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>
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<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)

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<tbody>
<tr>
<td>4.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
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#### PayPath Actions

**Find an Existing Value**

<table>
<thead>
<tr>
<th>Search Criteria</th>
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<tbody>
<tr>
<td>Enter any information you have and click Search. Leave fields blank for a list of all values.</td>
</tr>
</tbody>
</table>

- Recent Searches
- Saved Searches

<table>
<thead>
<tr>
<th>Search Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 row - EmpId &quot;10000176&quot;</td>
</tr>
</tbody>
</table>

#### Step 4. Action

4. Click the **Search** button.

#### Step 5. Action

5. Use the Scroll bar.

#### Step 6. Action

6. Use the Scroll bar.

#### Step 7. Action

7. Find the employee record to view.

   Click the **Drill In** button to open the employee’s data.
### 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**.

### Step 12

Click in the **Position Change Reason** field.

### Step 13

Enter the desired information into the **Position Change Reason** field.

For this example, enter **PRO** (promotion).
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</table>
| 14.  | Enter the **Job Code** for the promotion.  
      Click in the **Job Code** field.  
      ![UCPath - Enter Job Code](image) |
| 15.  | Enter the desired information into the **Job Code** field.   
      For this example, enter **000282**.  
      ![UCPath - Job Code Change](image) |
| 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.  
      ![UCPath - OK Button](image) |
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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**. |
| 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. |

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<tr>
<td>19.</td>
<td>Click the <strong>Job Data</strong> tab.</td>
</tr>
</tbody>
</table>
### Step 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.

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

### Step 22
Add a row to enter a pay increase.

Click the **Add a new row** button.
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<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>
</tbody>
</table>
| 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 | Action
---|---
28. | Click the scroll bar.
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| 29.  | Click in the **Comp Rate** field.  
81,449.000000 |
| 30.  | Enter the desired information into the **Comp Rate** field.  
For this example, enter **91000**. |
| 31.  | Click in the **Job Data Comments** field. |
| 32.  | Enter the desired information into the **Job Data Comments** field.  
For this example, enter **Position promotion with pay increase and additional pay**. |
| 33.  | Click the scroll bar. |
| 34.  | Click the **Additional Pay Data** tab. |
Step | Action
--- | ---
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.
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</table>
| 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** |
| 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.  
**07/10/2017** |
| 40.  | Enter the desired information into the **Effective Date** field.  
For this example, enter **08/01/2017**. |
| 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. |
42. Enter the desired information into the **Pay Period Amt** field.
For this example, enter **250**.

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.

44. Enter the desired information into the **End Date** field.
For this example, enter **02/01/2018**.

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.

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.

47. Click the scroll bar.
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<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>
</tbody>
</table>
| 50.  | Click the **Save And Submit** button.  

```javascript
Save And Submit
```
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Step | Action
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51. | The transaction is submitted for approval.
52. | You have initiated a position data change, job data change and an additional pay change PayPath transaction.

End of Procedure.