

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**

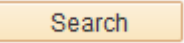
OR

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

The screenshot shows the 'PayPath Actions' page with the 'Find an Existing Value' tab selected. Below the tab 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', both set to 'Choose from recent searches' and 'Choose from saved searches' respectively. Below these are several search fields: 'Empl ID' (beginning with), 'Empl Record' (beginning with), 'Name' (beginning with), 'Business Unit' (beginning with), 'Position Number' (beginning with), 'Department' (beginning with), 'Job Code' (beginning with), and 'Employee Classification' (beginning with). Each field has a 'beginning with' dropdown and a search icon. The 'Employee Status' field has a dropdown set to '='. There is a 'Show fewer options' link and a 'Case Sensitive' checkbox. At the bottom are 'Search' and 'Clear' buttons. An illustration of a person with a magnifying glass is at the bottom right.

Step	Action
1.	<p>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.</p> <p>Enter search criteria in one or more of the search fields on this page.</p>
2.	<p>Click in the Empl ID field.</p>
3.	<p>Enter the desired information into the Empl ID field.</p> <p>For this example, enter 10000176.</p>

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

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 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
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
View All										

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](#)

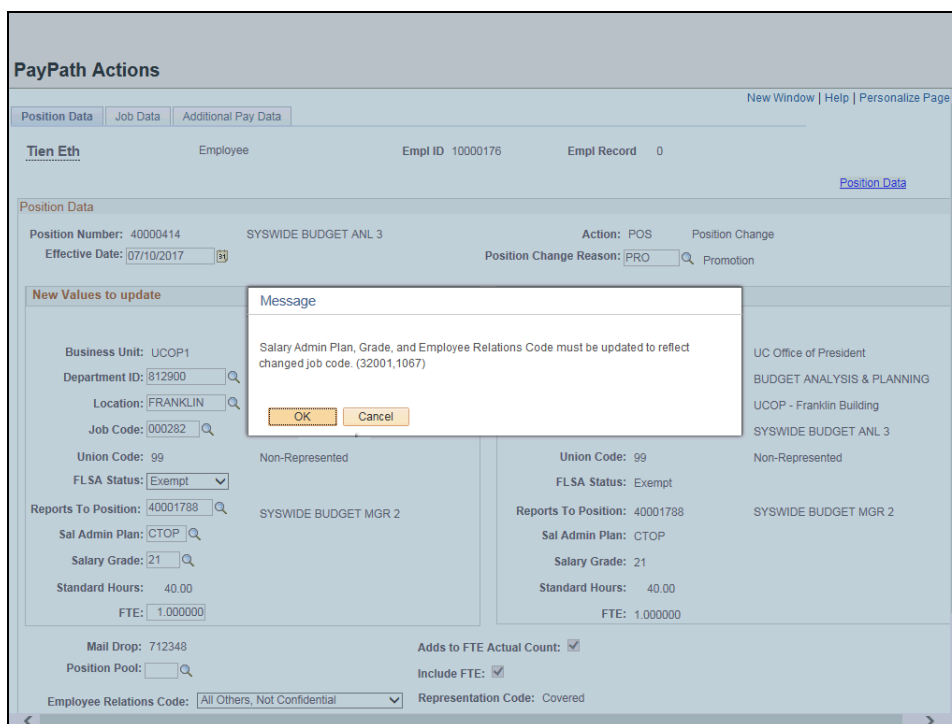
Position Number: 40000414 SYSWIDE BUDGET ANL 3 Action: POS Position Change
Effective Date: 07/10/2017 Position Change Reason:

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

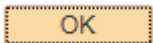
Mail Drop: 712348 Adds to FTE Actual Count: ☒
Position Pool: Include FTE: ☒
Employee Relations Code: All Others, Not Confidential Representation Code: Covered

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. <div>07/10/2017</div>
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. <div></div>
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. 
15.	Enter the desired information into the Job Code field. For this example, enter 000282 .



The screenshot shows the UCPath PayPath Actions interface. A message dialog box is displayed in the center, stating: "Salary Admin Plan, Grade, and Employee Relations Code must be updated to reflect changed job code. (32001,1067)". The dialog has "OK" and "Cancel" buttons. In the background, the "Position Data" tab is active, showing fields for Position Number (40000414), Effective Date (07/10/2017), Job Code (000282), and other employee information. The "New Values to update" section is visible, showing fields for Business Unit, Department ID, Location, Job Code, Union Code, FLSA Status, Reports To Position, Sal Admin Plan, Salary Grade, Standard Hours, FTE, Mail Drop, Position Pool, Employee Relations Code, and Representation Code.

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. 

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>

PayPath Actions

Position Data | Job Data | Additional Pay Data

New Window | Help | Personalize Page

Tien Eth Employee Empl ID 10000176 Empl Record 0

[Position Data](#)

Position Data

Position Number: 40000414 SYSWIDE BUDGET ANL 3 Action: POS Position Change
Effective Date: 07/01/2017 Position Change Reason: PRO Promotion

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: 000282 SYSWIDE BUDGET MGR 1	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: 25	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
19.	<p>Click the Job Data tab.</p> <p>Job Data</p>

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

PayPath Actions

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

New Window | Help | Personalize Page

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: UC Office of the President
 Salary Grade: 25 Employee Class: 2 Staff: Career
 FTE: 1.000000
 Appointment End Date: 03

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

New Window | Help | Personalize Page

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 L

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: UC Office of the President
Step:
Salary Grade: 25 Employee Class: 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).

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

PayPath Actions

Position Data | Job Data | Additional Pay Data

New Window | Help | Personalize Page

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 Ormatcha 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

Reports To Position Number: 40001788 SYSWIDE BUDGET MGR 2 10002853 Ormatcha 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 UCANL 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:

[Return to Search](#)

Position Data | Job Data | Additional Pay Data

Step	Action
29.	Click in the Comp Rate field. <input type="text" value="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. <input type="text"/>
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 Ormatsha 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 Employee Class: 2 Staff: Career

FTE: 1.000000 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 UCANL	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: Position promotion with pay increase and additional pay.

[Return to Search](#)

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


Step	Action
33.	Click the scroll bar.
34.	Click the Additional Pay Data tab. <input type="button" value="Additional Pay Data"/>

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. 

PayPath Actions

Position Data | Job Data | Additional Pay Data

Tien Eth Employee

New Additional Pay

*Earnings Code:

Effective Date:

Payment Details

Addl Seq #:

End Date:

Pay Period Amt:

Goal Amount:

☒ Prorate Additional Pay

Applies To Pay Periods

☒ First ☐ Second ☐ Third

Job Information

Employee Type: Salaried

Compensation Rate: \$6,787.416667

Default Job Data

Position: 40000414 SYSWIDE B

Business Unit: UCOP1 UC Office of

Department: 812900 BUDGET AN

Job Code: 007732 SYSWIDE B

FTE: 1.000000

Look Up Earnings Code

Search by: Earnings Code begins with

Search Results

View 100 First 1-75 of 75 Last

Earnings Code	Description
\$AC	All Earnings Codes - System Cd
\$NA	N/A - Retro Place Holder
ACX	Additional Comp-Extensions
ANN	Annuity Payments
AWD	Incentive Award
B2B	Benefits Billing
BON	Bonus
CBN	Collective Bargaining-Flat Amt
CCA	Child Care Assistance
CDP	Consecutive Day Premium
COM	Commission Pay
CRG	Contract Earnings
CRT	Certification Pay
DEE	Dual Employment-Exempt
EAA	Employee Auto Allowance
ERB	ERIT-Stipend
ERS	ERIT-Shift
FMV	Fair Market Value - Taxable
FSA	FSA Unsub Claim
GAP	Unpaid Cap Gap
HON	Honorarium
HSQ	Housing Allowance
ICP	Incentive Pay
ITL	Involuntary Term-Lump Sum
ITP	Involuntary Term-Pay In Lieu
ITS	Involuntary Term-Severance
LSN	Lump Sum-No Retirement
LSP	Lump Sum-Retirement
MBP	Missed Break Pay

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.

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: CCA Child Care Assistance
 Effective Date Find | View All First 1 of 1 Last
 *Effective Date: 08/01/2017

Payment Details Find | View All First 1 of 1 Last
 Addl Seq #: 1
 End Date: 02/01/2018 Reason: Not Specified
 Pay Period Amt: \$250.00
 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
47.	Click the scroll bar.

PayPath Actions

Enr Date: Reason: **New Additional Pay**

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:

[Save for Later](#) [Save And Submit](#) [Cancel](#) [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. 

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



UCPath

PayPath Actions

Pay Period Amt: \$2,500.00
Goal Amount: \$2,500.00
☒ Prorate Additional Pay
Applies To Pay Periods
☒ First ☐ Second ☐ Third

Goal Balance:

[New Window](#) | [Help](#) | [Personalize Page](#)

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.