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 <strong>PayPath Actions</strong> component, the system displays the <strong>Find an Existing Value</strong> 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 <strong>Empl ID</strong> field.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter the desired information into the <strong>Empl ID</strong> field. For this example, enter <strong>10000176</strong>.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
</tbody>
</table>
### Step 5
Use the Scroll bar.

### Step 6
Use the Scroll bar.

### Step 7
Find the employee record to view.
Click the **Drill In** button to open the employee's data.

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### Step 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.

### Step 9
Before you enter the update, you must identify the **Effective Date** and **Position Change Reason**.

### Step 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.

[07/10/2017]

### Step 11
Enter the desired information into the **Effective Date** field. For this example, enter **07/01/2017**.
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>12.</td>
<td>Click in the <strong>Position Change Reason</strong> field.</td>
</tr>
<tr>
<td>13.</td>
<td>Enter the desired information into the <strong>Position Change Reason</strong> field. For this example, enter <strong>PRO</strong> (promotion).</td>
</tr>
<tr>
<td>14.</td>
<td>Enter the <strong>Job Code</strong> for the promotion. Click in the <strong>Job Code</strong> field.</td>
</tr>
<tr>
<td>15.</td>
<td>Enter the desired information into the <strong>Job Code</strong> field. For this example, enter <strong>000282</strong>.</td>
</tr>
</tbody>
</table>

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.
<table>
<thead>
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</table>
| 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**. |
<p>| 18.  | The <strong>Sal Admin Plan</strong> and <strong>Salary Grade</strong> fields are updated based on the selected job code. Because there is only one <strong>Sal Admin Plan</strong> and one <strong>Salary Grade</strong> for this job code, UCPath automatically populates the fields. For other examples, you may need to select the correct values. |
| 19.  | Click the <strong>Job Data</strong> tab. |</p>
<table>
<thead>
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</tr>
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<tbody>
<tr>
<td>20.</td>
<td>Notice a new <strong>Job Data</strong> row has been added that includes the update from the <strong>Position Data</strong> tab. The new row includes the <strong>Effective Date</strong>, <strong>Action</strong> and <strong>Action Reason</strong> from the position update.</td>
</tr>
<tr>
<td>21.</td>
<td>The updated <strong>Job Code</strong>, <strong>Salary Administration Plan</strong> and <strong>Salary Grade</strong> also appear.</td>
</tr>
<tr>
<td>22.</td>
<td>Add a row to enter a pay increase. Click the <strong>Add a new row</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
---|---
23. | A new row displays with the same **Effective Date**, but a new **Effective Sequence** of 1. (The **Effective Sequence** of the previous row is 0).
24. | Click in the **Action** field.
25. | Enter the desired information into the **Action** field. For this example, enter **PAY** (pay rate change).
26. | Click in the **Action Reason** field.
27. | Enter the desired information into the **Action Reason** field. For this example, enter **PRO** (promotion/academic promotion).
Step 28. Click the scroll bar.
<table>
<thead>
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</thead>
<tbody>
<tr>
<td>29.</td>
<td>Click in the <strong>Comp Rate</strong> field.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Comp Rate field" /></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></td>
<td><img src="image" alt="Job Data Comments 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>
<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>
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**.

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

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

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** 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.

![Effective Date Field](image)

### Step 40

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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### PayPath Actions

![PayPath Actions Image](image)

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### Step 47
Click the scroll bar.
<table>
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<tr>
<td>48.</td>
<td>Use the <strong>Upload \ View Supporting Documents</strong> link to attach supporting documentation, if applicable.</td>
</tr>
<tr>
<td>49.</td>
<td>Use the <strong>Initiator's Comments</strong> field, to further explain the transaction for the Approver, if applicable.</td>
</tr>
<tr>
<td>50.</td>
<td>Click the <strong>Save And Submit</strong> button.</td>
</tr>
</tbody>
</table>

![PayPath Actions screenshot](image)
### PayPath Actions

**Pay Period:** 23.520.00
**Total Amount:** 23.520.00
**Goal Balance:**

### Job Information
- **Employee Type:** Staff
- **Position:** 4009014: SYWIDE BUDGET ANL 2
- **Department:** 012920: BUDGET ANALYSIS & PLANNING
- **Job Code:** 027732: SYWIDE BUDGET ANL 3
- **FTE:** 1.000

### 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.**