

Use this task to return an employee's professorial appointment from reserve/abeyance.

**Navigation:**

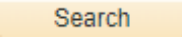
PeopleSoft Menu > UC Customizations > UC Extensions > **PayPath Actions**

OR

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

The screenshot shows the 'HR Tasks' section with a sub-section for 'PayPath Actions'. Underneath is a 'Find an Existing Value' tab. Below this is a 'Search Criteria' section with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two dropdown menus for 'Recent Searches' and 'Saved Searches'. The main search area contains several fields, each with a 'begins with' dropdown and an input box: Empl ID, Empl Record, Name, Business Unit, Position Number, Department, Job Code, Employee Classification, and Employee Status. There are also 'Show fewer options' and 'Case Sensitive' checkboxes. At the bottom are 'Search' and 'Clear' buttons. An illustration of a person with a magnifying glass is at the bottom right of the screenshot.

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.	Employee ID is the most accurate field to use in a search.  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>10144313</b> .

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.

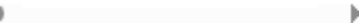
Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

Empl ID: 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	BKCMP	(blank)	CKGEN	GSPP Department Ops	001100	PROF-AY
10144313 1		Adrian Dupuy	BKCMP	40142930	CKGEN	GSPP Department Ops	001100	Dean

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

**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**

View All | First | Last

Position Number	Department	Department Description	Job Code	Job Code Description	Employee Classification	Description	Employee Status
(blank)	CKGEN	GSPP Department Ops	001100	PROF-AY	9	Work Break	Active >
40142930	CKGEN	GSPP Department Ops	001100	Dean	22	Academic: Deans/Faculty/Admin	Active >

Step	Action
7.	Notice, the professorial appointment is currently on <b>Work Break</b> or reserve/abeyance.  This is the appointment that should be returned to <b>Active</b>
8.	Select the appropriate appointment.  For this example, click the <b>Drill In</b> button for <b>Empl Record 0</b> .  >

**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	Existing Values
Business Unit: BKCMP UC Berkeley Campus	Current Effective Date: 04/01/2019
Department ID: CKGEN GSPD Department Ops	Business Unit: BKCMP UC Berkeley Campus
Location: 10075 2607 Hearst Ave-SITE	Department: CKGEN GSPD Department Ops
Job Code: 001100 PROF-AY	Location: 10075 2607 Hearst Ave-SITE
Union Code: 99 Non-Represented	Job Code: 001100 PROF-AY
FLSA Status: Exempt	Union Code: 99 Non-Represented
Reports To Position:	FLSA Status: Exempt
Sal Admin Plan: T001	Reports To Position:
Salary Grade: 1	Sal Admin Plan: T001
Standard Hours: 0.00	Salary Grade: 1
FTE: 0.000000	Standard Hours:
	FTE:

Mail Drop: Adds to FTE Actual Count:

Position Pool:  Include FTE:

Employee Relations Code:  Representation Code:

Step	Action
9.	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, return from reserve/abeyance, navigate to the <b>Job Data</b> tab.
10.	Click the <b>Job Data</b> 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: Work Break [Work Force Job Summary](#)  
[Person Org Summary](#)

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

Effective Date: 04/23/2019 Action:

Effective Sequence: 0 Action Reason:

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

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  
 Step:

Salary Grade: 1 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
11.	Notice, the current row shows that the employee's appointment was put on reserve/abeyance on 04/01/2019.
12.	You must enter the <b>Effective Date</b> , <b>Action</b> and <b>Action Reason</b> for the return from reserve/abeyance.
13.	Enter the date the employee's position should be returned from reserve/abeyance.  Click in the <b>Effective Date</b> field. <u>04/23/2019</u>
14.	Enter the desired information into the <b>Effective Date</b> field.  For this example, enter <b>7/1/2019</b> .
15.	Click the <b>Look up Action</b> button. 
16.	Click the <b>RFR</b> (Return from Reserve/Abeyance) list item. <u>RFR</u>
17.	Click the <b>Look up Action Reason</b> button. 
18.	Click the <b>RFR</b> (Return to Normal Appointment) list item. <u>RFR</u>

Step	Action
19.	Click the scroll bar.

The screenshot shows the 'HR Tasks' interface in UCPath. It includes sections for 'Reports to Position Number', 'Pay Components', 'Earnings Distribution', and 'UC Job Data'. The 'UC Job Data' section contains a 'Job Data Comments' field, which is the focus of the task.

Step	Action
20.	Enter a comment explaining the update.  Click in the <b>Job Data Comments</b> field.
21.	Enter the desired information into the <b>Job Data Comments</b> field.  For this example, enter <b>Return from abeyance</b> .
22.	Click the scroll bar.

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

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

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

Effective Date: 07/01/2019 Action: RFR Return from Reserve/Abeyance  
 Effective Sequence: 0 Action Reason: RFR Return to Normal Appointment

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

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 <b>Additional Pay Data</b> tab. <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin-top: 5px;">Additional Pay Data</div>

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

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

**Adrian Dupuy** Employee Empl ID 10144313 Empl Record 0

**New Additional Pay** Find | View All First 1 of 1 Last  
 \*Earnings Code:   
 Effective Date: 04/23/2019  
 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: \$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

No Data present for current Additional Pay

Step	Action
24.	Click the scroll bar.

The screenshot shows the 'HR Tasks' interface. At the top, there are radio buttons for 'First', 'Second', and 'Third', with 'First' selected. Below this is a 'Job Information' section containing the following details:

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


Below the job information is a 'Default Job Data' section with the following details:

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

At the bottom of the form, there are several buttons: 'Save for Later', 'Save And Submit', 'Cancel', and 'Upload \ View Supporting Documents'. Below these buttons, the following information is displayed:

- Transaction ID: NEW
- Workflow Status: Apprvl Prc
- Request Status: In Progress
- Initiator's Comments: (empty text box)
- User ID: UC\_DALLEN


At the very bottom, there is a 'Return to Search' button and a link for 'Position Data | Job Data | Additional Pay Data'.

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

The screenshot shows the UCPath HR Tasks interface. A modal dialog box titled "Message" is displayed in the center. The dialog contains the following text: "Warning -- This employee record is currently on a Work Break/Reserve. This employee record is currently on a Work Break/Reserve. Please review your updates to ensure these changes are valid for someone in this status." Below the text are two buttons: "OK" and "Cancel".

The background interface includes the following elements:

- HR Tasks** header with radio buttons for "First", "Second", and "Third".
- Job Information** section with fields for:
  - Employee Type: Salaried
  - Standard Hours: 40.00
  - Compensation Rate: \$21,416.670000
  - Frequency:
  - Default Job Data
- Position:** section with fields for:
  - Business Unit: BKCMP UC Berkeley Campus
  - Department: CKGEN
  - Job Code: 001100 PR
  - FTE: 1.000000
  - Employee Status: Short Work Break
- Buttons: "Save for Later" and "Save And Submit".
- Transaction ID: NEW
- Workflow Status: Apprvl Prc
- Request Status: In Progress
- Initiator's Comments: [Text Input Field]
- User ID: UC\_DALLEN
- Buttons: "Return to Search"
- Footer: "Position Data | Job Data | Additional Pay Data"

Step	Action
28.	A warning message appears.  Click the <b>OK</b> 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: Short Work Break      Expected Job End Date:

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

Transaction ID P000096739  
 Workflow Status Submitted  
 Request Status [Pending Approval](#)

Initiator's Comments

User ID PayPath\_User

**Paypath**

Transaction: P000096739 ID: 10144313, Empl Record: 0:Pending

Paypath  
     

Step	Action
29.	The transaction is submitted for approval.
30.	You have returned an employee's professorial appointment from reserve/abeyance. <b>End of Procedure.</b>