

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

This simulation demonstrates only the return from short work break entry.

**Navigation:**

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 =

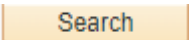
Show fewer options

Case Sensitive

Search Clear

Step	Action
1.	After you navigate to the <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.  Enter search criteria in one or more of the search fields on this page.
2.	Click in the <b>Empl ID</b> field.
3.	Enter the desired information into the <b>Empl ID</b> field.  For this example, enter <b>10003896</b> .

UCPath Task:  
Initiate Return from Short Work Break PayPath  
Transaction (Staff/Acad)



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   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
10464534 2		Kathleen Eisenberg	LACMP	4002693	316500	Office Of Residential Life (Av	004921	STDT 2

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

New Window | Help | Personalize Page |

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

[Position Data](#)

**Position Data**

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

**New Values to update**

Business Unit: LACMP UCLA Campus  
Department ID: 316500 Office Of Residential Life (Av)  
Location: 137507 Bradley  
Job Code: 004921 STDT 2  
Union Code: 99 Non-Represented  
FLSA Status: Nonexempt  
Reports To Position:   
Sal Admin Plan: STLA  
Salary Grade: 2  
Standard Hours: 2.40  
FTE: 0.060000

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

**Existing Values**

Current Effective Date: 06/12/2017  
Business Unit: LACMP UCLA Campus  
Department: 316500 Office Of Residential Life (Av)  
Location: 137507 Bradley  
Job Code: 004921 STDT 2  
Union Code: 99 Non-Represented  
FLSA Status: Nonexempt  
Reports To Position:   
Sal Admin Plan: STLA  
Salary Grade: 2  
Standard Hours: 2.40  
FTE: 0.060000

100%

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

UCPath Task:  
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Transaction (Staff/Acad)

**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: Work Break [Work Force Job Summary](#)  
[Person Org Summary](#)

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

Effective Date: 06/07/2017 Action: Action Reason:

Effective Sequence: 0

Current Effective Date: 06/12/2017 Current Action: SWB Short Work Break  
Current Eff Sequence: 0 Current Action Reason: UST Staff Students

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: Employee Class: 5 Student: Casual/Restricted  
FTE: 0.060000  
Appointment End Date: 12/01/2017 Expected Return Date: 09/15/2017

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

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. 06/07/2017
12.	Enter the desired information into the <b>Effective Date</b> field.  For this example, enter <b>08/01/2017</b> .
13.	Click the <b>Look up Action</b> button. 🔍

**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

**Job Data**

Effective Date: 08/01/2017

Effective Sequence: 0

Current Effective Date: 06/12/2017

Current Eff Sequence: 0

Position Number: 40026936

Business Unit: LACMP

Department: 316500

Location Code: 137507

Job Code: 004921

Union Code: 99

Reports To Position Number:

FLSA Status: Nonexempt

Salary Administration Plan: STLA

Salary Grade: 2

FTE: 0.060000

Appointment End Date:

Establishment ID: UCLA UC Los Angeles

Step:

Employee Class: 5 Student: Casual/Restricted

Expected Return Date: 08/15/2017

Earnings Distribution Type: None

Comp Rate: 10.750000

Standard Hours: 2.40

Pay Frequency: Hourly

**Look Up Action**

Search by: Action begins with


Look Up Cancel Advanced Lookup

Search Results

Action	Action Description
DTA	Data Change
JED	Earnings Distribution Change
PAY	Pay Rate Change
POS	Position Change
RES	Reserve/Faculty Abeyance
<b>RWB</b>	Return from Work Break
SWB	Short Work Break

Short Work Break

Staff Students

Step	Action
14.	Click the <b>RWB - Return from Work Break</b> list item. <b>RWB</b>
15.	Click the <b>Look up Action Reason</b> button. 

**UCPath Task:**  
**Initiate Return from Short Work Break PayPath**  
**Transaction (Staff/Acad)**

The screenshot shows the UCPath HR Tasks interface. A 'Look Up Action Reason' dialog box is open, displaying search results for 'Return from Short Work Break' (RWB). The background shows employee details for Kathleen Eisenberg, including position data, job data, and payroll status.

**Look Up Action Reason**

Search by: Action Reason begins with

**Look Up** **Cancel** **Advanced Lookup**

**Search Results**

Action Reason	Description
P09	Partial Year Career -09 Months
P10	Partial Year Career -10 Months
P11	Partial Year Career -11 Months
<b>RWB</b>	<b>Return from Short Work Break</b>

Employee: Kathleen Eisenberg  
 Empl ID: 10003896  
 Empl Record: 1  
 HR Status: Active  
 Payroll Status: Work Break  
 Student: Casual/Restricted  
 Effective Date: 08/01/2017  
 Effective Sequence: 0  
 Current Effective Date: 06/12/2017  
 Current Eff Sequence: 0  
 Position Number: 40026936  
 Business Unit: LACMP  
 Department: 316500  
 Location Code: 137507  
 Job Code: 004921  
 Union Code: 99  
 Reports To Position Number:  
 FLSA Status: Nonexempt  
 Salary Administration Plan: STLA  
 Salary Grade: 2  
 FTE: 0.060000  
 Appointment End Date:  
 Establishment ID: UCLA UC Los Angeles  
 Step:  
 Employee Class: 5 Student: Casual/Restricted  
 Expected Return Date:  
 Earnings Distribution Type: None  
 Comp Rate: 10.750000  
 Standard Hours: 2.40  
 Pay Frequency: Hourly

Step	Action
16.	Click the <b>RWB - Return from Short Work Break</b> list item. <b>RWB</b>
17.	Click the scroll bar.

**HR Tasks**

Report to Position Number:

FLSA Status: Nonexempt

Salary Administration Plan: STLA

Salary Grade: 2

FTE: 0.060000

Appointment End Date: 12/01/2017

Establishment ID: UCLA UC Los Angeles

Step:

Employee Class: 5 Student: Casual/Restricted

Expected Return Date:

Earnings Distribution Type: None

Comp Rate: 10.750000

Standard Hours: 2.40

Pay Frequency: H Hourly

**Pay Components**

Rate Code	Comp Rate	Compensation Frequency
1 UCHRLY	10.750000	Hourly

**Earnings Distribution**

Earnings Code	Comp Rate	Distribution %
1		

**UC Job Data**

ERIT/Phased Retirement End Dt:

Probation Code: None

Location Use End Date:

Location Use Type:

Trial Employment End Date:

PY Career Duration:

Probation End Date:

Job Data Comments:

Return to Search

Position Data | Job Data | Additional Pay Data

Step	Action
18.	<p>For <b>Job Data</b> updates, enter a comment explaining the update.</p> <p>Click in the <b>Job Data Comments</b> field.</p> <div></div>
19.	<p>Enter the desired information into the <b>Job Data Comments</b> field.</p> <p>For this example, enter <b>Returned from SWB early on 8/1/17.</b></p>
20.	Click the scroll bar.
21.	<p>Click the <b>Additional Pay Data</b> tab.</p> <div>Additional Pay Data</div>

# UCPath Task: Initiate Return from Short Work Break PayPath Transaction (Staff/Acad)

**HR Tasks**

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

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

**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 STD 2  
Business Unit: LACMP UCLA Campus  
Department: 316500 Office Of Residential Life (Av  
Job Code: 004921 STD 2

No Data present for current

Step	Action
22.	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 STD 2  
Business Unit: LACMP UCLA Campus  
Department: 316500 Office Of Residential Life (Av  
Job Code: 004921 STD 2  
FTE: 0.060000  
Employee Status: Short Work Break Expected Job End Date: 12/01/2017

[Supporting Documents](#)


Transaction ID NEW  
Workflow Status Apprvl Prc  
Request Status In Progress

Initiator's Comments

User ID UC\_PayPath

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



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

**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: Short Work Break Expected Job End Date: 12/01/2017

[Supporting Documents](#)

Transaction ID 0000003184  
Workflow Status Submitted  
Request Status [Pending Approval](#)

Initiator's Comments

User ID PayPath\_User

**Paypath Staff**

Transaction: 0000003184, ID: 10039133, Empl Record: 0:Pending

Paypath Staff  
[Pending](#)

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