

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

## Navigation:

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Find an Existing Value  Search Criteria  Teter any information you have and click Search. Leave fields blank for a list of all values.   Recent Searches Choose from recent searches	
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         •          •          • Information you have and click Search. Leave fields blank for a list of all values.             • Recent Searches         Choose from recent searches         •          •          • Information you have and click Search searches         •          • Information you have and click Search searches         •          • Information you have and click Search searches         •          •          • Information you have and click Search searches         •          •          •	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
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Position Number begins with   Department begins with   O  Department begins with   O  Employee Classification begins with   C  Employee Status   C  Show fewer options  Case Sensitive	
Department begins with	
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Employee Classification begins with  Employee Status  Show fewer options Case Sensitive	
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Case Sensitive	
Search	

Step	Action
1.	After you navigate to the <b>PayPath Actions</b> component, the system displays the <b>Find an Existing Value</b> 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 <b>Empl ID</b> field.
3.	Enter the desired information into the <b>Empl ID</b> field. For this example, enter <b>10000176</b> .



Step	Action
4.	Click the <b>Search</b> button.
	Search

								New Window   Help
nd an Existing Value	•							
Search Criteria								
Enter any information you h	ave and click	Search. Leave fie	lds blank for a	list of all values.				
Recent Searches	Choose from	n recent searche:	S	~ <i>I</i>	Saved Searches	Choose from saved se	arches	~ /
	Empl ID	begins with 🗸	10000176					
E	Empl Record	begins with 🗸						
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B	usiness Unit	begins with 🗸		Q				
Posi	tion Number	begins with 🗸		Q				
	Department	begins with 🗸		Q				
	Job Code	begins with 🗸		Q				
Employee C	Classification	begins with 🗸		Q				
Emp	loyee Status	= ~		~				
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	Searc	hClea	ar					
<ul> <li>Search Results</li> </ul>								
1 rows - Empl ID	"10000176							
								View
								11011

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

osition Data Job Data Additional	Pay Data			New Window   Help   Personalize P
Tien Eth Employ	ee Empl ID 1	10000176 Empl Recor	d O	Position Data
sition Data				
Position Number: 40000414 Effective Date: 07/10/2017	SYSWIDE BUDGET ANL 3	Action:   Position Change Reason:	POS Pos	ition Change
New Values to update		Existing Values		
		Current Effective Date:	02/09/2017	
Business Unit: UCOP1	UC Office of President	Business Unit:	UCOP1	UC Office of President
Department ID: 812900	BUDGET ANALYSIS & PLANNING	Department:	812900	BUDGET ANALYSIS & PLANNING
Location: FRANKLIN	UCOP - Franklin Building	Location:	FRANKLIN	UCOP - Franklin Building
Job Code: 007732 Q	SYSWIDE BUDGET ANL 3	Job Code:	007732	SYSWIDE BUDGET ANL 3
Union Code: 99	Non-Represented	Union Code:	99	Non-Represented
FLSA Status: Exempt V		FLSA Status:	Exempt	
Reports To Position: 40001788	SYSWIDE BUDGET MGR 2	Reports To Position:	40001788	SYSWIDE BUDGET MGR 2
Sal Admin Plan: CTOP		Sal Admin Plan:	CTOP	
Salary Grade: 21 Q		Salary Grade:	21	
Standard Hours: 40.00		Standard Hours:	40.00	
FTE: 1.000000		FTE:	1.000000	
Mail Drop: 712348	Adds to	o FTE Actual Count: 🗹		
Position Pool:		ere 📝		

Step	Action
8.	The <b>PayPath Actions</b> page displays the <b>Position Data</b> 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 <b>Position Data</b> tab.
9.	Before you enter the update, you must identify the <b>Effective Date</b> and <b>Position Change Reason</b> .
10.	The <b>Effective Date</b> 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 <b>Effective Date</b> field. 07/10/2017
11.	Enter the desired information into the <b>Effective Date</b> field.
12.	Click in the <b>Position Change Reason</b> field.
13.	Enter the desired information into the <b>Position Change Reason</b> field.
	For this example, enter <b>PRO</b> (promotion).



Step	Action
14.	Enter the <b>Job Code</b> for the promotion.
	Click in the <b>Job Code</b> field.
15.	Enter the desired information into the <b>Job Code</b> field.
	For this example, enter 000282.

sition Data Job Data Additional	Pay Data		New Window   Help   Personalize Pa
ien Eth Employ	ee Empl ID 1000	00176 Empl Record 0	
cition Data			Position Data
osition Number: 40000414 Effective Date: 07/10/2017	SYSWIDE BUDGET ANL 3	Action: POS Position Change Reason: PRO Q Pro	tion Change omotion
New Values to update	Message		
Business Unit: UCOP1 Department ID: 812900 Location: FRANKLIN C Job Code: 000282 Q	Salary Admin Plan, Grade, and Employee changed job code. (32001,1067) OK Cancel	Relations Code must be updated to reflect	UC Office of President BUDGET ANALYSIS & PLANNING UCOP - Franklin Building SYSWIDE BUDGET ANL 3
Union Code: 99	Non-Represented	Union Code: 99	Non-Represented
FLSA Status: Exempt V		FLSA Status: Exempt	
Reports To Position: 40001788	SYSWIDE BUDGET MGR 2	Reports To Position: 40001788	SYSWIDE BUDGET MGR 2
Sal Admin Plan: CTOP		Sal Admin Plan: CTOP	
Salary Grade: 21 🔍		Salary Grade: 21	
Standard Hours: 40.00		Standard Hours: 40.00	
FTE: 1.000000		FTE: 1.000000	
Mail Drop: 712348	Adds to FT	FE Actual Count: 🗹	
Position Book			

Step	Action
16.	UCPath displays a message indicating that the <b>Sal Admin Plan</b> , <b>Salary Grade</b> and <b>Employee Relations Code</b> fields must be updated.
	Review and enter these fields to reflect the <b>Job Code</b> change. You may also need to change <b>Step</b> , <b>Pay Components</b> or <b>Earnings Distribution</b> information on the <b>Job Data</b> tab.
	Click the <b>OK</b> button.
	OK



Step	Action
17.	When the <b>Job Code</b> is changed, the <b>Employee Relations Code</b> is removed and required to be re-entered.
	Notes:
	• If a job code is tied to the <b>BX</b> union code, you must select <b>Stud Academic Title</b> ,
	<b>HEERA</b> as the <b>Employee Relations Code</b> .
	• If a job code <u>is not</u> tied to the <b>BX</b> union code, the <b>Employee Relations</b>
	Code <u>must not</u> be Stud Academic Title, HEERA.
18.	The <b>Sal Admin Plan</b> and <b>Salary Grade</b> fields are updated based on the selected job code. Because there is only one <b>Sal Admin Plan</b> and one <b>Salary Grade</b> for
	this job code, UCPath automatically populates the fields. For other examples, you
	may need to select the correct values.

sition Data Job Data Additional	Pay Data		New Window   Help   Personalize Pa
ien Eth Employ	ee Empl IE	0 10000176 Empl Record 0	
			Position Data
sition Data			
Position Number: 40000414	SYSWIDE BUDGET ANL 3	Action: POS Pos	sition Change
Effective Date: 07/01/2017		Position Change Reason: PRO	Promotion
New Values to update		Existing Values	
		Current Effective Date: 02/09/2017	
Business Unit: UCOP1	UC Office of President	Business Unit: UCOP1	UC Office of President
Department ID: 812900	BUDGET ANALYSIS & PLANNING	Department: 812900	BUDGET ANALYSIS & PLANNING
Location: FRANKLIN	UCOP - Franklin Building	Location: FRANKLIN	UCOP - Franklin Building
Job Code: 000282	SYSWIDE BUDGET MGR 1	Job Code: 007732	SYSWIDE BUDGET ANL 3
Union Code: 99	Non-Represented	Union Code: 99	Non-Represented
FLSA Status: Exempt V		FLSA Status: Exempt	
Reports To Position: 40001788	SYSWIDE BUDGET MGR 2	Reports To Position: 40001788	SYSWIDE BUDGET MGR 2
Sal Admin Plan: CTOP		Sal Admin Plan: CTOP	
Salary Grade: 25 Q		Salary Grade: 21	
Standard Hours: 40.00		Standard Hours: 40.00	
FTE: 1.000000		FTE: 1.000000	
Mail Drop: 712348	Add	s to FTE Actual Count: 🗹	
Position Pool:	Inch	Ido ETE: 🗹	

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

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	Additional Pay Data					1.1		
Tien Eth	Employee	Empl ID 10000176	Empl Record	0				
Staff: Career		HR Status: Active	Payroll Status:	Active	Work Force Person Org	Job Sumr Summarv	<u>nary</u>	
ob Data					Find   View All	First	• 1 of	1 🕑
Effective Date: 0	7/01/2017		Action: P	POS PO	osition Change			
Effective Sequence:	0		Action Reason: P	RO PI	omotion			
Current Effective	Date: 02/09/2017		Current Action: P	POS	Position Change			
Current Eff Seque	ence: 0	(	Current Action Reason: R	RTC	Reports To Change			
Position Nur	nber: 40000414	SYSWIDE BUDGET ANL 3						
Business	Unit: UCOP1	UC Office of President						
Departr	nent: 812900	BUDGET ANALYSIS & PLANNING						
Location (	ode: FRANKLIN	UCOP - Franklin Building						
Job (	code: 000282	SYSWIDE BUDGET MGR 1						
Union (	ode: 99	Non-Represented						
Reports To Position Nur	nber: 40001788	SYSWIDE BUDGET MGR 2 10002853 (	Ornatcha Okonek					
FLSA St	atus: Exempt							
Salary Administration	Plan: CTOP	Establishment ID: UCOP	UC Office of the Pre	sident				
Salary G	rade: 25	Step:						
Sulary G	ETE: 1.000000	Employee Class: 2						
Appointment End	Date:	star	T. Career					

Step	Action
20.	Notice a new <b>Job Data</b> row has been added that includes the update from the <b>Position Data</b> tab. The new row includes the <b>Effective Date</b> , <b>Action</b> and <b>Action Reason</b> from the position update.
21.	The updated <b>Job Code</b> , <b>Salary Administration Plan</b> and <b>Salary Grade</b> also appear.
22.	Add a row to enter a pay increase. Click the Add a new row button.



osition Data	Additional Pay Data			New Window	Help   Pei	sonalize	Pa
	Employee	E	Evel Decert - 0				
lien Eth	Employee	Empl ID 10000176	Empl Record 0	Made Trans			
Staff: Career		HR Status: Active	Payroll Status: Active	Person Org	<u>Job Sumn</u> Summary	lary	
ob Data				Find   View All	First	) 1 of 2	۲
Effective Date: 07/01	/2017		Action:				
Effective Sequence: 1			Action Reason:				
Current Effective Dat	e: 02/09/2017		Current Action: POS	Position Change			
Current Eff Sequence	e: 0		Current Action Reason: RTC	Reports To Change			
Position Numbe	er: 40000414	SYSWIDE BUDGET ANL 3					
Business Un	it: UCOP1	UC Office of President					
Departmer	nt: 812900	BUDGET ANALYSIS & PLANNING					
Location Cod	e: FRANKLIN	UCOP - Franklin Building					
Job Cod	e: 000282	SYSWIDE BUDGET MGR 1					
Union Cod	e: 99	Non-Represented					
Reports To Position Numbe	er: 40001788	SYSWIDE BUDGET MGR 2 10002853	Ornatcha Okonek				
FLSA Statu	s: Exempt						
Salary Administration Pla	n: CTOP	Establishment ID: UCOP	Q UC Office of the President				
Salary Grad	e. 25	Step:					
ET	E: 1.000000	Employee Class: 2					
Appointment End Dat	e:		an. Gareer				
Appointment End Dat	e: None	Comp Rate: 6,787.416667	Standard Hours: 40.00	Pay Frequency:	MQ	Monthly	

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

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osition Data Job Data	Additional Pay Data			New Window   I	Help   Personalize Pa	ag
lien Eth	Employee	Empl ID 10000176	Empl Record 0			
Staff: Career		HR Status: Active	Payroll Status: Active	Work Force . Person Org 5	Job Summary Summary	
b Data				Find   View All	First 🕚 1 of 2 🤅	D
Effective Date: 07/0	1/2017		Action: PAY	Pay Rate Change		
Effective Sequence: 1			Action Reason: PRO Q	Promotion/Academic Pro	motion	
Current Effective Da	te: 02/09/2017		Current Action: POS	Position Change		
Current Eff Sequen	ce: 0		Current Action Reason: RTC	Reports To Change		
Position Numb	er: 40000414	SYSWIDE BUDGET ANL 3				
Business U	nit: UCOP1	UC Office of President				
Departme	nt: 812900	BUDGET ANALYSIS & PLANNING				
Location Co	le: FRANKLIN	UCOP - Franklin Building				
Job Co	le: 000282	SYSWIDE BUDGET MGR 1				
Union Co	le: 99	Non-Represented				
Reports To Position Numb	er: 40001788	SYSWIDE BUDGET MGR 2 10002853	Ornatcha Okonek			
FLSA Stat	is: Exempt					
Salary Administration Pl	an: CTOP	Establishment ID: UCOP	UC Office of the President			
Salary Gra	ie: 25	Step:				
F	E: 1.000000	Employee Class: 2 Q	aff. Career			
Appointment End Da	te:		an. Career			



Reports To Position Number: 40001788	SYSWIDE BUDGET MGR 2 10002853	New Wi	indow   Help   Personalize Pag
FLSA Status: Exempt	Establishment ID: LICOD		
Salary Administration Plan: CTOP		UC Office of the President	
Salary Grade: 25	Step:		
FTE: 1.000000	Employee Class: 2 Sta	f: Career	
Appointment End Date:			
Earnings Distribution Type: None	Comp Rate: 6,787.416667	Standard Hours: 40.00 Pay Frequence	cy: M C Monthly
Pay Components		Personalize   Find   🖾   🌆	First 🕚 1 of 1 🕑 Las
Rate Code	Comp Rate	Compensation Frequency	
1 UCANNL	Q 81,449.000000	Annual	
Earnings Distribution		Personalize   Find   💷	First 🕚 1 of 1 🕑 Lar
Earnings Code	Comp Rate	Distribution %	
1			
UC Job Data			
ERIT/Phased Retirement End Dt:	B TI	ial Employment End Date:	
Probation Code: None	~	PY Career Duration:	
Location Use End Date:	Ħ	Probation End Date:	
Location Use Type:	$\checkmark$		
Job Data Comments:			
Return to Search			
Was Date I late Date I Additional Day Date			



Step	Action
29.	Click in the <b>Comp Rate</b> field.
	81,449.000000
30.	Enter the desired information into the <b>Comp Rate</b> 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 <b>Position promotion with pay increase and additional</b>
	pay.

Conorte To Desition Numbe	40001700	SYSWIDE DUDGET MOD 2 4000205	Ormataba Okonok	New Window	Help   Personalize	Pag
FLSA Statu	s: Exempt	STSWIDE BUDGET MGR 2 TUUU205.	5 Official Okoffek			
Salary Administration Pla	n: CTOP	Establishment ID: UCOP	Q UC Office of the President			
Salary Grad	e: 25	Step:				
FT	E: 1.000000	Employee Class: 2	Staff: Career			
Appointment End Dat	e: 3	0	Sun Suren			
Earnings Distribution Typ	e: None	Comp Rate: 7,583.333333	Standard Hours: 40.00	Pay Frequency:	M Q Monthly	
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Rate Code		Comp Rate	Comp	ensation Frequency		
1 UCANNL		Q 91,000.000000	Annua	1	+	
Earnings Distribution			Personali	ze   Find   💷   🔢	First 🕚 1 of 1 🕑	Las
Earnings Code		Comp Rate	D	istribution %		
1						
UC Job Data						
ERIT/Phased Retiremen	t End Dt:	Ħ	Trial Employment End Date:	21		
Probati	on Code: None	~	PY Career Duration:	~		
Location Use I	nd Date:	<b>B</b>	Probation End Date:	Ħ		
Location L	lse Type:	~				
Job Data Co	mments: Position	promotion with pay increase and additional pa	iy.			
Return to Search						
ition Data Liloh Data LAdditio	nal Pay Data					
uon Data   Job Data   Additio	that i ay bala					

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



Tin Eth Employee Empl D 0000176 Empl Record 0   Nex Additional Pay   Find   View All First 0 of 0 1 0 as   Effective Date Find   View All First 0 of 0 1 0 as   Effective Date Find   View All First 0 of 0 1 0 as   Payment Details Find   View All First 0 of 0 1 0 as   Addi Seq # Implement 0 as   Implement Details Find   View All First 0 of 0 1 0 as   Addi Seq # Implement 0 as   Implement Details Find   View All First 0 1 0 1 0 as   Addi Seq # Implement 0 as   Implement Details Implement 0 as   PayPeriod Admit Goal Balance:   Implement Details Goal Balance:   Implement Details Goal Balance:   Implement Details Standard Hours: 40.00   Optomention Standard Hours: 40.00   Detail Job Dato   Position: 40000414   SysWIDE BUDGET ANL 2   Business Unit: UCOP1   UCOP1 UC Office of President   Department: 812000   Business Unit: UCOP1   UCOP1 UC Office of President   Department: 812000   Buditses Unit: UCOP1   UCOP1 UC Office of President   Department: 812000   Buditses Unit: UCOP1   UCOP1 UC Office of President   Detail: 0 UCOP1   UCOP1 UC Office of President   Detail: 0 UCOP1   UCOP1 UC Office Of President		ata Additional Pay Da	ta		New Window   Heip   Personalize Pag
No Data present for current Additional Pay Terretive Date Terretive Date Terretive Date: Terretive Date:	lien Eth	Employee		Empl ID 10000176	Empl Record 0
*Earnings Code:       Q       Image: Code:         Effective Date:       Pind   View All       First ● 1 of 1 ● Last         *Effective Date:       07/10/2017 B       Image: Code:         *Payment Details       Find   View All       First ● 1 of 1 ● Last         Addl Seq #:       1       Image: Code:         Pay Period Amt:       Image: Code:       Image: Code:         Goal Amount:       Goal Balance:       Image: Code:         Image: Code:       Image: Code:       Image: Code:         Job Information       Compensation Rate:       S6,787 416667         Employee Type:       Salaried       Standard Hours:       40.00         Compensation Rate:       S6,787 416667       Frequency:       Monthly         Default Job Data       Image: Code:       Image: Code: Code:       Stype: Code:	New Additional Pay		Find   View All	First ④ 1 of 1 ⑧ Last	No Data present for current Additional Pay
Effective Date       Find   View All       First ① 1 of ① Last         *Effective Date:       07/10/2017 ③       ● ●         Payment Details       Find   View All       First ① 1 of 1 ② Last         Addl Seq #:       1       ● ●         End Date:       ●       ●         Payment Details       Reason:       Not Specified         Pay Period Amt:       ●       ●         Goal Amount:       ●       ●         Ø Porate Additional Pay       Goal Balance:       ●         Ø Prorate Additional Pay       ●       ●         Job Information       ●       ●         Employee Type:       Salaried       Standard Hours: 40.00         Compensation Rate:       \$6,787 416667       Frequency:         Position:       40000414       \$YSWIDE BUDGET ANL 2         Business Unit:       UCO P1       UC Office of President         Department:       812000       BUDGET ANL 3         Job Code:       07732       \$YSWIDE BUDGET ANL 3	*Earnings Code:	Q		+ -	
*Effective Date: 07/10/2017 (5)   *Payment Details Find   View All   *Addl Seq #: 1   Ind Date: 1   Bis Reason:   Not Specified   Pay Period Amt:   Goal Amount:   Goal Amount:   Goal Amount:   Goal Anount:   Monthit   Deformation   Provide Table:   Position:   40000414   Syswide Bub	Effective Date		Find   View All	First 🕚 1 of 1 🕑 Last	
Payment Details       Find   View All       First ① 1 of 1 ② Last         Addl Seq #:       1       Image: Control of the second of t	*Effective Date:	07/10/2017		+ -	
Addl Seq #:       1       Image: Control of the second sec	<ul> <li>Payment Detail</li> </ul>	ls	Find   View All	First ④ 1 of 1 ④ Last	
W First       Second       Third         Job Information       Employee Type:       Salaried       Standard Hours:       40.00         Compensation Rate:       \$6,787.416667       Frequency:       Monthly         Default Job Data       Business Unit:       UCOOPI       UC Office of President         Department:       812900       BUDGET ANALYSIS & PLANNING         Job Code:       007732       SYSWIDE BUDGET ANL 3	Addl Seq #: End Date: Pay Period Amt: Goal Amount: Prorate Additi Applies To Pay	1 image: second	Reason: Not Sg Goal Balance:	ecified V	
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	First	Second Third			
Employee Type:         Salaried         Standard Hours:         40.00           Compensation Rate:         \$6,787.416667         Frequency:         Monthly           Default Job Data         Volume         Volume         Volume           Position:         40000414         SYSWIDE BUDGET ANL 2         Budget And President           Department:         812900         BUDGET ANALYSIS & PLANNING         Job Code:         007732         SYSWIDE BUDGET ANL 3	Job Information				
Compensation Rate:         56,787.416667         Frequency:         Monthly           Default Job Data         Vertical State         Vertical State           Postion:         40000414         SYSWIDE BUDGET ANL 2         Budget Analysis           Business Unit:         UCOP1         UC Office of President         Department:         812900         BUDGET ANALYSIS & PLANNING           Job Code:         007732         SYSWIDE BUDGET FANL 3         Vertical State         State	Employee Type:	Salaried	Standard Hours	s: 40.00	
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	Compensation Rate: Default Job Data	\$6,787.416667	Frequency:	Monthly	
Business Unit:         UCOP1         UC Office of President           Department:         812900         BUDGET ANALYSIS & PLANNING           Job Code:         007732         SYSWIDE BUDGET ANL 3	Position:	40000414 SYSWIE	E BUDGET ANL 2		
Department:         812900         BUDGET ANALYSIS & PLANNING           Job Code:         007732         SYSWIDE BUDGET ANL 3	Business Unit:	UCOP1 UC Offic	e of President		
Job Code: 007732 SYSWIDE BUDGET ANL 3	Department:	812900 BUDGE	T ANALYSIS & PLANNIN	IG	
	Job Code:	007732 SYSWIE	DE BUDGET ANL 3		

Step	Action
35.	Use the <b>Additional Pay Data</b> 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 <b>Earnings Code</b> , <b>Effective Date</b> and <b>Pay Period Amount</b> for the additional pay.
37.	Click the Look up Earnings Code button.
	Q

## UNIVERSITY OF UCPath Initiate Position Data + Job Data + Additional Pay Change PayPath Transaction (Staff) CALIFORNIA

						_	
			Look Up Ea	arnings Code		×	
PayPath Action	IS		Search by:	Earnings Code 🗸 begins with	Help	^	New Window   Help   Personalize Page
Position Data Job Dat	ta Additional	Pay Data	Look Up	Cancel Advanced Lookup			
Tien Eth	Emplo	yee	Search Res	ults			
			View 100	First 🚯 1-75 of 75 🕑 Last			
			Famings Code	Description		ł	ent Additional Pay
New Additional Pay			SAC	All Farnings Codes - System Cd			
*Famings Code:		0	SNA	N/A - Retro Place Holder			
Eurings code.			ACX	Additional Comp-Extensions			
Effective Date			ANN	Annuity Payments			
*Effective Date:	07/10/2017		AWD	Incentive Award			
Ellective Date:	01110/2011	,	B2B	Benefits Billing			
Payment Details			BON	Bonus			
Addl Seg #	1		CBN	Collective Bargaining-Flat Amt			
Addi beq in			CCA	Child Care Assistance		-	
End Date:	8	Reas	CDP	Consecutive Day Premium			
Pay Period Amt:			COM	Commission Pay			
Const Amounts		-	CRG	Contract Earnings			
Goal Amount:		Goal	CRT	Certification Pay			
Prorate Additio	nal Pay		DEE	Dual Employment-Exempt			
Applies To Pay P	Periods		EAA	Employee Auto Allowance			
V First 6	acond Th	ind	ERB	ERIT-Stipend			
Filst 3	econu III	IIU	ERS	ERIT-Shift			
			FMV	Fair Market Value - Taxable			
Job Information			FSA	FSA Unsub Claim			
Employee Type:	Salaried		GAP	Unpaid Cap Gap			
			HON	Honorarium			
Compensation Rate:	\$6,787.41666	1	HSG	Housing Allowance			
Default Job Data			ICP	Incentive Pay			
Position:	40000414		ITL	Involuntary Term-Lump Sum			
	40000414	OTOWIDE D	ITP	Involuntary Term-Pay In Lieu			
Business Unit:	UCOP1	UC Office of	115	Involuntary Term-Severance			
Department:	812900	BUDGET AN	LSN	Lump Sum-No Retirement			
Job Code:	007722		LSP	Lump Sum-Retirement		$\mathbf{v}$	
oob coue.	001132	STOWIDE D	мвр	MISSED BREAK Pay			
FTE:	1.000000	-					
<			P	- Frankt.			

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

UCPath Task:



Step	Action
42.	Enter the desired information into the <b>Pay Period Amt</b> field.
	For this example, enter 250.
43.	Enter a <b>Goal Amount</b> or <b>End Date</b> . The additional payment stops when the goal amount or end date is reached.
	Click in the <b>End Date</b> field.
44.	Enter the desired information into the <b>End Date</b> field.
	For this example, enter 02/01/2018.
45.	The <b>Prorate Additional Pay</b> 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 <b>Applies to Pay Periods</b> check boxes.
	The <b>First</b> check box is selected for monthly employees.
	The <b>First</b> and <b>Second</b> check boxes are selected for biweekly employees.

				New Window   Help   Personalize Pa
osition Data Job Da	ata Additional Pa	y Data		
lien Eth	Employee		Empl ID 10000176	Empl Record 0
New Additional Ray		First D.Gem All	First (1) d of d (1) los	No Data present for current Additional Pay
*Esminer Codes	CCA	Find   View All	First @ Tot T @ Las	
Effective Date		Child Care Assistance	First (4) 1 of 1 (b) 1 os	
Effective Date		Find   View All	First @ TOTT @ Las	
*Effective Date:	08/01/2017		±=	
<ul> <li>Payment Detail</li> </ul>	S	Find   View All	First 🕙 1 of 1 🕑 Las	t
Addl Seq #:	1		+ -	]
End Date:	02/01/2018	Reason: Not S	Specified V	
Pay Period Amt:	\$250.00			
Goal Amount:		Goal Balance:		
Prorate Additi	onal Pay			
Applies To Pay	Periods			
First State	Second Third			
lob Information				
Employee Type:	Salaried	Standard Hou	rs: 40.00	
Compensation Rate:	\$6,787.416667	Frequency:	Monthly	
Default Job Data				
Position:	40000414 SY:	SWIDE BUDGET ANL 2		
Business Unit:	UCOP1 UC	Office of President		
Department:	812900 BU	DGET ANALYSIS & PLANNI	NG	
Job Code:	007732 SY	SWIDE BUDGET ANL 3		
ETE:	1 000000			

Step	Action
47.	Click the scroll bar.



End Date:		H Reaso	n: New Ad	ditional Pay		New Window   Help   Personalize
Pay Period Amt:	\$2,500.00					
Goal Amount:	\$2,500.00	Goal B	alance:			
Prorate Addition	onal Pay					
Applies To Pay	Periods					
First 9	Second TI	hird				
Job Information					]	
Employee Type:	Salaried		Standard Hours:	40.00		
Compensation Rate:	\$6,787.4166	67	Frequency:	Monthly		
Default Job Data						
Position:	40000414	SYSWIDE BUI	DGET ANL 2			
Business Unit:	UCOP1	UC Office of P	resident			
Department:	812900	BUDGET ANA	LYSIS & PLANNING	)		
Job Code:	007732	SYSWIDE BUI	DGET ANL 3			
FTE:	1.000000					
Employee Status:	Active		Expected Job End	d Date:		
Save for Later	Save And	Submit	Cancel	Liniand Million Comparti	an Desumente	
				Opidad ( view Support	ng Documents	
Transaction ID	NEW					
Workflow Status	Apprvl Prc					
Request Status	In Progress					
Initiator's Comments						

Step	Action
48.	Use the <b>Upload</b> \ <b>View Supporting Documents</b> link to attach supporting documentation, if applicable.
49.	Use the <b>Initiator's Comments</b> field, to further explain the transaction for the Approver, if applicable.
50.	Click the Save And Submit button. Save And Submit



Pay Period Amt:	\$2,500.00			New Window   Help   Personalize F
Goal Amount:	\$2,500.00 Goal B	alance:		
Prorate Addition	onal Pay			
Applies To Pay	Periods			
First 9	econd Third			
Job Information				
Employee Type:	Salaried	Standard Hours:	40.00	
Compensation Rate:	\$6,787.416667	Frequency:	Monthly	
Default Job Data				
Position:	40000414 SYSWIDE BUI	DGET ANL 2		
Business Unit:	UCOP1 UC Office of Pr	resident		
Department:	812900 BUDGET ANA	LYSIS & PLANNING		
Job Code:	007732 SYSWIDE BUE	DGET ANL 3		
FTE:	1.000000			
Employee Status:	Active	Expected Job End	I Date:	
Save for Later	Save And Submit	Cancel	Upload \ View Supportin	ig Documents
Transaction ID	0000003198			
Workflow Status	Submitted			
Request Status	Pending Approval			
nitiator's Comments				
maator a connients				
Lieor ID	UC PayPath User	-		

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. <b>End of Procedure.</b>