

Use this task to initiate an extension for a short work break. The steps in this procedure can be used for academic or staff employees.

**Navigation:** Menu > UC Customizations > UC Extensions > **PayPath Actions**

OR

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

**HR Tasks**

**PayPath Actions**

**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 |  
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: = |

^ Show fewer options

☐ Case Sensitive

Search Clear

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. <input type="text"/>
3.	Enter the desired information into the <b>Empl ID</b> field.  For this example, enter <b>10006443</b> .
4.	Click the <b>Search</b> button. <input type="button" value="Search"/>

# UCPath Task: Initiate Short Work Break Extension PayPath Transaction (Staff/Acad)

HR Tasks

PayPath Actions

begins with

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

10006443

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

=

Show fewer options

Case Sensitive

Search

Clear

Save Search

Search Results

Empl ID	Empl Record	Name	Business Unit	Position Number	Department	Department Description	Job Code	Job Code Description
10006443	0	Pamela Mcvickar	RVCMP	40007539	D01285	Bioengineering	003276	GSR-PARTIAL FEE REM

Step	Action
5.	Click the scroll bar.

HR Tasks

PayPath Actions

begins with

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

10006443

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

=

Show fewer options

Case Sensitive

Search

Clear

Save Search

Search Results

View All | First 1 of 1 Last

Position Number	Department	Department Description	Job Code	Job Code Description	Employee Classification	Description	Employee Status
40007539	D01285	Bioengineering	003276	GSR-PARTIAL FEE REM	Academic: Academic Student	Active	>

Step	Action
6.	Click the <b>Drill In</b> button to open the employee's data. >

**HR Tasks**

Position Data | Job Data | Additional Pay Data

New Window | Help |

**Pamela Mcvickar** Employee Empl ID 10006443 Empl Record 0

[Position Data](#)

**Position Data**

Position Number: 40007539 GSR-PARTIAL FEE REM Action: POS Position Change  
Effective Date: 11/15/2018 Position Change Reason:

New Values to update	Existing Values
Business Unit: RVCMP UC Riverside Campus	Current Effective Date: 10/01/2018
Department ID: D01285 Bioengineering	Business Unit: RVCMP UC Riverside Campus
Location: P5195 MAT SCI ENGR	Department: D01285 Bioengineering
Job Code: 003276 GSR-PARTIAL FEE REM	Location: P5195 MAT SCI ENGR
Union Code: 99 Non-Represented	Job Code: 003276 GSR-PARTIAL FEE REM
FLSA Status: Exempt	Union Code: 99 Non-Represented
Reports To Position: 40010390 PROF-AY-B/E/E	FLSA Status: Exempt
Sal Admin Plan: T022	Reports To Position: 40010390 PROF-AY-B/E/E
Salary Grade: IV	Sal Admin Plan: T022
Standard Hours: 19.60	Salary Grade: IV
FTE: 0.490000	Standard Hours: 19.60
	FTE: 0.490000

Mail Drop: P5195 Adds to FTE Actual Count: ☒  
Position Pool: Include FTE: ☒  
Employee Relations Code: Stud Academic Title, No HEERA Representation Code: Uncovered

Step	Action
7.	<p>The <b>PayPath Actions</b> page displays the <b>Position Data</b> tab. Navigate to the appropriate tab for the update you must enter.</p> <p>For this example, an extension for a short work break, navigate to the <b>Job Data</b> tab.</p>

UCPath Task:  
Initiate Short Work Break Extension PayPath  
Transaction (Staff/Acad)



UCPath

**HR Tasks**

Position Data | Job Data | Additional Pay Data

New Window | Help |

**Pamela Mcvickar** Employee Empl ID 10006443 Empl Record 0

[Position Data](#)

**Position Data**

Position Number: 40007539 GSR-PARTIAL FEE REM Action: POS Position Change  
Effective Date: 11/15/2018 Position Change Reason:

New Values to update	Existing Values
Business Unit: RVCMP UC Riverside Campus	Current Effective Date: 10/01/2018
Department ID: D01285 Bioengineering	Business Unit: RVCMP UC Riverside Campus
Location: P5195 MAT SCI ENGR	Department: D01285 Bioengineering
Job Code: 003276 GSR-PARTIAL FEE REM	Location: P5195 MAT SCI ENGR
Union Code: 99 Non-Represented	Job Code: 003276 GSR-PARTIAL FEE REM
FLSA Status: Exempt	Union Code: 99 Non-Represented
Reports To Position: 40010390 PROF-AY-B/E/E	FLSA Status: Exempt
Sal Admin Plan: T022	Reports To Position: 40010390 PROF-AY-B/E/E
Salary Grade: IV	Sal Admin Plan: T022
Standard Hours: 19.60	Salary Grade: IV
FTE: 0.490000	Standard Hours: 19.60
	FTE: 0.490000

Mail Drop: P5195 Adds to FTE Actual Count: ☒  
Position Pool: Include FTE: ☒  
Employee Relations Code: Stud Academic Title, No HEERA Representation Code: Uncovered

Step	Action
8.	Click the <b>Job Data</b> tab. <a href="#">Job Data</a>

**HR Tasks**

Position Data | Job Data | Additional Pay Data

New Window | Help |

**Pamela Mcvickar** Employee Empl ID 10006443 Empl Record 0

Academic: Academic Student HR Status: Active Payroll Status: Work Break

[Funding Entry Page](#)  
[Work Force Job Summary](#)  
[Person Org Summary](#)


**Job Data** Find | View All First 1 of 1

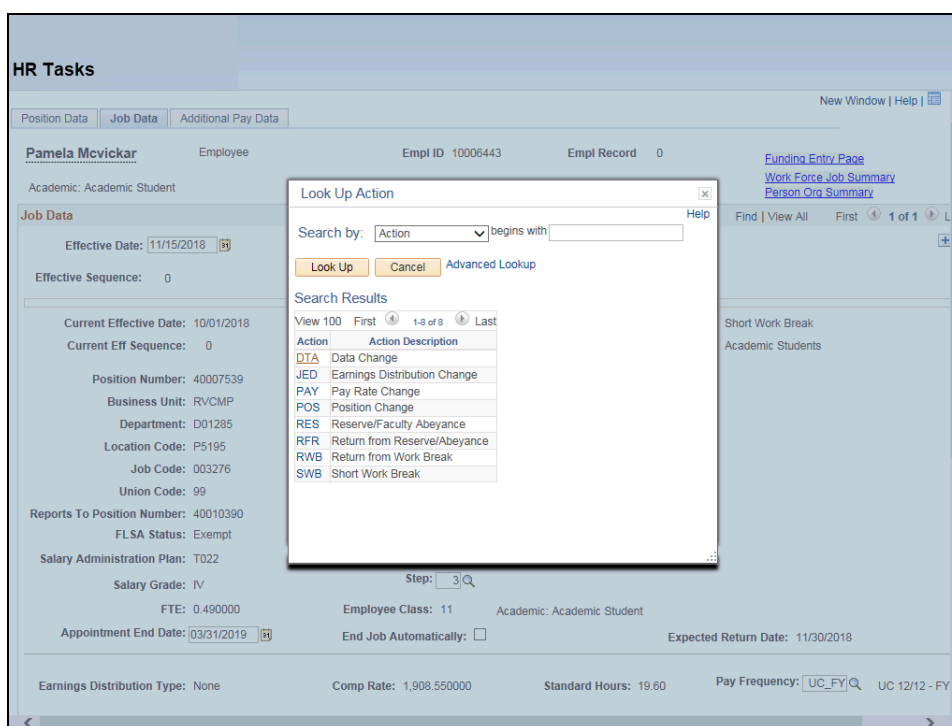
Effective Date: 11/15/2018 Action:  
Effective Sequence: 0 Action Reason:

Current Effective Date: 10/01/2018 Current Action: SWB Short Work Break  
Current Eff Sequence: 0 Current Action Reason: GST Academic Students

Position Number: 40007539 GSR-PARTIAL FEE REM  
Business Unit: RVCMP UC Riverside Campus  
Department: D01285 Bioengineering  
Location Code: P5195 MAT SCI ENGR  
Job Code: 003276 GSR-PARTIAL FEE REM  
Union Code: 99 Non-Represented  
Reports To Position Number: 40010390 PROF-AY-B/E/E 10013284 Andrew Pham  
FLSA Status: Exempt  
Salary Administration Plan: T022 Establishment ID: UCR UC Riverside  
Step: 3  
Salary Grade: IV Employee Class: 11 Academic: Academic Student  
FTE: 0.490000 End Job Automatically: ☐ Expected Return Date: 11/30/2018  
Appointment End Date: 03/31/2019

Earnings Distribution Type: None Comp Rate: 1,908.550000 Standard Hours: 19.60 Pay Frequency: UC\_FY UC 12/12 - FY

Step	Action
9.	Before entering the update, you must identify the <b>Effective Date, Action</b> and <b>Action 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 extension should take effect.  For this example, accept the default.
11.	Click the <b>Look up Action</b> button. 



**HR Tasks**

Position Data | Job Data | Additional Pay Data

New Window | Help |

**Pamela Mcvickar** Employee Empl ID 10006443 Empl Record 0

Academic: Academic Student

**Job Data**

Effective Date: 11/15/2018

Effective Sequence: 0

Current Effective Date: 10/01/2018  
Current Eff Sequence: 0

Position Number: 40007539  
Business Unit: RVCMP  
Department: D01285  
Location Code: P5195  
Job Code: 003276  
Union Code: 99

Reports To Position Number: 40010390  
FLSA Status: Exempt  
Salary Administration Plan: T022  
Salary Grade: IV  
FTE: 0.490000  
Appointment End Date: 03/31/2019

Employee Class: 11 Academic: Academic Student

End Job Automatically: ☐ Expected Return Date: 11/30/2018

Earnings Distribution Type: None Comp Rate: 1,908.550000 Standard Hours: 19.60 Pay Frequency: UC\_FY UC 12/12 - FY

**Look Up Action**

Search by: Action begins with


Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-8 of 8 Last

Action	Action Description
DTA	Data Change
JED	Earnings Distribution Change
PAY	Pay Rate Change
POS	Position Change
RES	Reserve/Faculty Abeyance
RFR	Return from Reserve/Abeyance
RWB	Return from Work Break
SWB	Short Work Break

Step: 3/3

Step	Action
12.	Select the appropriate action.  Click the <b>DTA</b> (Data Change) link. <b>DTA</b>
13.	Click the <b>Look up Action Reason</b> button. 

**UCPath Task:**  
**Initiate Short Work Break Extension PayPath**  
**Transaction (Staff/Acad)**

**HR Tasks**

Position Data | Job Data | Additional Pay Data

**Pamela Mcvickar** Employee  
 Academic: Academic Student

**Job Data**

Effective Date: 11/15/2018 [15]  
 Effective Sequence: 0

Current Effective Date: 10/01/2018  
 Current Eff Sequence: 0

Position Number: 40007539  
 Business Unit: RVCMP  
 Department: D01285  
 Location Code: P5195  
 Job Code: 003276  
 Union Code: 99  
 Reports To Position Number: 40010390  
 FLSA Status: Exempt  
 Salary Administration Plan: T022  
 Salary Grade: IV  
 FTE: 0.490000  
 Appointment End Date: 03/31/2019 [31]

Earnings Distribution Type: None    Comp Rate: 1,908.550000    Standard Hours: 19.60    Pay Frequency: UC\_FY1Q UC 12/12 - FY

**Look Up Action Reason**

Search by: Action Reason begins with [ ]    Help

[Look Up] [Cancel] [Advanced Lookup]

**Search Results**

View 100    First    1-16 of 16    Last

Action Reason	Description
ASM	Active Service Modified Duties
ASR	Return from ASMD
CNT	New Contract (Contract Pay)
COR	Correction - Non Pay Related
CPR	Correction-Pay Rate
CPT	Change in Percent Time (FTE)
EPR	Extension Pending Review
<b>EXP</b>	<b>Extend Expected Return Date</b>
EXT	Add/Extend Appointment
FRQ	Update Job Comp Frequency
LUE	Update Location Use End Date
PST	Update Post Doc Anniversary Dt
RCN	Remove Contract Pay
REA	Academic Reappointment
TMF	Update Auto Termination Flag
UCC	Update Off Scale Rate Code

Short Work Break  
Academic Students

Expected Return Date: 11/30/2018

Step	Action
14.	<p>Select the appropriate action reason.</p> <p>Click the <b>EXP</b> (Extend Expected Return Date) link.</p> <p><b>EXP</b></p>
15.	<p>Review the <b>Appointment End Date</b> field. If present, this date should not be prior to the <b>Expected Return Date</b> for the short work break.</p> <p>If the <b>Appointment End Date</b> is <u>before</u> the <b>Expected Return Date</b>, then you must first extend the <b>Appointment End Date</b> (Effective Seq 0) then add a row to extend the short work break (Effective Seq 1).</p>
16.	<p>In this example, the <b>Appointment End Date</b> is after the new <b>Expected Return Date</b>. No change is needed for the <b>Appointment End Date</b> field.</p> <p>Click in the <b>Expected Return Date</b> field.</p> <p><b>11/30/2018</b></p>
17.	<p>Enter the desired information into the <b>Expected Return Date</b> field.</p> <p>For this example, enter <b>12/31/2018</b>.</p>

**HR Tasks**

Position Data | Job Data | Additional Pay Data

New Window | Help |

**Pamela Mcvickar** Employee Empl ID 10006443 Empl Record 0 [Funding Entry Page](#)  
Academic: Academic Student HR Status: Active Payroll Status: Work Break [Work Force Job Summary](#)  
[Person Org Summary](#)

**Job Data** Find | View All First 1 of 1 Last

Effective Date: 11/15/2018 Action: DTA Data Change  
Effective Sequence: 0 Action Reason: EXP Extend Expected Return Date

Current Effective Date: 10/01/2018 Current Action: SWB Short Work Break  
Current Eff Sequence: 0 Current Action Reason: GST Academic Students

Position Number: 40007539 GSR-PARTIAL FEE REM  
Business Unit: RVCMP UC Riverside Campus  
Department: D01285 Bioengineering  
Location Code: P5195 MAT SCI ENGR  
Job Code: 003276 GSR-PARTIAL FEE REM  
Union Code: 99 Non-Represented  
Reports To Position Number: 40010390 PROF-AY-B/E/E 10013284 Andrew Pham  
FLSA Status: Exempt  
Salary Administration Plan: T022 Establishment ID: UCR UC Riverside  
Step: 3  
Salary Grade: IV  
FTE: 0.490000 Employee Class: 11 Academic: Academic Student  
Appointment End Date: 03/31/2019 End Job Automatically: ☐ Expected Return Date: 12/31/2018  
Earnings Distribution Type: None Comp Rate: 1,908.550000 Standard Hours: 19.60 Pay Frequency: UC\_FY UC 12/12 - FY

Step	Action
18.	Click the <b>Additional Pay Data</b> tab. <a href="#">Additional Pay Data</a>

**HR Tasks**

Position Data | Job Data | Additional Pay Data

New Window | Help |

**Pamela Mcvickar** Employee Empl ID 10006443 Empl Record 0


**New Additional Pay** Find | View All First 1 of 1 Last  
\*Earnings Code:   
Effective Date: 11/15/2018  
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: 19.60  
Compensation Rate: \$1,908.550000 Frequency:  
Default Job Data  
Position: 40007539 GSR-PARTIAL FEE REM  
Business Unit: RVCMP UC Riverside Campus  
Department: D01285 Bioengineering  
Job Code: 003276 GSR-PARTIAL FEE REM  
FTE: 0.490000

No Data present for current Additional Pay

Step	Action
19.	Click the scroll bar.

The screenshot shows the 'HR Tasks' form in UCPath. At the top, there are radio buttons for 'First', 'Second', and 'Third', with 'First' selected. Below this is the 'Job Information' section, which includes fields for Employee Type (Salaried), Standard Hours (19.60), Compensation Rate (\$1,908.550000), and Frequency. Under 'Default Job Data', there are fields for Position (40007539 GSR-PARTIAL FEE REM), Business Unit (RVCM UC Riverside Campus), Department (D01285 Bioengineering), Job Code (003276 GSR-PARTIAL FEE REM), FTE (0.490000), Employee Status (Short Work Break), and Expected Job End Date (03/31/2019). Below the job information are buttons for 'Save for Later', 'Save And Submit', 'Cancel', and a link 'Upload \ View Supporting Documents'. Further down, there are fields for Transaction ID (NEW), Workflow Status (Apprvl Prc), Request Status (In Progress), and an Initiator's Comments field. At the bottom, there is a 'Return to Search' button and a 'User ID' field with the value 10003081. A scroll bar is visible on the right side of the form, indicating that the content can be scrolled vertically.

Step	Action
20.	Use the <b>Supporting Documents</b> link to attach supporting documentation, if applicable.
21.	Use the <b>Initiator's Comments</b> field, to further explain the transaction for the Approver, if applicable.
22.	Click the <b>Save And Submit</b> button. 



**HR Tasks**

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

**Pamela Mcvickar** Employee Empl ID 10006443 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: 11/15/2018

**Payment Details**

Addl Seq #: 1

End Date:

Pay Period Amt:

Goal Amount:

☒ Prorate Additional Pay

**Applies To Pay Periods**

☒ First ☐ Second ☐ Third

**Job Information**

Employee Type: Salaried Standard Hours: 19.60

Compensation Rate: \$1,908.550000 Frequency:

**Default Job Data**

Position: 40007539 GSR-PARTIAL FEE REM

Business Unit: RVCMP UC Riverside Campus

Department: D01285 Bioengineering

Job Code: 003276 GSR-PARTIAL FEE REM

FTE: 0.490000

**No Data present for current Additional Pay**

**Message**

Warning -- This employee record is currently on a Work Break/Reserve.

This employee record is currently on a Work Break/Reserve. Please review your updates to ensure these changes are valid for someone in this status.

Step	Action
23.	<p>A warning message appears.</p> <p>Click the <b>OK</b> button.</p> <div><input type="button" value="OK"/></div>

UCPath Task:  
Initiate Short Work Break Extension PayPath  
Transaction (Staff/Acad)



UCPath

HR Tasks

☒ First
 ☐ Second
 ☐ Third

Job Information

Employee Type: Salaried

Standard Hours: 19.60

Compensation Rate: \$1,908.550000

Frequency:

Default Job Data

Position: 40007539 GSR-PARTIAL FEE REM

Business Unit: RVCMP UC Riverside Campus

Department: D01285 Bioengineering

Job Code: 003276 GSR-PARTIAL FEE REM

FTE: 0.490000

Employee Status: Short Work Break

Expected Job End Date: 03/31/2019

Save for Later

Cancel

Upload \ View Supporting Documents

Transaction ID P000046916

Workflow Status Submitted

Request Status Pending Approval

Initiator's Comments

User ID 10003081

PayPath Acad

Transaction: P000046916, ID: 10006443, Empl Record: 0:Pending

Skipped

SDana Allen - Training  
 UC AWE Approver 01  
 11/15/18 - 3:25 PM

Pending

Step	Action
24.	The transaction is submitted for approval.
25.	You have initiated an extension for a short work break. <b>End of Procedure.</b>