

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**

Step	Action
1.	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.
2.	Click in the Empl ID field.
3.	Enter the desired information into the Empl ID field. For this example, enter 10000176 .

Step	Action
4.	Click the Search button. 

PayPath Actions New Window | Help

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 10000176
 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
1 rows - Empl ID "10000176"

Empl ID	Empl Record	Name	Business Unit	Position Number	Department	Department Description	Job Code	Job Code Description	Employee Classification	Description
10000176										

Step	Action
5.	Use the Scroll bar.
6.	Use the Scroll bar.
7.	Find the employee record to view. Click the Drill In button to open the employee's data. 

PayPath Actions

Position Data | Job Data | Additional Pay Data

Tien Eth Employee Empl ID 10000176 Empl Record 0

Position Data

Position Number: 40000414 SYSWIDE BUDGET ANL 3 Action: POS Position Change
Effective Date: 07/10/2017 Position Change Reason:

New Values to update	Existing Values
Business Unit: UCOP1 UC Office of President	Current Effective Date: 02/09/2017
Department ID: 812900 BUDGET ANALYSIS & PLANNING	Business Unit: UCOP1 UC Office of President
Location: FRANKLIN UCOP - Franklin Building	Department: 812900 BUDGET ANALYSIS & PLANNING
Job Code: 007732 SYSWIDE BUDGET ANL 3	Location: FRANKLIN UCOP - Franklin Building
Union Code: 99 Non-Represented	Job Code: 007732 SYSWIDE BUDGET ANL 3
FLSA Status: Exempt	Union Code: 99 Non-Represented
Reports To Position: 40001788 SYSWIDE BUDGET MGR 2	FLSA Status: Exempt
Sal Admin Plan: CTOP	Reports To Position: 40001788 SYSWIDE BUDGET MGR 2
Salary Grade: 21	Sal Admin Plan: CTOP
Standard Hours: 40.00	Salary Grade: 21
FTE: 1.000000	Standard Hours: 40.00
	FTE: 1.000000

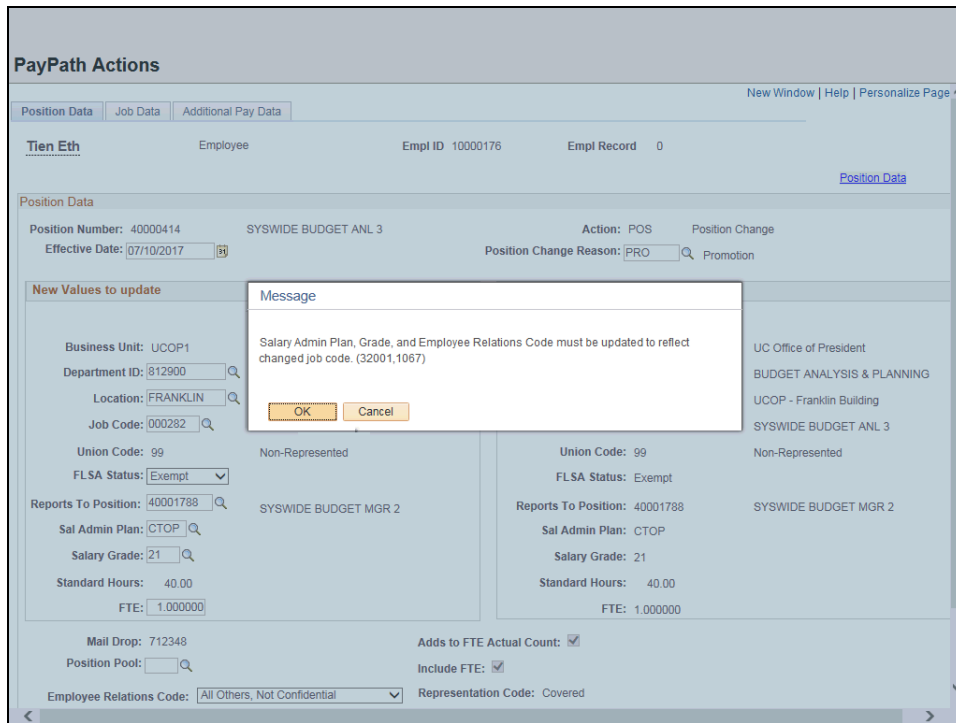
Mail Drop: 712348 Adds to FTE Actual Count:

Position Pool: Include FTE:

Employee Relations Code: All Others, Not Confidential Representation Code: Covered

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. <input type="text" value="07/10/2017"/>
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. <input type="text"/>
13.	Enter the desired information into the Position Change Reason field. For this example, enter PRO (promotion).

Step	Action
14.	Enter the Job Code for the promotion. Click in the Job Code field. <input type="text" value="007732"/>
15.	Enter the desired information into the Job Code field. For this example, enter 000282 .




Step	Action
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. <input type="button" value="OK"/>

Step	Action
17.	<p>When the Job Code is changed, the Employee Relations Code is removed and required to be re-entered.</p> <p>Notes:</p> <ul style="list-style-type: none"> • 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 <u>not</u> tied to the BX union code, the Employee Relations Code <u>must not</u> be Stud Academic Title, HEERA.
18.	<p>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.</p>

The screenshot displays the 'PayPath Actions' interface for an employee named Tien Eth. The interface is divided into several sections:

- Employee Information:** Employee Name: Tien Eth, Employee Type: Employee, Empl ID: 10000176, Empl Record: 0.
- Position Data:** Position Number: 40000414, Position Name: SYSWIDE BUDGET ANL 3, Action: POS, Position Change. Effective Date: 07/01/2017. Position Change Reason: PRO (Promotion).
- New Values to update:**
 - Business Unit: UCOP1 (UC Office of President)
 - Department ID: 812900 (BUDGET ANALYSIS & PLANNING)
 - Location: FRANKLIN (UCOP - Franklin Building)
 - Job Code: 000282 (SYSWIDE BUDGET MGR 1)
 - Union Code: 99 (Non-Represented)
 - FLSA Status: Exempt
 - Reports To Position: 40001788 (SYSWIDE BUDGET MGR 2)
 - Sal Admin Plan: CTOP
 - Salary Grade: 25
 - Standard Hours: 40.00
 - FTE: 1.000000
- Existing Values:**
 - Current Effective Date: 02/09/2017
 - Business Unit: UCOP1 (UC Office of President)
 - Department: 812900 (BUDGET ANALYSIS & PLANNING)
 - Location: FRANKLIN (UCOP - Franklin Building)
 - Job Code: 007732 (SYSWIDE BUDGET ANL 3)
 - Union Code: 99 (Non-Represented)
 - FLSA Status: Exempt
 - Reports To Position: 40001788 (SYSWIDE BUDGET MGR 2)
 - Sal Admin Plan: CTOP
 - Salary Grade: 21
 - Standard Hours: 40.00
 - FTE: 1.000000
- Additional Fields:**
 - Mail Drop: 712348
 - Position Pool: []
 - Employee Relations Code: All Others, Not Confidential
 - Adds to FTE Actual Count:
 - Include FTE:
 - Representation Code: Covered

Step	Action
19.	<p>Click the Job Data tab.</p> <p></p>

PayPath Actions

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

Tien Eth Employee Empl ID 10000176 Empl Record 0

Staff: Career HR Status: Active Payroll Status: Active [Work Force Job Summary](#)
[Person Org Summary](#)

Job Data Find | View All First 1 of 1 L

Effective Date: 07/01/2017 Action: POS Position Change
Effective Sequence: 0 Action Reason: PRO Promotion

Current Effective Date: 02/09/2017 Current Action: POS Position Change
Current Eff Sequence: 0 Current Action Reason: RTC Reports To Change


Position Number: 40000414 SYSWIDE BUDGET ANL 3
Business Unit: UCOP1 UC Office of President
Department: 812900 BUDGET ANALYSIS & PLANNING
Location Code: FRANKLIN UCOP - Franklin Building
Job Code: 000282 SYSWIDE BUDGET MGR 1
Union Code: 99 Non-Represented

Reports To Position Number: 40001788 SYSWIDE BUDGET MGR 2 10002853 Ormatcha Okonek
FLSA Status: Exempt

Salary Administration Plan: CTOP Establishment ID: UCOP UC Office of the President
Step:

Salary Grade: 25 Employee Class: 2 Staff: Career
FTE: 1.000000
Appointment End Date:

Earnings Distribution Type: None Comp Rate: 6,787.416667 Standard Hours: 40.00 Pay Frequency: Monthly

Step	Action
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. 

PayPath Actions

Position Data | Job Data | Additional Pay Data

Tien Eth Employee Empl ID 10000176 Empl Record 0

Staff: Career HR Status: Active Payroll Status: Active [Work Force Job Summary](#)
[Person Org Summary](#)

Job Data Find | View All First 1 of 2

Effective Date: 07/01/2017 Action:

Effective Sequence: 1 Action Reason:

Current Effective Date: 02/09/2017 Current Action: POS Position Change
Current Eff Sequence: 0 Current Action Reason: RTC Reports To Change

Position Number: 40000414 SYSWIDE BUDGET ANL 3
Business Unit: UCOP1 UC Office of President
Department: 812900 BUDGET ANALYSIS & PLANNING
Location Code: FRANKLIN UCOP - Franklin Building
Job Code: 000282 SYSWIDE BUDGET MGR 1
Union Code: 99 Non-Represented

Reports To Position Number: 40001788 SYSWIDE BUDGET MGR 2 10002853 Ormatcha Okonek
FLSA Status: Exempt

Salary Administration Plan: CTOP Establishment ID: UCOP UC Office of the President
Step:

Salary Grade: 25 Employee Class: 2 Staff: Career
FTE: 1.000000
Appointment End Date:

Earnings Distribution Type: None Comp Rate: 6,787.416667 Standard Hours: 40.00 Pay Frequency: Monthly

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. <input type="text"/>
25.	Enter the desired information into the Action field. For this example, enter PAY (pay rate change).
26.	Click in the Action Reason field. <input type="text"/>
27.	Enter the desired information into the Action Reason field. For this example, enter PRO (promotion/academic promotion).

PayPath Actions New Window | Help | Personalize Page

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

Tien Eth Employee Empl ID 10000176 Empl Record 0

Staff: Career HR Status: Active Payroll Status: Active [Work Force Job Summary](#)
[Person Org Summary](#)

Job Data Find | View All First 1 of 2

Effective Date: 07/01/2017 Action: Pay Rate Change
Effective Sequence: 1 Action Reason: Promotion/Academic Promotion

Current Effective Date: 02/09/2017 Current Action: POS Position Change
Current Eff Sequence: 0 Current Action Reason: RTC Reports To Change

Position Number: 40000414 SYSWIDE BUDGET ANL 3
Business Unit: UCOP1 UC Office of President
Department: 812900 BUDGET ANALYSIS & PLANNING
Location Code: FRANKLIN UCOP - Franklin Building
Job Code: 000282 SYSWIDE BUDGET MGR 1
Union Code: 99 Non-Represented

Reports To Position Number: 40001788 SYSWIDE BUDGET MGR 2 10002853 Ornatcha Okonek
FLSA Status: Exempt

Salary Administration Plan: CTOP Establishment ID: UC Office of the President
Salary Grade: 25 Step:
FTE: 1.000000 Employee Class: Staff: Career

Appointment End Date:

Earnings Distribution Type: None Comp Rate: 6,787.416667 Standard Hours: 40.00 Pay Frequency: Monthly

Step	Action
28.	Click the scroll bar.

PayPath Actions New Window | Help | Personalize Page

Reports To Position Number: 40001788 SYSWIDE BUDGET MGR 2 10002853 Ornatcha Okonek

FLSA Status: Exempt

Salary Administration Plan: CTOP Establishment ID: UC Office of the President
Salary Grade: 25 Step:
FTE: 1.000000 Employee Class: Staff: Career

Appointment End Date:

Earnings Distribution Type: None Comp Rate: 6,787.416667 Standard Hours: 40.00 Pay Frequency: Monthly

Pay Components Personalize | Find | | First 1 of 1 Last

Rate Code	Comp Rate	Compensation Frequency
1 UCANNL	81,449.000000	Annual

Earnings Distribution Personalize | Find | | First 1 of 1 Last

Earnings Code	Comp Rate	Distribution %
1		



UC Job Data

ERIT/Phased Retirement End Dt: Trial Employment End Date:

Probation Code: PY Career Duration:
Location Use End Date: Probation End Date:

Location Use Type:
Job Data Comments:

Position Data | Job Data | Additional Pay Data

Step	Action
29.	Click in the Comp Rate field. 
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 .

PayPath Actions

Reports To Position Number: 40001788 SYSWIDE BUDGET MGR 2 10002853 Omalcha Okonek [New Window](#) | [Help](#) | [Personalize Page](#)

FLSA Status: Exempt Establishment ID: UCOP UC Office of the President

Salary Administration Plan: CTOP Step:

Salary Grade: 25 FTE: 1.000000 Employee Class: 2 Staff: Career

Appointment End Date:

Earnings Distribution Type: None Comp Rate: 7,583.333333 Standard Hours: 40.00 Pay Frequency: M Monthly

Pay Components Personalize | Find | | First 1 of 1 Last

Rate Code	Comp Rate	Compensation Frequency
1 UCANNL	91,000.000000	Annual

Earnings Distribution Personalize | Find | | First 1 of 1 Last

Earnings Code	Comp Rate	Distribution %
1		

UC Job Data

ERIT/Phased Retirement End Dt: Trial Employment End Date:

Probation Code: None PY Career Duration:

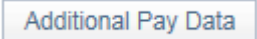
Location Use End Date: Probation End Date:

Location Use Type:

Job Data Comments:

[Return to Search](#)

[Position Data](#) | [Job Data](#) | [Additional Pay Data](#)

Step	Action
33.	Click the scroll bar.
34.	Click the Additional Pay Data tab. 

PayPath Actions

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

Tien Eth Employee Empl ID 10000176 Empl Record 0

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: 07/10/2017

Payment Details Find | View All First 1 of 1 Last

Addl Seq #: 1

End Date: Reason: Not Specified

Pay Period Amt:

Goal Amount: Goal Balance:

Prorate Additional Pay

Applies To Pay Periods

First Second Third


Job Information

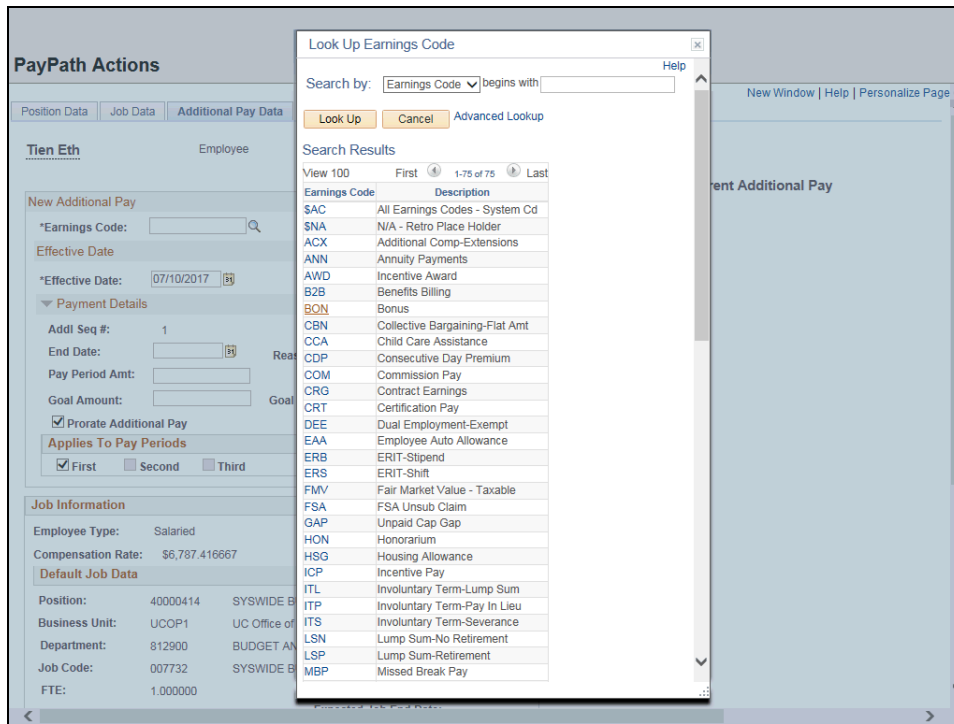
Employee Type: Salaried Standard Hours: 40.00
Compensation Rate: \$6,787.416667 Frequency: Monthly

Default Job Data

Position: 40000414 SYSWIDE BUDGET ANL 2
Business Unit: UCOP1 UC Office of President
Department: 812900 BUDGET ANALYSIS & PLANNING
Job Code: 007732 SYSWIDE BUDGET ANL 3
FTE: 1.000000

No Data present for current Additional Pay

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. 



Step	Action
38.	<p>The Earnings Codes that appear are based on the earnings program tied to the employee's paygroup. Select the appropriate Earnings Code.</p> <p>For this example, click the CCA (Child Care Assistance) list item.</p> <p>CCA</p>
39.	<p>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.</p> <p>Click in the Effective Date field.</p> <p><input type="text" value="07/10/2017"/></p>
40.	<p>Enter the desired information into the Effective Date field.</p> <p>For this example, enter 08/01/2017.</p>
41.	<p>Enter the additional pay amount that should be paid per pay period.</p> <p>Note: For biweekly employees, the amount should be entered for the pay period, not the month.</p> <p>Click in the Pay Period Amt field.</p> <p><input type="text"/></p>

Step	Action
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. <input type="text"/>
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.

Step	Action
47.	Click the scroll bar.

PayPath Actions

EIUU Date: Reason: **New Additional Pay** New Window | Help | Personalize Page

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: \$6,787.416667 Frequency: Monthly

Default Job Data

Position: 40000414 SYSWIDE BUDGET ANL 2
 Business Unit: UCOP1 UC Office of President
 Department: 812900 BUDGET ANALYSIS & PLANNING
 Job Code: 007732 SYSWIDE BUDGET ANL 3
 FTE: 1.000000
 Employee Status: Active Expected Job End Date:

 [Upload \ View Supporting Documents](#)

Transaction ID: NEW
 Workflow Status: Apprvl Prc
 Request Status: **In Progress**

Initiator's Comments:

User ID: UC_PayPath_User

Step	Action
48.	Use the Upload \ View Supporting Documents link to attach supporting documentation, if applicable.
49.	Use the Initiator's Comments field, to further explain the transaction for the Approver, if applicable.
50.	Click the Save And Submit button. <div style="text-align: center;"><input type="button" value="Save And Submit"/></div>

UCPath Task:
Initiate Position Data + Job Data + Additional Pay
Change PayPath Transaction (Staff)

PayPath Actions New Window | Help | Personalize Page ^

Pay Period Amt: \$2,500.00
Goal Amount: \$2,500.00 Goal Balance:

Prorate Additional Pay

Applies To Pay Periods

First Second Third

Job Information

Employee Type: Salaried Standard Hours: 40.00
Compensation Rate: \$6,787.416667 Frequency: Monthly

Default Job Data

Position: 40000414 SYSWIDE BUDGET ANL 2
Business Unit: UCOP1 UC Office of President
Department: 812900 BUDGET ANALYSIS & PLANNING
Job Code: 007732 SYSWIDE BUDGET ANL 3
FTE: 1.000000
Employee Status: Active Expected Job End Date:

Save for Later Save And Submit Cancel Upload | View Supporting Documents

Transaction ID: 0000003198
Workflow Status: Submitted
Request Status: Pending Approval

Initiator's Comments:

User ID: UC_PayPath_User

PayPath

Transaction: 0000004996, ID: 10073757, Empl Record: 1:Pending

Step	Action
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.