

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

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. ③ Recent Searches Choose from recent searches ✓	1
Empl ID begins with v Empl Record begins with v Name begins with v Business Unit begins with v Oppartment begins with v Job Code begins with v G Employee Classification begins with v Cess 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 10003896 .



Step	Action
4.	Click the Search button.
	Search

vPath Ac	tions							
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Find an I	Existing Va	lue						
Search	Criteria							
Enter any i	nformation you	u have and click Search. Leave fields blar	ik for a list of all	values.				
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e Re	cent Searches	Choose from recent searches		v //	N Saved Searches	Choose from saved se	earches	× 0
		Empl ID begins with v 1000389	6					
		Empl Record begins with V						
		Name begins with V						
		Business Unit begins with V		Q				
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		Job Code begins with 🗸		Q				
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	En	nployee Status = 🗸	~	•				
		Show fewer options						
		Case Sensitive						
		Pagrah Claar	Save Se	arch				
		Gearch	M					
Search	Results							
oouror	noouno							
Empl ID	Empl Record Na	ime	Business Unit	Position Number	Department	Department Description	Job Code	Job Code Description
					400000	E Clinical	000507	REGLAND CMPLNC

Step	Action
5.	Click the scroll bar.
	• •
6.	Click the Drill In button to open the employee's data.
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Kathleen Eisenberg Employee	Empl ID 1000	3896 Empl Recor	d 1	
				Position Data
sition Data	1 T T T T	A stient	DOD Basili	in Change
Effective Date: 06/07/2017		Position Change Reason:	POS Posiu	on change
00012011			Q	
New Values to update		Existing Values		
		Current Effective Date:	01/29/2017	
Business Unit: LACMP	UCLA Campus	Business Unit:	LACMP	UCLA Campus
Department ID: 316500	Office Of Residential Life (Av	Department:	316500	Office Of Residential Life (Av
Location: 137507 Q	Bradley	Location:	137507	Bradley
Job Code: 004921 Q	STDT 2	Job Code:	004921	STDT 2
Union Code: 99	Non-Represented	Union Code:	99	Non-Represented
FLSA Status: Nonexempt 🗸		FLSA Status:	Nonexempt	
Reports To Position:		Reports To Position:		
Sal Admin Plan: STLA		Sal Admin Plan:	STLA	
Salary Grade: 2		Salary Grade:	2	
Standard Hours: 2.40		Standard Hours:	2.40	
FTE: 0.060000		FTE:	0.060000	
Mail Drop: 137507	Adds to FT	E Actual Count: 🗹		
Position Pool:	Include ETF			

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, short work break, navigate to the Job Data tab.
8.	Click the Job Data tab. Job Data



			New Window Help	Personalize Page
sition Data Job Data Additional Pay Data				
athleen Eisenberg Employee	Empl ID 10003896	Empl Record 1		
tudent: Casual/Restricted	HR Status: Active	Payroll Status: Active	Work Force Job Su Person Org Summ	immary ary
b 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	Q UC Los Angeles		
Salary Grade: 2	Step:			
FTE: 0.060000	Employee Class: 5 Q St	udent: Casual/Restricted		
Appointment End Date: 12/01/2017				

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.
12.	Enter the desired information into the Effective Date field. For this example, enter 06/12/2017 .
13.	Click the Look up Action button.



sition Data Job Data Additi	onal Pay Data				New Window Help	Personalize Pag	el
athleen Eisenberg	nployee	Empl ID 10003896	Empl Record	1	Work Forms	lob Summary	
tudent: Casual/Restricted	Loc	k Up Action		×	Person Org	Summary	
b Data Effective Date: 06/12/2017	Sea	rch by: Action V begi	ns with	Help	Find View All	First 🕚 1 of	1 (
Effective Sequence: 0	Sear	ook Up Cancel Advanced Lo	okup				
Current Effective Date: 01/ Current Eff Sequence: 0	29/2017 View Actio DTA	100 First (1-7 of 7 (1-7 of 7) n Action Description Data Change			Data Change CONV: Conversion	row	
Position Number: 400 Business Unit: LA	D26936 JED PAY POS	Earnings Distribution Change Pay Rate Change Position Change Reserve/Eaculty Abevrance					
Location Code: 137 Job Code: 004	7507 RWB 1921	Return from Work Break					
Union Code: 99 Reports To Position Number: ELSA Status: No	nevemnt						
Salary Administration Plan: ST	LA	Establishment ID: UCLA	UC Los Angeles	.::			
Salary Grade: 2 FTE: 0.0	60000	Step: Q Employee Class: 5 Q Stu	dent: Casual/Restricted				
Appointment End Date: 12/0	01/2017						

Step	Action
14.	Click the SWB (short work break) link.
	SWB
15.	Click the Look up Action Reason button.
	Q

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osition Data Job Data Additi	ional Pay Data					New Window Help	Personal	ize Page	
Kathleen Eisenberg	mployee	Empl ID	10003896	Empl Record	1				
Student: Casual/Restricted	Loo	k Up Action Reas	on		×	Work Force Person Ore	Job Sumn Summary	nary	
ob Data					Help	Find View All	First () 1 of 1	0
Effective Date: 06/12/2017	Sea	rch by: Action Rea	son begins with						
Ellective Date. Doi12/2011		ok Up Cancel	Advanced Looku)		Short Work Break			
Effective Sequence: 0									
	Sear	ch Results							
Current Effective Date: 01/	29/2017 View	100 First 🕚	1-8 of 6 🕑 Last			Data Change			
Current Eff Sequence: (D Action	Reason De	escription			CONV: Conversion	row		
Desition Number 40	LMT	Limited Emp	lovees						
Postuon Number: 400	P09	Partial Year	Career - 9 Months						
Business Unit: LA	CMP U P10	Partial Year	Career -10 Months						
Department: 316	6500 C P11	Partial Year	Career -11 Months						
Location Code: 13	7507 B	Stall Studen	11.5						
Job Code: 004	4921 S								
Union Code: 99	N								
Reports To Position Number:									
FLSA Status: No	nexempt								
Salary Administration Plan: ST	LA E	stablishment ID: U	CLA	UC Los Angeles					
Salary Grade: 2		Step:							
FTE: 0.0	60000	Employee Class: 5	Student: Ca	sual/Restricted					
Appointment End Date: 12/	01/2017				Expec	ted Return Date:	1		

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



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:	81
Earnings Distribution Type:	None	Comp Rate: 10.750000	Standard Hours:	2.40 Pay Frequency	: H Hourly
Pay Components				Personalize Find 💷 🔜	First 🕚 1 of 1 🕑
Rate Code		Comp Rate		Compensation Frequency	
1 UCHRLY		10.750000		Hourly	+
Earnings Distribution				Personalize Find 💷 📑	First 🕚 1 of 1 🕑
Earnings Code		Comp Rate		Distribution %	
1					
UC Job Data					
ERIT/Phased Retirement	End Dt:		Trial Employment End Da	ate:	
Probatio	n Code: None		PY Career Durati	on:	
Location Use En Location Us	d Date: e Type:		Probation End Da	ate:	
Job Data Com	iments:				
	L				

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



osition Data Job Data Additional P	ay Data		New Window Help Personalize Page
Kathleen Eisenberg Employe	e Empl ID 10003896	Empl Record 1	
an Additional Day			No Data present for curre
ew Additional Pay	Find View All First @ 1 of 1 @ Last		
*Earnings Code:			
Effective Date	Find View All First I of 1 V Last		
*Effective Date: 06/07/2017	+ -		
 Payment Details 	Find View All First 🕚 1 of 1 🕑 Last		
Addl Seq #: 1	+ =		
End Date:	Reason: Not Specified V		
Monthly Amount:]		
Goal Amount:	Goal Balance:		
Prorate Additional Pay			
Applies To Pay Periods			
First Second Third			
ob Information			
Employee Type: Hourly	Standard Hours: 2.40		
Compensation Rate: \$10.750000	Frequency: Hourly		
Default Job Data			
Position: 40026936 STI	DT 2		
Business Unit: LACMP UC	LA Campus		
Department: 316500 Offi	ice Of Residential Life (Av		
Job Codes answer	07.0		



M Prorate Additional Pay Applies To Pay Periods M First M Prorate Additional Pay M Prorate Additional Pay	Goal Amount:		Goal Ba	alance:		
Applies To Pay Periods Image: Priods Image: Priods	Prorate Additi	onal Pay				
Image: Pirst Image: Second 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 Aprvl Prc Request Status in Progress Initiator's Comments User ID UC_PayPath Return to Search Return to Search	Applies To Pay	Periods				
Job Information Employee Type: Hourly Standard Hours: 2.40 Compensation Rate: \$10.750000 Frequency: Hourly Default Job Data Hourly Default Job Data Position: 40026936 STDT 2 Business Unit: LACMP UCLA Campus Department: Job Code: 004921 STDT 2 FTE: 0.060000 Expected Job End Date: 12/01/2017 Save for Later Save And Submit Cancel Supporting Documents Transaction ID NEW Workflow Status April Pro Workflow Status In Progress Initiator's Comments User ID UC_PayPath Extern to Search	✓ First	Second 🗌	Third			
Employee Type: Hourly Standard Hours: 2.40 Compensation Rate: \$10.750000 Frequency: Hourly Default Job Data Hourly Hourly Position: 40026936 STD 2 Business Unit: LACMP UCLA Campus Department: 316500 Office Of Residential Life (Av Job Code: 004921 STD 2 FTE: 0.060000 Expected Job End Date: 12/01/2017 Save for Later Save And Submit Cancel Supporting Documents Transaction ID NEW Workflow Status Aprvl Prc Request Status In Progress Initiator's Comments Initiator's Comments User ID UC_PayPath Extended Supporting Documents Initiator's Comments	lob Information]
Compensation Rate: \$ \$10.750000 Frequency: Hourly Default Job Data: Position: 40026936 STD 2 Business Unit: LACMP UCLA Campus Department: Department: 316500 Office Of Residential Life (Av Job Code: 004921 STD 2 FTE: 0.060000 Expected Job End Date: 12/01/2017 Save for Later Save And Submit Cancel Supporting Documents Transaction ID NEW Workflow Status Aprvl Prc Request Status In Progress Initiator's Comments User ID UC_PayPath Eturn to Search	Employee Type:	Hourly		Standard Hours:	2.40	
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: 0.660000 Expected Job End Date: 12/01/2017 Save for Later Save And Submit Cancel Supporting Documents Transaction ID NEW Workflow Status ApprvI Prc Request Status In Progress Initiator's Comments	Compensation Rate	\$10.750	0000	Frequency:	Hourly	
Position: 40026936 STDT 2 Business Unit: LACMP UCLA Campus Department: 316500 Office Of Residential Life (Av Job Code: 004921 STDT 2 FTE: 0.060000 Expected Job End Date: 12/01/2017 Save for Laler Save And Submit Cancel Yorkflow Status Apprv Prc Request Status In Progress Initiator's Comments	Default Job Data					
Business Unit: LACMP UCLA Campus Department: 316500 Office Of Residential Life (Av Job Code: 004921 STDT 2 FTE: 0066000 Expected Job End Date: 12/01/2017 Save for Later Save And Submit Cancel Yorkthow Status Appro IPrc Request Status In Progress Initiator's Comments	Position:	40026936	STDT 2			
Department: 316500 Office Of Residential Life (Av Job Code: 004921 STDT 2 FTE: 0.660000 Employee Status: Active Expected Job End Date: 12/01/2017 Save for Later Save And Submit Cancel Supporting Documents Transaction ID NEW Workflow Status Approl Prc Request Status In Progress Initiator's Comments	Business Unit:	LACMP	UCLA Campus			
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 Appro/ Prc Request Status In Progress Initiator's Comments User ID UC_PayPath Return to Search	Department:	316500	Office Of Resid	lential Life (Av		
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 Approv Prc Request Status In Progress Initiator's Comments	Job Code:	004921	STDT 2			
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	FTE:	0.060000				
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	Employee Status:	Active		Expected Job End	1 Date: 12/01/2017	
Transaction ID NEW Workflow Status Apprvl Prc Request Status In Progress Initiator's Comments User ID UC_PayPath Return to Search	Save for Later	Save Ar	nd Submit	Cancel	Supporting Document]
Transaction ID NEW Workflow Status Apprvl Prc Request Status In Progress Initiator's Comments User ID UC_PayPath Return to Search					Supporting Document	•
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Request Status In Progress Initiator's Comments User ID UC_PayPath Return to Search	Workflow Statu	s Apprvl Prc				
Initiator's Comments User ID UC_PayPath Return to Search	Request Statu	s In Progress				
User ID UC_PayPath Return to Search	Initiator's Comment	S				
User ID UC_PayPath Return to Search						
User ID UC_PayPath Return to Search		L				
Return to Search	User II	UC_PayPat	th			
	Return to Search					



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

J Drorate Additi	onal Day					
Applies To Pav	Periods					
First S	Second	Third				
Job Information						
Employee Type:	Hourly		Standard Hours:	2.40		
Compensation Rate:	\$10.750	0000	Frequency:	Hourly		
Default Job Data						
Position:	40026936	STDT 2				
Business Unit:	LACMP	UCLA Campu	IS			
Department:	316500	Office Of Res	idential Life (Av			
Job Code:	004921	STDT 2				
FTE:	0.060000					
Employee Status:	Active		Expected Job End	d Date: 12/01/2017		
Save for Later			Cancel	Supporting Documents	i.	
Transaction ID	0000003186	3				
Workflow Statu	s Submitted					
Request Statu	Pending App	proval				
Initiator's Comment						
initiator 5 connent						
User ID aypath Staff	PayPath_U	User				
Transa	ction: 0000	0003186, ID:	10003896, Emp	Record: 0:Pendin	g	
Paypath Staff						

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