

Use this task to place an employee's professorial appointment on hold or reserve/abeyance. This process is used when an employee has both a professorial appointment and an administrative appointment, and is appointed 100% in the administrative role, such as full-time dean or faculty administrator.

The purpose of this task in UCPath is to maintain the budgeted FTE and allow the professorial appointment salary rate to be tracked and range adjusted. This process holds or reserves the professorial job to which the employee can eventually return.

Note: This process is not used for HHMI or Ludwig investigators who are placed on a Leave Without Pay.

If additional pay is required, you must use the employee's other job record (not on reserve/abeyance) or add a concurrent job, because you cannot add additional pay on an employee job record that is on reserve/abeyance.

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 [dropdown] [edit icon]

Saved Searches: Choose from saved searches [dropdown] [edit icon]

Empl ID: begins with [dropdown] [input]

Empl Record: begins with [dropdown] [input]

Name: begins with [dropdown] [input]

Business Unit: begins with [dropdown] [input] [Q]

Position Number: begins with [dropdown] [input] [Q]

Department: begins with [dropdown] [input] [Q]

Job Code: begins with [dropdown] [input] [Q]

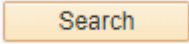
Employee Classification: begins with [dropdown] [input] [Q]

Employee Status: = [dropdown] [input]

^ Show fewer options

Case Sensitive

Search [button] Clear [button]

Step	Action
1.	After you navigate to the PayPath Actions component, the system displays the Find an Existing Value page 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 10144313 .
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: Choose from recent searches | Saved Searches: Choose from saved searches

Empl ID: begins with 10144313
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: =

Case Sensitive

▼ **Search Results**

Empl ID	Empl Record	Name	Business Unit	Position Number	Department	Department Description	Job Code	Job Code Description
10144313 0		Adrian Dupuy	BKCOMP	40142928	CKGEN	GSPP Department Ops	001100	PROF-AY
10144313 1		Adrian Dupuy	BKCOMP	40142930	CKGEN	GSPP Department Ops	001100	Dean

Step	Action
5.	For this example, the Search Results section displays the two appointments held by the employee.
6.	Click the scroll bar. 

Step	Action
7.	Select the appropriate appointment. For this example, click the Drill In button for Empl Record 0 . >

HR Tasks

Position Data | Job Data | Additional Pay Data

Adrian Dupuy Employee Empl ID 10144313 Empl Record 0

Position Data

Position Number: 40142928 PROF-AY Action: POS Position Change
 Effective Date: 04/23/2019 Position Change Reason:


New Values to update

Business Unit: BKCMP UC Berkeley Campus
 Department ID: CKGEN GSPP Department Ops
 Location: 10075 2607 Hearst Ave-SITE
 Job Code: 001100 PROF-AY
 Union Code: 99 Non-Represented
 FLSA Status: Exempt
 Reports To Position:
 Sal Admin Plan: T001
 Salary Grade: 1
 Standard Hours: 0.00
 FTE: 0.000000

Existing Values

Current Effective Date: 07/01/2018
 Business Unit: BKCMP UC Berkeley Campus
 Department: CKGEN GSPP Department Ops
 Location: 10075 2607 Hearst Ave-SITE
 Job Code: 001100 PROF-AY
 Union Code: 99 Non-Represented
 FLSA Status: Exempt
 Reports To Position:
 Sal Admin Plan: T001
 Salary Grade: 1
 Standard Hours:
 FTE:

Mail Drop: Add to FTE Actual Count:
 Position Pool: Include FTE:
 Employee Relations Code: Representation Code:

Step	Action
8.	The PayPath Actions page displays the Position Data tab. Navigate to the appropriate tab for the update you must enter. For this example, reserve/abeyance, navigate to the Job Data tab.
9.	Click the Job Data tab. 

HR Tasks

Position Data | Job Data | Additional Pay Data

Adrian Dupuy Employee Empl ID 10144313 Empl Record 0 [Funding Entry Page](#)

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

Job Data Find | View All First 1 of 1

Effective Date: 04/23/2019 Action:

Effective Sequence: 0 Action Reason:

Current Effective Date: 07/01/2018 Current Action: DTA Data Change
Current Eff Sequence: 0 Current Action Reason: DIS CONV: Distribution Begin Date

Position Number: 40142928 PROF-AY
Business Unit: BKCMP UC Berkeley Campus
Department: CKGEN GSPP Department Ops
Location Code: 10075 2607 Hearst Ave-SITE
Job Code: 001100 PROF-AY
Union Code: 99 Non-Represented

Reports To Position Number:
FLSA Status: Exempt
Salary Administration Plan: T001 Establishment ID: UCB UC Berkeley
Salary Grade: 1 Step:
FTE: 1.000000 Employee Class: 9 Academic: Faculty
Appointment End Date: End Job Automatically:

Earnings Distribution Type: None Comp Rate: 21,416.670000 Standard Hours: 40.00 Pay Frequency: UC912 UC 9/12 - AY

Step	Action
10.	You must enter the Effective Date , Action and Action Reason for the reserve/abeyance.
11.	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. Click in the Effective Date field. <input type="text" value="04/23/2019"/>
12.	Enter the desired information into the Effective Date field. For this example, enter 4/1/2019 .
13.	Click the Look up Action button.
14.	Click the RES (Reserve/Faculty Abeyance) list item. <input type="text" value="RES"/>
15.	Click the Look up Action Reason button.
16.	Click the ABY (Faculty Abeyance) list item. <input type="text" value="ABY"/>

Step	Action
17.	<p>After you select the RES Action, the Expected Return Date field appears for you to enter the date you expect the employee to return from reserve/abeyance.</p> <p>If SMG, there may not be an end date. For those cases without an actual date, enter a date that is 10 years from the Effective Date of the reserve/abeyance.</p> <p>Note: The Expected Return Date is used to monitor the expected return date in order to enter the return in a timely manner. This date does not automatically return the employee from reserve/abeyance.</p> <p>Click in the Expected Return Date field.</p> <input type="text"/>
18.	<p>Enter the desired information into the Expected Return Date field.</p> <p>For this example, enter 10/1/2019.</p>
19.	Click the scroll bar.

HR Tasks

Reports To Position Number:

FLSA Status: Exempt

Salary Administration Plan: T001 Establishment ID: UCB UC Berkeley

Salary Grade: 1 Step:

FTE: 1.000000 Employee Class: 9 Academic: Faculty

Appointment End Date: End Job Automatically: Expected Return Date: 10/01/2019

Earnings Distribution Type: None Comp Rate: 21,416.670000 Standard Hours: 40.00 Pay Frequency: UC912 UC 9/12 - AY

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

Rate Code	Comp Rate	Compensation Frequency
1 UCABVE	257,000.040000	Annual

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

Earnings Code	Comp Rate	Distribution %
1		

UC Job Data

Post Docs Anniversary Date: Academic Duration of Appt:


Location Use End Date:

Location Use Type:

Job Data Comments:

[Return to Search](#)

Position Data | Job Data | Additional Pay Data

Step	Action
20.	Enter a comment explaining the update, if applicable. Click in the Job Data Comments field. 
21.	Enter the desired information into the Job Data Comments field. For this example, enter Faculty abeyance .
22.	Click the scroll bar.

HR Tasks

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

Adrian Dupuy Employee Empl ID 10144313 Empl Record 0
 Academic: Faculty HR Status: Active Payroll Status: Active

Job Data Find | View All First 1 of 1 L

Effective Date: 04/01/2019 Action: RES Reserve/Faculty Abeyance
 Effective Sequence: 0 Action Reason: ABY Faculty Abeyance

Current Effective Date: 07/01/2018 Current Action: DTA Data Change
 Current Eff Sequence: 0 Current Action Reason: DIS CONV: Distribution Begin Date


Position Number: 40142928 PROF-AY
 Business Unit: BKCMP UC Berkeley Campus
 Department: CKGEN GSPP Department Ops
 Location Code: 10075 2607 Hearst Ave-SITE
 Job Code: 001100 PROF-AY
 Union Code: 99 Non-Represented

Reports To Position Number:
 FLSA Status: Exempt

Salary Administration Plan: T001 Establishment ID: UCB UC Berkeley
 Salary Grade: 1 Step:
 FTE: 1.000000 Employee Class: 9 Academic: Faculty

Appointment End Date: End Job Automatically: Expected Return Date: 10/01/2019

Earnings Distribution Type: None Comp Rate: 21,416.670000 Standard Hours: 40.00 Pay Frequency: UC912 UC 9/12 - AY

Step	Action
23.	Click the Additional Pay Data tab. 

HR Tasks

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

Adrian Dupuy Employee Empl ID 10144313 Empl Record 0

No Data present for current Additional Pay

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: 04/23/2019

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:	\$21,416.670000	Frequency:	
Default Job Data			
Position:	40142928	PROF-AY	
Business Unit:	BKCMP	UC Berkeley Campus	
Department:	CKGEN		
Job Code:	001100	PROF-AY	
FTE:	1.000000		
Employee Status:	Active	Expected Job End Date:	

Step	Action
24.	Click the scroll bar.

HR Tasks

Applies To Pay Periods

First Second Third

Job Information

Employee Type:	Salaried	Standard Hours:	40.00
Compensation Rate:	\$21,416.670000	Frequency:	
Default Job Data			
Position:	40142928	PROF-AY	
Business Unit:	BKCMP	UC Berkeley Campus	
Department:	CKGEN		
Job Code:	001100	PROF-AY	
FTE:	1.000000		
Employee Status:	Active	Expected Job End Date:	

[Upload \ View Supporting Documents](#)

Transaction ID NEW


Workflow Status Apprvl Prc

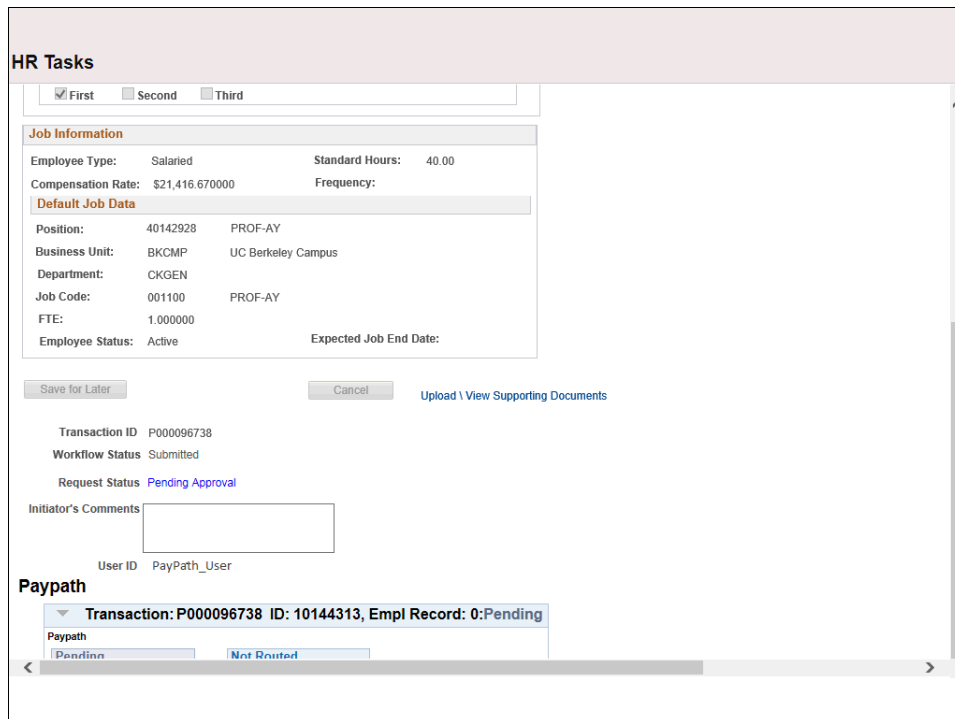
Request Status [In Progress](#)

Initiator's Comments

User ID PayPath_User

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

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



HR Tasks

First Second Third

Job Information

Employee Type: Salaried Standard Hours: 40.00
 Compensation Rate: \$21,416.670000 Frequency:

Default Job Data

Position: 40142928 PROF-AY
 Business Unit: BKCMP UC Berkeley Campus
 Department: CKGEN
 Job Code: 001100 PROF-AY
 FTE: 1.000000
 Employee Status: Active Expected Job End Date:

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

Transaction ID P000096738
 Workflow Status Submitted
 Request Status [Pending Approval](#)

Initiator's Comments

User ID PayPath_User

Paypath

Transaction: P000096738 ID: 10144313, Empl Record: 0:Pending

Paypath
 Pending [Not Routed](#)

Step	Action
28.	The transaction is submitted for approval.
29.	You have placed an employee's professorial appointment on reserve/abeyance. End of Procedure.