Use this task to initiate a position data change, job data change and an additional pay change PayPath transaction for staff employees.

Navigation:
Menu > UC Customizations > UC Extensions > PayPath Actions
OR
Workforce Administration (Homepage) > HR Tasks (Tile) > PayPath/ Additional Pay > PayPath Actions

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>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.</td>
</tr>
<tr>
<td>2.</td>
<td>Click in the Empl ID field.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter the desired information into the Empl ID field. For this example, enter 10000176.</td>
</tr>
</tbody>
</table>
UCPath Task:
Initiate Position Data + Job Data + Additional Pay
Change PayPath Transaction (Staff)

<table>
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<tbody>
<tr>
<td>4.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
</tbody>
</table>

**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

Options:

- **Show fewer options**
- **Case Sensitive**

**Search Results**

1 rows - EmpId "16000176"

<table>
<thead>
<tr>
<th>EmpId</th>
<th>EmpId</th>
<th>Name</th>
<th>Business Unit</th>
<th>Position Number</th>
<th>Department</th>
<th>Description</th>
<th>Job Code</th>
<th>Job Code Description</th>
<th>Employee Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click the **Search** button to open the employee's data.

---

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Use the Scroll bar.</td>
</tr>
<tr>
<td>6.</td>
<td>Use the Scroll bar.</td>
</tr>
<tr>
<td>7.</td>
<td>Find the employee record to view.</td>
</tr>
</tbody>
</table>

Click the **Drill In** button to open the employee’s data.
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, a position data and job data change with additional pay, stay on the Position Data tab.

9. | Before you enter the update, you must identify the Effective Date and Position Change 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.

Click in the Effective Date field.

11. | Enter the desired information into the Effective Date field.

For this example, enter 07/01/2017.

12. | Click in the Position Change Reason field.

13. | Enter the desired information into the Position Change Reason field.

For this example, enter PRO (promotion).
### Step 14
Enter the **Job Code** for the promotion.

Click in the **Job Code** field.

![Job Code field](image)

### Step 15
Enter the desired information into the **Job Code** field.

For this example, enter **000282**.

![UCPath Task](image)

### Step 16
UCPath displays a message indicating that the **Sal Admin Plan**, **Salary Grade** and **Employee Relations Code** fields must be updated.

Review and enter these fields to reflect the **Job Code** change. You may also need to change **Step**, **Pay Components** or **Earnings Distribution** information on the **Job Data** tab.

Click the **OK** button.

![OK button](image)
17. When the Job Code is changed, the Employee Relations Code is removed and required to be re-entered.

Notes:
• If a job code is tied to the BX union code, you must select Stud Academic Title, HEERA as the Employee Relations Code.
• If a job code is not tied to the BX union code, the Employee Relations Code must not be Stud Academic Title, HEERA.

18. The Sal Admin Plan and Salary Grade fields are updated based on the selected job code. Because there is only one Sal Admin Plan and one Salary Grade for this job code, UCPath automatically populates the fields. For other examples, you may need to select the correct values.

19. Click the Job Data tab.
20. Notice a new Job Data row has been added that includes the update from the Position Data tab. The new row includes the Effective Date, Action and Action Reason from the position update.

21. The updated Job Code, Salary Administration Plan and Salary Grade also appear.

22. Add a row to enter a pay increase.

Click the Add a new row button.
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>23.</td>
<td>A new row displays with the same <strong>Effective Date</strong>, but a new <strong>Effective Sequence</strong> of 1. (The <strong>Effective Sequence</strong> of the previous row is 0).</td>
</tr>
<tr>
<td>24.</td>
<td>Click in the <strong>Action</strong> field.</td>
</tr>
<tr>
<td>25.</td>
<td>Enter the desired information into the <strong>Action</strong> field. For this example, enter <strong>PAY</strong> (pay rate change).</td>
</tr>
<tr>
<td>26.</td>
<td>Click in the <strong>Action Reason</strong> field.</td>
</tr>
<tr>
<td>27.</td>
<td>Enter the desired information into the <strong>Action Reason</strong> field. For this example, enter <strong>PRO</strong> (promotion/academic promotion).</td>
</tr>
</tbody>
</table>
### Step 28

**Action**

Click the scroll bar.
### UCPath Task: Initiate Position Data + Job Data + Additional Pay
Change PayPath Transaction (Staff)

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<tr>
<td>29.</td>
<td>Click in the <strong>Comp Rate</strong> field. 81,449.000000</td>
</tr>
<tr>
<td>30.</td>
<td>Enter the desired information into the <strong>Comp Rate</strong> field. For this example, enter <strong>91000</strong>.</td>
</tr>
<tr>
<td>31.</td>
<td>Click in the <strong>Job Data Comments</strong> field.</td>
</tr>
<tr>
<td>32.</td>
<td>Enter the desired information into the <strong>Job Data Comments</strong> field. For this example, enter <strong>Position promotion with pay increase and additional pay</strong>.</td>
</tr>
</tbody>
</table>

#### PayPath Actions

![PayPath Actions](image)

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<tr>
<td>33.</td>
<td>Click the scroll bar.</td>
</tr>
<tr>
<td>34.</td>
<td>Click the <strong>Additional Pay Data</strong> tab.</td>
</tr>
</tbody>
</table>

Last changed on: 6/26/24
### Step 35
Use the **Additional Pay Data** page to enter specific information about the payment.

*New Additional Pay* is entered on the left. If the employee has existing additional pay, it appears on the right. This employee has **No Data present for current Additional Pay**.

### Step 36
Enter the **Earnings Code**, **Effective Date** and **Pay Period Amount** for the additional pay.

### Step 37
Click the **Look up Earnings Code** button.
### Step 38. The Earnings Codes

The Earnings Codes that appear are based on the earnings program tied to the employee's paygroup. Select the appropriate Earnings Code.

For this example, click the CCA (Child Care Assistance) list item.

**CCA**

### Step 39. The Effective Date

The Effective Date field defaults to the system date (today's date). Change the date to reflect the first day of the pay period that the additional pay should begin.

Click in the Effective Date field.

**07/10/2017**

### Step 40. Enter the desired information into the Effective Date

Enter the desired information into the Effective Date field.

For this example, enter **08/01/2017**.

### Step 41. Enter the additional pay amount that should be paid per pay period.

**Note:** For biweekly employees, the amount should be entered for the pay period, not the month.

Click in the Pay Period Amt field.
### Step 42
Enter the desired information into the **Pay Period Amt** field.

For this example, enter **250**.

### Step 43
Enter a **Goal Amount** or **End Date**. The additional payment stops when the goal amount or end date is reached.

Click in the **End Date** field.

### Step 44
Enter the desired information into the **End Date** field.

For this example, enter **02/01/2018**.

### Step 45
The **Prorate Additional Pay** check box is selected by default; however, additional pay is prorated only if the employee is hired or terminated mid-pay period. It is recommended that you leave the default.

### Step 46
Accept the default for the **Applies to Pay Periods** check boxes.

The **First** check box is selected for monthly employees.

The **First** and **Second** check boxes are selected for biweekly employees.

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**Image:**

![PayPath Actions](image)

**Table:**

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<tbody>
<tr>
<td>47</td>
<td>Click the scroll bar.</td>
</tr>
</tbody>
</table>
### Step 48
Use the **Upload \ View Supporting Documents** link to attach supporting documentation, if applicable.

### Step 49
Use the **Initiator’s Comments** field, to further explain the transaction for the Approver, if applicable.

### Step 50
Click the **Save And Submit** button.

![UCPath Task: Change PayPath Transaction (Staff)](image-url)
### Step 51.
The transaction is submitted for approval.

### Step 52.
You have initiated a position data change, job data change and an additional pay change PayPath transaction.  
**End of Procedure.**