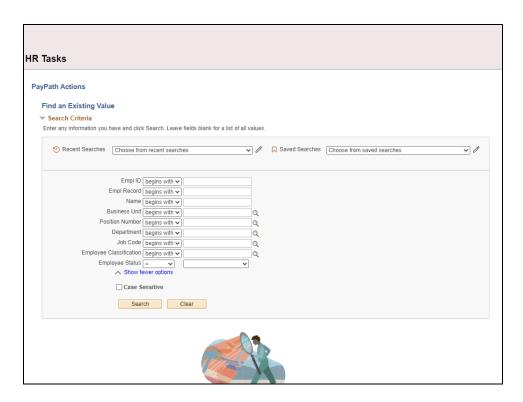UNIVERSITY OF CALIFORNIA **UCPath**

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.
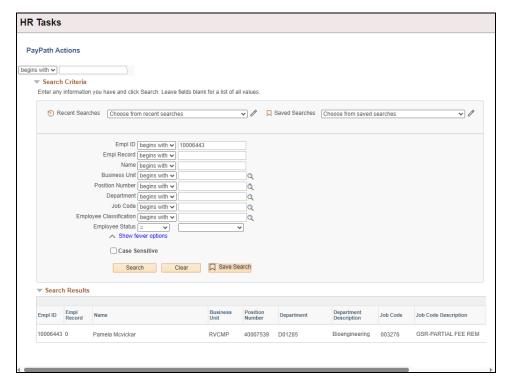
Navigation: Menu > UC Customizations > UC Extensions > **PayPath Actions**
OR
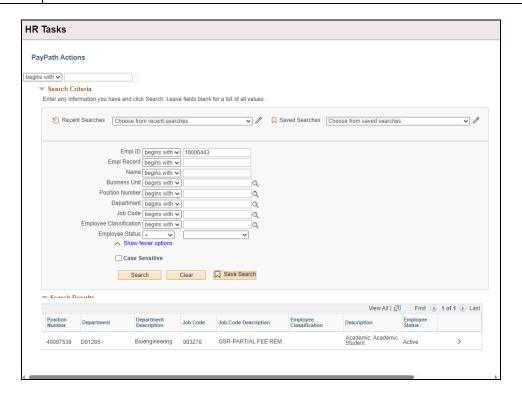Workforce Administration (Homepage) > HR Tasks (Tile) > PayPath/Additional Pay > **PayPath**

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 **10006443**.
4.	Click the **Search** button.

Step	Action
5.	Click the scroll bar.

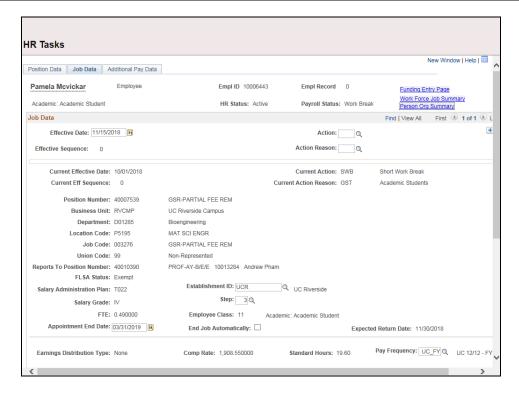| Step	Action
6.	Click the **Drill In** button to open the employee's data. ❯

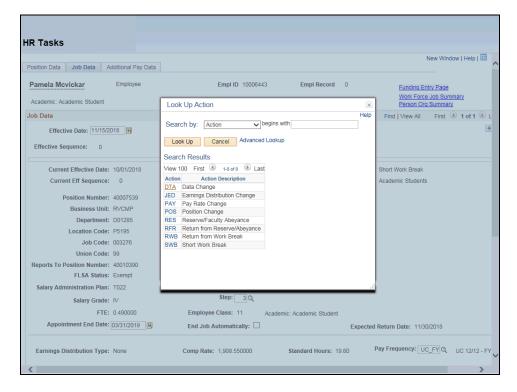| Step	Action
7.	The **PayPath Actions** page displays the **Position Data** tab. Navigate to the appropriate tab for the update you must enter. For this example, an extension for a short work break, navigate to the **Job Data** tab.

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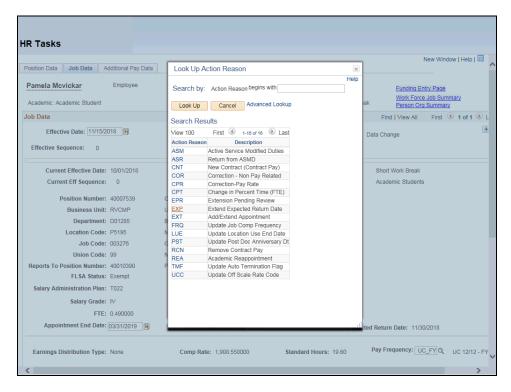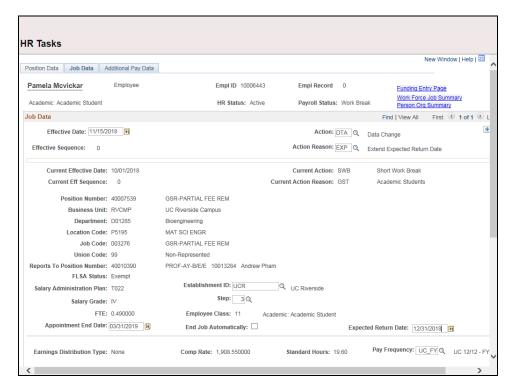| Step	Action
8.	Click the **Job Data** tab. Job Data

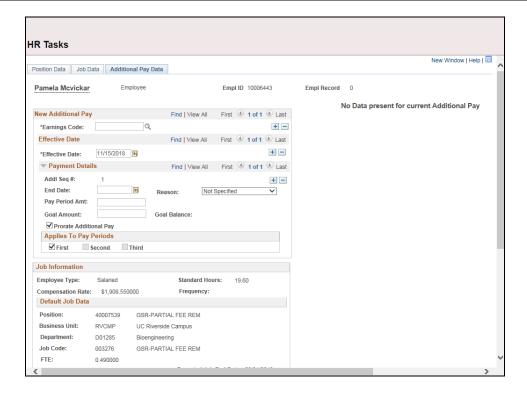| Step	Action
9.	Before entering the update, you must identify the **Effective Date**, **Action** and **Action Reason**.
10.	The **Effective Date** field defaults to the system date (today's date). If needed, change the date to reflect the date the extension should take effect. For this example, accept the default.
11.	Click the **Look up Action** button. 🔍

Step	Action
12.	Select the appropriate action. Click the **DTA** (Data Change) link. DTA
13.	Click the **Look up Action Reason** button. 🔍

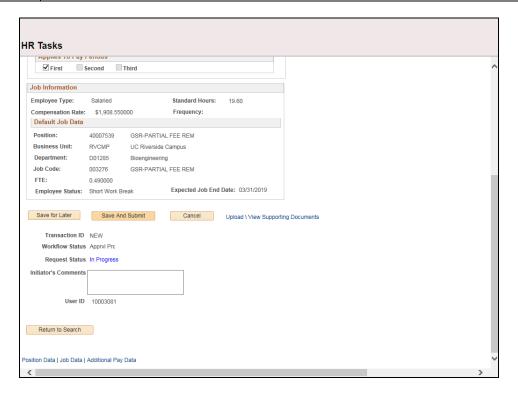| Step	Action
14.	Select the appropriate action reason. Click the **EXP** (Extend Expected Return Date) link. EXP
15.	Review the **Appointment End Date** field. If present, this date should not be prior to the **Expected Return Date** for the short work break. If the **Appointment End Date** is <u>before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

Step	Action
18.	Click the **Additional Pay Data** tab. Additional Pay Data

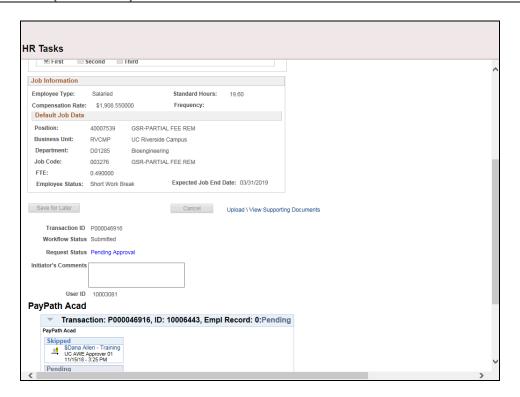| Step	Action
19.	Click the scroll bar.

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

Step	Action
23.	A warning message appears. Click the **OK** button.

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