (2.40), Compensation Rate (\$10.750000), and Frequency (Hourly). The 'Default Job Data' section lists Position (40026936 STDT 2), Business Unit (LACMP UCLA Campus), Department (316500 Office Of Residential Life (Av)), Job Code (004921 STDT 2), FTE (0.060000), and Employee Status (Active). At the bottom of the job information, there are buttons for 'Save for Later', 'Cancel', and 'Supporting Documents'. Below the job information, the 'Transaction ID' is 0000003186, 'Workflow Status' is Submitted, and 'Request Status' is Pending Approval. There is an 'Initiator's Comments' text area and a 'User ID' field containing 'PayPath\_User'. The 'Paypath Staff' section shows a dropdown menu with 'Transaction: 0000003186, ID: 10003896, Empl Record: 0:Pending' and a 'Paypath Staff' dropdown with 'Pending' and 'Not Routed' options. A search icon and '100%' zoom level are visible at the bottom right.

Step	Action
30.	The transaction is submitted for approval.
31.	You have initiated a short work break PayPath transaction. <b>End of Procedure.</b>