

Job Aid: How to Add an Employee In UCPath

This document outlines the procedures for the New Hire process at pilot locations. The guidelines will assist you in adding a new hire using the newly established pages. The hiring process starts with a search attempt; if there are no results or matches, proceed to the step of [Add Employee](#).

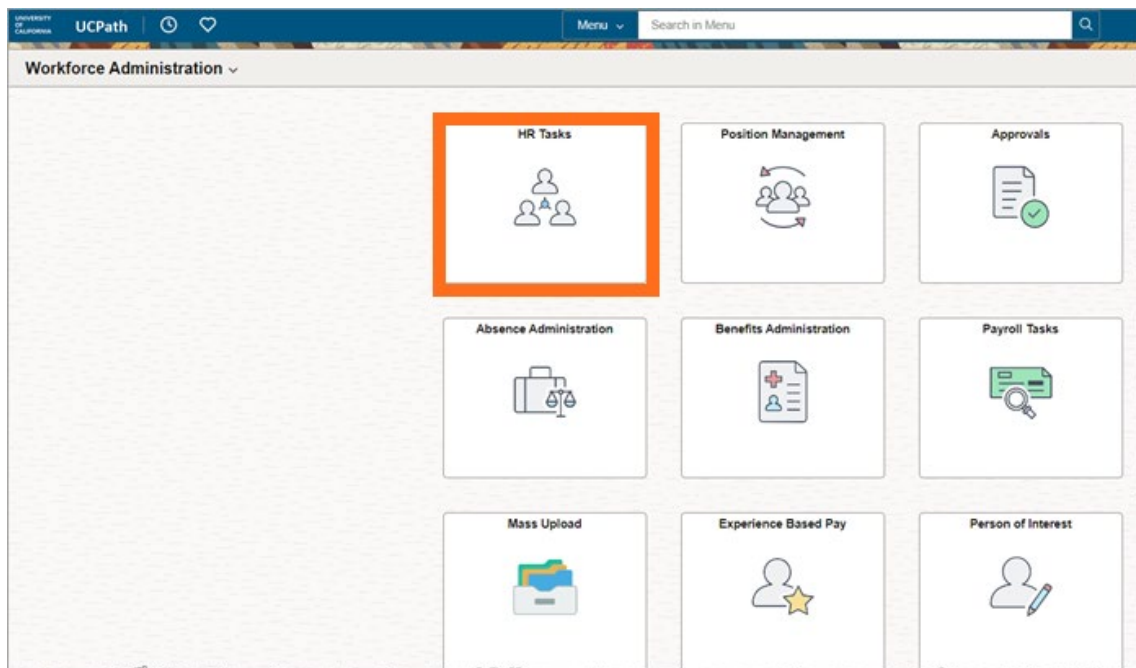
Navigation: HR Tasks tile > Hires > [Add Employee](#)

Contents

- [HR Tasks](#)
 - [Add Employee](#)
 - [Personal Details](#)
 - [Contact Information](#)
 - [Add Relationship](#)
- [Hire/Hire – No Prior UC Affiliation](#)
 - [Work Locations](#)
 - [Job Information](#)
 - [Standard Hours](#)
 - [Labor Information](#)
 - [Salary Plan](#)
 - [Job Earning Distributions](#)
 - [UC Job Data](#)

HR Tasks

Click on [HR Tasks](#) to search for a person's record, results, are drawn from (CWR, EMP, or POI).



Job Aid: How to Add an Employee In UCPath

Add Employee

It is recommended to always search using the Social Security Number (SSN)/National ID, unless they do not have one or they have not yet provided it.

UCPath requires the input of two fields to carry out a search, unless the Social Security Number (SSN)/National ID is being used for the search.

If not searching by Social Security Number (SSN)/National ID, searches based solely on **First name**, **Last name**, or **Date of Birth** (DOB) will not return results since UCPath requires input of two field entries to conduct the search.

The purpose of the Search/Match step is to avoid creating duplicate person records in UCPath.

Confirm if the person you want to hire does not already exist in UCPath by reviewing the results if a match is found.

- If the results match, complete a **Hire/Rehire template** instead of using the **Add Employee** function.
- If no matching results appear for the person, they do not exist in UCPath. Use the **Add Employee** function to complete the **Full Hire/No Prior UC Affiliation** entry.

Once you confirm that a person search was completed, click the **Please confirm that a person search was completed** button and toggle it from **No** to **Yes**. This will make the **Add Employee** button visible.

The screenshot displays the UCPath HR Tasks interface. On the left, a sidebar lists various tasks, with 'Add Employee' highlighted in orange. The main content area shows a search form for 'Person' with the following fields: National Id, Legal First Name, Legal Last Name, and Date of Birth. Below these fields are 'Search' and 'Clear All' buttons. A confirmation toggle labeled 'Please confirm that person search was completed' is set to 'Yes'. At the bottom, an 'Add Employee' button is visible.

Job Aid: How to Add an Employee In UCPath

Click the **Add Employee** button to launch an activity guide with three steps; **Personal Details**, **Contact Information** and **Add Relationship**.



Personal Details

In the **Personal Details** page, under the **Legal Name/Name** section, the ***Effective Date** defaults to the current date and cannot be greater than the **current/System Date (today's date)**.

Effective Date

Note: There is an ***Effective Date** in **Personal Details** page and an ***Effective Date** in **Job Data**.

- You can only set the ***Effective Date** of a person in the **Personal Details** page to the current date or, in limited circumstances, to a past date.
- In the **Job Data** page, you can set the ***Effective Date** of a person to a past, current, or future date.

The **Effective Date** on the **Personal Details** section in the **Add Employee** page record must be prior to or equal to the start date on the **Job Data** page.

A screenshot of the 'Add Employee' form in UCPath. The form is divided into sections: 'Personal Details' (visited), 'Contact Information' (not started), and 'Add Relationship' (not started). The 'Personal Details' section is active and contains fields for 'Legal Name/Name', 'Biographic Information', and 'Additional Biographical Information'. The 'Legal Name/Name' section includes a date picker for '*Effective Date' (set to 07/12/2023), a dropdown for '*Format Type' (set to 'Legal Name/Name'), and a text field for 'Name' with an 'Add Legal Name/Name' button. The 'Biographic Information' section includes a date picker for 'Date of Birth'. The 'Additional Biographical Information' section includes a date picker for 'Effective Date' (set to 07/12/2023) and a dropdown for 'Highest Education Level' (set to 'A-Not Indicated'). The 'National ID' section includes fields for 'Country' (set to 'USA'), 'National ID Type' (set to 'Social Security Number'), 'National ID', and 'Primary ID' (with a 'Yes' button). A 'Next >' button is located at the top right of the form.

Any change to the **Effective Date** in **Personal Details** triggers a change to align the effective dates in the **Additional Biographical Information** and **Address sections**.

The ***Format Type** defaults to **English** and is grayed out and not editable.

Job Aid: How to Add an Employee In UCPath

Click [Add Legal Name/Name](#) to enter person's name.

The screenshot shows the 'Add Employee' form in UCPath. The form is divided into sections: Personal Details (visited), Contact Information (not started), and Add Relationship (not started). The 'Legal Name/Name' section is active, and a modal window titled 'View Legal Name/Name' is open. The modal window contains the following fields: *Legal First Name (UCPath Training), Legal Middle Name, *Legal Last Name (10), Legal Name Suffix (dropdown), First Name, Middle Name, Last Name, Name, Legal Name, and PS Format - Legal Name. There are 'Cancel' and 'Done' buttons at the top of the modal window. The background form shows a table for National ID with columns for Country, National ID Type, and Social Security Number. The table contains one row with 'USA' in the Country column and 'Social Security' in the National ID Type column. There is also a 'Refresh Name' button at the bottom of the modal window.

A [Legal Name/Name](#) window displays. Data fields with “*” are required. Enter ***Legal First Name**, and ***Legal Last Name**. **Legal Middle Name** is not a required field.

When a [Location](#) is unable to determine the legal first or legal last name of the person, or the person does not possess a first or last name, the location should input First Name Unknown (FNU) or "Last Name Unknown (LNU) as appropriate.

The names entered must be **Legal Names**.

Legal Name is a name appearing on an official government-issued document.

Name is a self-chosen or personal and/or preferred professional name used instead of a legal name.

Note: Avoid inserting special characters in the name fields that don't match the employees' Social Security card. Fidelity flags [Employee Names](#) with special characters and sends an error report to UCPath for correction.

Click [Done](#) to accept entry and return to the [Personal Details Page](#).

Job Aid: How to Add an Employee In UCPath

The screenshot shows the 'Add a Person' form in UCPath. The form is titled 'Add a Person' and has a 'Next >' button in the top right corner. The form is divided into several sections:

- Personal Details:** Visited. Includes fields for 'Legal Name/Name', 'Effective Date' (07/12/2023), 'Format Type' (Legal Name/Name), and 'Name' (UCPathTraining 10). There is an 'Add Legal Name/Name' button.
- Biographic Information:** Includes a 'Date of Birth' field, which is highlighted with an orange box.
- Additional Biographical Information:** Includes 'Effective Date' (07/12/2023) and 'Highest Education Level' (A-Not Indicated).
- National ID:** Includes a table with columns for 'Country', 'National ID Type', 'National ID', and 'Primary ID'. The 'National ID' field is highlighted with an orange box. The 'Country' is USA, and the 'National ID Type' is Social Security Number.

Personal Details

Biographical Information

In **Biographic Information section**, enter the **Date of Birth (DOB)**. The **Date of Birth (DOB)** is required and needed to run **National ID Social Security Number Verification (SSNVS)**.

Note: Locations should use **Report R-103** to monitor missing personal data to identify missing Birth Dates.

Click on the **Highest Education Level** dropdown to **Select** the appropriate education level. This is an optional field.

In the **National ID** field, enter employee's Social Security Number (SSN) if it is available.

All Template Based Hire (TBH) edits around SSNs are captured here. This includes the delivered edits.

Note: If the Social Security Number is not entered, the database will automatically set it as XXXXXXXXXX, or XXX-XX-XXXX by default.

An Employee's Social Security Number not filled in UCPath can affect their enrollment in benefits programs such as Delta Dental, VSP, Principal, HealthNet (excluding Postdocs), and Anthem.

This can also prevent the employee from obtaining Evidence of Insurability (EOI) paperwork, affect their eligibility for expedited pay through a pay card, W2's, or limit their access to EDD information for unemployment benefits.

UCPath has established a procedure for determining the employee's Social Security Number for funding purposes when transmitting to Fidelity.

Employees can input or update their Social Security Number in the UCPath Self Service portal.

Job Aid: How to Add an Employee In UCPath

Click **Next** to advance activity guide to **Contact Information** or click the menu on the left to go through the pages.

Contact Information

The screenshot shows the 'Add Employee' form in UCPath, specifically the 'Contact Information' page. The page is titled 'Add Employee' and has a 'Person ID NEW' label. On the left, there is a navigation menu with three items: '1 Personal Details Visited', '2 Contact Information Visited' (highlighted in orange), and '3 Add Relationship Not Started'. The main content area is divided into three sections: 'Current Addresses', 'Phone Information', and 'Email Addresses'. The 'Current Addresses' section has a table with columns: 'Address Type', 'As Of Date', 'Status', and 'Address'. There is one row with 'Home' as the address type, '07/12/2023' as the as of date, and 'A' as the status. To the right of this row is an 'Add Address Detail' button and '+' and '-' buttons. The 'Phone Information' section has fields for '*Phone Type', 'Telephone', 'Extension', and 'Preferred' (with a 'No' checkbox and '+' and '-' buttons). The 'Email Addresses' section has fields for '*Email Type', '*Email Address', and 'Preferred' (with a 'No' checkbox and '+' and '-' buttons).

In the **Contact Information** page, click on the **Add Address Details** to enter the employee's **Home** address in the **Current Addresses** page.

To add more than one **Address Type**, click on the “+” button.

The screenshot shows the 'Add Employee' form in UCPath, specifically the 'Address Information' window. The window is titled 'Address Information' and has 'Cancel' and 'Done' buttons. It contains the following fields: 'Address Type' (set to 'Home'), '*Effective Date' (set to '07/12/2023'), 'Country' (set to 'USA' with a lookup icon), '*Status' (set to 'A'), and 'Address'. There is an 'Add Address' button at the bottom. An orange arrow points to the 'Add Address' button. The background shows the 'Add Employee' form with the 'Contact Information' page highlighted.

In the **Address Information** window, the ***Effective Date** is grayed out and is derived from **Personal Details**.

Country defaults to **USA** and is editable. If employee's country is other than **USA**, click on the lookup icon to select **Country**.

Click the **Add Address** button to enter the address details.

Job Aid: How to Add an Employee In UCPath

The screenshot shows the 'Add Employee' form in UCPath. The 'Contact Information' section is active. A modal dialog box titled 'Address Information' is open, allowing the user to enter details for a new address. The dialog includes fields for 'Effective Date' (07/12/2023), 'Country' (USA), 'Status' (A), and 'Address'. There are 'Cancel' and 'Done' buttons at the top of the dialog. The background form shows a table for 'Current Addresses' with one entry: Home, 07/12/2023, A, 555516 Meridian Pkwy, Riverside, CA 92501.

Enter the applicant's address information. **Address 1**, **City**, **State**, and **Postal Code** are required fields if the country is **USA**.

If the country is *not* **USA**, then **Address 1** is a required field.

Click **Done** to accept entered address details and return to the **Contact Information** page.

The screenshot shows the 'Add Employee' form in UCPath. The 'Contact Information' section is active. The 'Current Addresses' section displays a table with one entry: Home, 07/12/2023, A, 555516 Meridian Pkwy, Riverside, CA 92501. Below this are the 'Phone Information' and 'Email Addresses' sections, both highlighted with orange boxes. The 'Phone Information' section has fields for '*Phone Type', 'Telephone', 'Extension', and 'Preferred' (No). The 'Email Addresses' section has fields for '*Email Type', '*Email Address', and 'Preferred' (No).

The entered address displays in the **Current Addresses** section. To make changes to the entered address, click the **Edit/View Address Detail**. To add more than one address, click on the "+" button.

In the **Phone Information** section, select a ***Phone Type** from the drop down and enter the phone number in the **Telephone** field. Click on the **Preferred** button to toggle from **No** to **Yes** to designate the preferred option.

In the **Email Address** section, select an ***Email Type** from the drop down, enter the email address. Click on the **Preferred** button to toggle from **No** to **Yes** to designate the preferred option.

Job Aid: How to Add an Employee In UCPath

Note: UCPath prevent entering duplicate ***Phone Types** or ***Email Types**. Once a ***Phone Type** or ***Email Type** has been selected in the **Phone Information** or **Email Addresses** section, only the remaining ***Phone Type** or ***Email Type** options will appear in the drop-down menu.

The Business ***Email Type** should NOT be entered as it is only obtained from designated Locations through the I-262 web service.

Click the **Next** button or the left hand menu to advance activity guide to **Add Relationship**.

Add a Relationship

A UC employee can have more than one organizational relationship at any one time or can change relationships over time. In **Choose Org Relationship to Add**, UCPath defaults to **Employee** (during the pilot phase).

The screenshot shows the 'Add Employee' form in UCPath. The left-hand menu has three steps: '1 Personal Details', '2 Contact Information', and '3 Add Relationship'. The 'Add Relationship' step is highlighted with an orange box. In the main form area, the 'Organizational Relationship' section has a toggle for 'Employee' set to 'Yes', which is also highlighted with an orange box. An orange arrow points from this box to the 'Add Relationship' button. Other fields include 'Person ID: NEW', 'Employee Record: 0', and 'Select Checklist Code: UC New Hire Checklist'. There are 'Previous' and 'Save Person' buttons in the top right corner.

To add a job record, click the **Employee** button. The button toggles from **No** to **Yes** and the Employee record defaults to “0”. The **Employee Record** indicates the number of job records the employee has in UCPath.


The **Select Checklist Code**, defaults to **UC New Hire Checklist** after the **Employee** button is toggled to **Yes**.

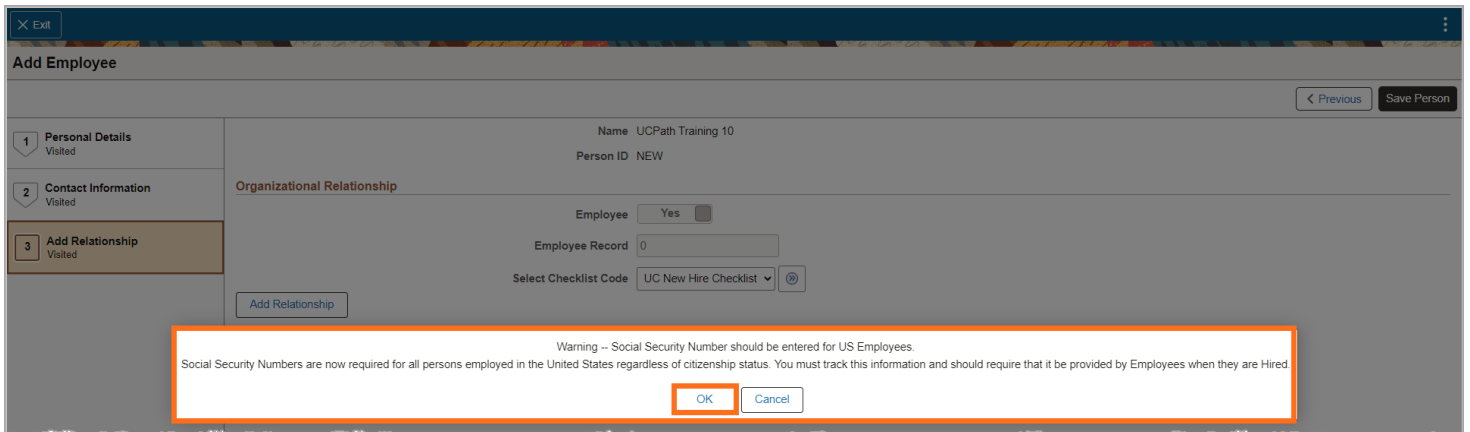
The **Add Relationship** button is grayed out and becomes active when the **Employee** button is toggled from **No** to **Yes**.

Use the **Save Person** button in the top navigation if you need to stop entering the transaction and come back later to add an employment instance.

Click on the **Add Relationship** button to enter job information.

Job Aid: How to Add an Employee In UCPath

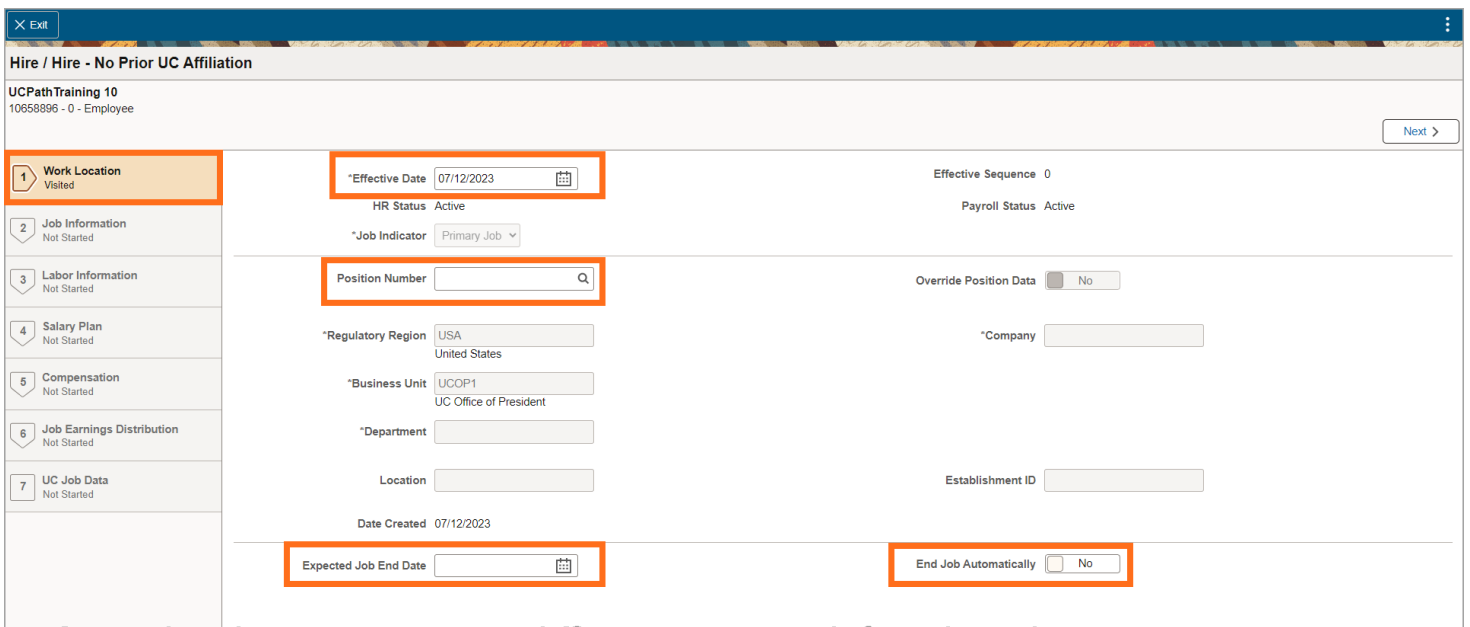
 A warning message may be displayed to ensure Social Security Numbers for all persons employed in the United States, regardless of citizenship status, has been entered, or missing birthday. Follow the instructions provided in the warning to add the missing information.



The screenshot shows the 'Add Employee' form in UCPath. The form is titled 'Add Employee' and has a 'Name' field with the value 'UCPath Training 10' and a 'Person ID' field with the value 'NEW'. There are three tabs on the left: '1 Personal Details', '2 Contact Information', and '3 Add Relationship'. The 'Add Relationship' tab is selected. In the 'Organizational Relationship' section, there is a checkbox for 'Employee' which is checked, an 'Employee Record' field with the value '0', and a 'Select Checklist Code' dropdown menu with the value 'UC New Hire Checklist'. A warning message is displayed in a red box at the bottom of the form: 'Warning -- Social Security Number should be entered for US Employees. Social Security Numbers are now required for all persons employed in the United States regardless of citizenship status. You must track this information and should require that it be provided by Employees when they are Hired.' There are 'OK' and 'Cancel' buttons below the warning message.

Hire/Hire – No Prior UC Affiliation

This activity guide requires you to complete six sections: [Work Location](#), [Job Information](#), [Salary Plan](#), [Compensation](#), [Job Earning Distribution](#) and [UC Job Data](#).



The screenshot shows the 'Hire / Hire - No Prior UC Affiliation' form in UCPath. The form is titled 'Hire / Hire - No Prior UC Affiliation' and has a 'UCPath Training 10' header and a '10658896 - 0 - Employee' sub-header. There are seven tabs on the left: '1 Work Location', '2 Job Information', '3 Labor Information', '4 Salary Plan', '5 Compensation', '6 Job Earnings Distribution', and '7 UC Job Data'. The 'Work Location' tab is selected. In the 'Work Location' section, there is an '*Effective Date' field with the value '07/12/2023', an 'HR Status' dropdown menu with the value 'Active', and a 'Payroll Status' dropdown menu with the value 'Active'. In the 'Labor Information' section, there is a 'Position Number' field with a search icon. In the 'UC Job Data' section, there is an 'Expected Job End Date' field with a calendar icon and an 'End Job Automatically' checkbox with the value 'No'. There are 'Next' and 'Previous' buttons at the top right of the form.

Job Aid: How to Add an Employee In UCPath

Work Location

On the [Work Location](#) page, you can edit four fields: ***Effective Date**, **Position Number** and **Expected Job End Date**, and **End Job Automatically**.

The ***Effective Date** automatically defaults from **Personal Details**. You can set the **Effective Date** in **Job Data** as past, current, or future dated. This ***Effective Date** signifies when benefits, and payroll start for the employee.

Position Number

Enter the ***Position Number** or click on the look up to select the employee's **Position Number**. A Position number determines the **Job Code** and the corresponding **Union Code, along with the other position attributes**. The **Union Code** determines the benefit program for represented employees.

Expected Job End Date

If the position qualifies for an **Expected Job End Date**, click on the calendar icon, and select or enter the corresponding date.

UCPath uses the **Expected Job End Date** to calculate the duration and its impact on benefits eligibility. The duration is not a field in UCPath, it's calculated based on the **Effective Date** and the **Expected Job End Date**.

A position without an **Expected Job End Date** is considered an indefinite hire.

Note: Both **Expected Job End Date** and **End Job Automatically** are required for the following employee classifications:

- Class 1 Staff: Contract
- Class 4 Staff: Limited
- Class 5 Student: Casual/Restricted
- Class 8 Staff: Floater

For Employee **Class 6 Staff: Per Diem**, if the **Expected Job End Date** is entered, the **End Job Automatically** flag should be updated.

Job Aid: How to Add an Employee In UCPath

Cancel Lookup

Search for: Position Number

> Search Criteria

▼ Search Results

Only the first 100 results can be displayed.

100 rows

Position Number	Description	Position Status	Business Unit	Department	Job Code	Reports To Position Number
4075046	READER-GSHIP	Approved	BKCOMP	PHYSI	002850	40147035
006291	EVENTS SPEC 2	Approved	DVCMP	062120	006291	40220213
009335	CLIN RSCH CRD	Approved	SFCMP	143100	009335	40696117
0528923	BLANK AST 2	Approved	DVCMP	062120	004723	40220213
10158666	RSCH ADM 3	Approved	BKCOMP	EERSO	006206	40152483
10346394	ASC PHYSCN DIPLOMATE	Approved	SFCMP	138399	000770	40625952
10351863	ASC PHYSCN	Approved	SFCMP	136241	000771	40634159
10357714	RSCH AND DEV ENGR 4	Approved	SFCMP	147100	000442	40633152
10378582	ASST CLIN PROF-VOL	Approved	SFCMP	319008	002057	40641801
10380810	HEALTH PROFNS EDUC SPEC 3	Approved	SFCMP	122510	004389	40629304
10476776	ASST RES-LR SCL-AY-1/9	Approved	BKCOMP	SYPSY	003225	40147551
40142762	PROF EMERITUS(WOS)	Approved	BKCOMP	PMATH	001132	40145990
40142763	PROF EMERITUS(WOS)	Approved	BKCOMP	SHIST	001132	40145869
40142764	PROF EMERITUS(WOS)	Approved	BKCOMP	BAHSB	001132	40230093
40142765	PROF EMERITUS(WOS)	Approved	BKCOMP	BOOPT	001132	40152108

Next >

Selecting or entering a position number, populates, **Business Unit, Department, Location, Company, and Establishment ID**. The fields are grayed out and not editable.

Cancel Next >

Hire / Hire - No Prior UC Affiliation

UCPath Training 10
10658896 - 0 - Employee

1 Work Location Visited

2 Job Information Not Started

3 Labor Information Not Started

4 Salary Plan Not Started

5 Compensation Not Started

6 Job Earnings Distribution Not Started

7 UC Job Data Not Started

*Effective Date: 07/12/2023

Effective Sequence: 0

HR Status: Active

Payroll Status: Active

*Job Indicator: Primary Job

Position Number: 40142804

Override Position Data: No

PROF-AY

Regulatory Region: USA
United States

Company: UCS
University of California

Business Unit: BKCOMP
UC Berkeley Campus

Department: CCHEM
Dept Of Chemistry

Location: 11036
Latimer Hall-F04

Establishment ID: UCB
UC Berkeley

Date Created: 07/12/2023

Expected Job End Date: [Calendar Icon]

End Job Automatically: No

Click **Next** to advance to **Job Information**

Job Aid: How to Add an Employee In UCPath

Hire / Hire - No Prior UC Affiliation

UCPath Training 10
10658896 - 0 - Employee

< Previous Next >

1 Work Location Visited

2 **Job Information** Visited

3 Labor Information Not Started

4 Salary Plan Not Started

5 Compensation Not Started

6 Job Earnings Distribution Not Started

7 UC Job Data Not Started

Effective Date 07/12/2023 Effective Sequence 0

Job Code 001100
PROF-AY

Reports To 40148507
DEPARTMENT CHAIR

Employee Class Academic: Faculty *Officer Code None

Classified Ind Academic

Standard Hours

Standard Hours 40.00 Work Period Weekly

FTE 1.000000

> USA

Job Information

In the **Job Information** section, the **Job Code**, **Reports To**, **Employee Class**, **Standard Hours**, and **FTE** are populated automatically based on the **Position Number** entered in **Work Location** for Academic positions. The fields are grayed out and not editable.

Location users must enter the appropriate **Employee Class** for Non-Academic positions, as the field is editable.

It is important to have the correct **Employee Class** so that UCPath can use it to establish **Group A** and **Group B** designations for ACA and benefits eligibility purposes, as outlined in the Initial Eligibility section of the [Group Insurance Regulations – Administrative Supplements to Part II](#).

Standard Hours

The **Standard Hours** section shows the **Full Time** Equivalent (FTE) and the number of hours worked. A Full Time Equivalent of 1.0 is equivalent to 40 hours worked; these are derived values from the **Position** and cannot be modified. Before processing a hire, carry out a **Search/Match** and check the **Person Org Summary** page to ensure there are no conflicts in **FLSA**, **Pay Group**, or **FTE**.

FTE is used to determine initial benefits eligibility. Once an employee meets the initial eligibility criteria, ongoing eligibility is measured based on the Standard Measurement Period (SMP) process.

Refer to [Benefits Trigger Job Aid](#)

Job Aid: How to Add an Employee In UCPath

Labor Information

The **Labor information** page displays Union Code and **Union Security Date** fields sets the **Salary Plan** based on the **Position Number**. Positions without a **Salary Plan** (WOS) do not receive benefits.

UCPath Training 10
10658896 - 0 - Employee

1 Work Location Visited

2 Job Information Visited

3 Labor Information Visited

4 Salary Plan Not Started

5 Compensation Not Started

6 Job Earnings Distribution Not Started

7 UC Job Data Not Started

Effective Date 07/12/2023

Effective Sequence 0

Union Code A1
Academic Senate - Berkeley

Union Security Date

Click **Next** to advance to **Salary Plan**

Salary Plan

The system automatically sets the **Salary Plan** based on the **Position Number**. Positions without a **Salary Plan** (WOS) do not receive benefits.

UCPath Training 10
10658896 - 0 - Employee

1 Work Location Visited

2 Job Information Visited

3 Labor Information Visited

4 Salary Plan Visited

5 Compensation Not Started

6 Job Earnings Distribution Not Started

7 UC Job Data Not Started

Effective Date 07/12/2023

Effective Sequence 0

Salary Plan

Salary Admin Plan T001
Ladder Ranks- Prof Series (AY)

Grade 1
Professor

Step UC Step

To ensure the correct information is entered for the positions that have a designated step, utilize the look-up function. Choose a **Step UC Step** through this option to automatically populate the corresponding **Step UC Step** field. If a step is necessary but the **Step UC Step** field is left empty, a warning will appear when attempting to submit the transaction. The message will indicate that a step is required and prompt the user to visit the **Salary Plan Page** to make the selection.

Job Aid: How to Add an Employee In UCPath

⚠ Not all positions in UCPath require a step. In cases where this is not applicable, the **Salary Admin Plan**, **Grade**, and **Step UC Step** fields will be disabled or grayed out.

Hire / Hire - No Prior UC Affiliation
UCPathTraining 10
10658896 - 0 - Employee

Effective Date: 07/12/2023 | Effective Sequence: 0

Salary Plan

Salary Admin Plan: T001
Ladder Ranks- Prof Series (AY)

Grade: 1
Professor

Step: 7
UC Step: 7.0

Navigation: < Previous | Next >

To select a **Step UC Step**, use the look-up option. Click the appropriate **Step UC Step** option, it will automatically populate in the **Step UC Step field**.

Click **Next** to advance activity guide to **Compensation**.

Hire / Hire - No Prior UC Affiliation
UCPathTraining 10
10658896 - 0 - Employee

Effective Date: 07/12/2023 | Effective Sequence: 0

Compensation Rate: 13,400.00 | *Currency Code: USD | *Frequency: UC 9/12 - AY

> Pay Rates

Default Pay Components

Compensation

Pay Components

Amount				
*Rate Code	Seq	Compensation Rate	Currency	Frequency
UCANNL	0	160,800.000000	USD	A

Calculate Compensation

Navigation: < Previous | Next >

Job Aid: How to Add an Employee In UCPath

Compensation

In the **Compensation** section, the **Currency Code** field is defaulted and grayed out.

For step-based job codes, UCPath automatically populates the **Rate Code**, **Sequence**, **Compensation Rate**, **Currency**, and **Frequency** fields for academic appointments, from the selected **Step UC Step** in the **Salary Plan** or from the **Grade** in the **Position** if there is no **Step UC Step**.

For staff appointments, location users are responsible for entering the information. This means open range job codes (that have no step), you will need to select the appropriate **Rate Code** for the job and enter in **Compensation Rate** either an annual or hourly salary (as appropriate).

Note: The **Pay Components** feature includes built-in validation for the ***Rate Code** that modifies the ***Frequency** dropdown options.

When an annual ***Rate Code** is entered, only options specific to that **Annual Rate Code** within the **Pay Components** will be displayed in the job ***Frequency** dropdown menu. Conversely, if an hourly ***Rate Code** is entered in the **Pay Components**, only hourly options will be displayed in the job ***Frequency** dropdown menu.

In rare cases when needed, you can pull down and modify the **Frequency**. This should only be done after the **Rate Code** and **Compensation Rate** have been entered.

Click **Calculate Compensation** button (Not doing so can cause some display issues on Rates and could cause complications for payrates with Multiple Components of Pay (MCOP)).

Clicking on the **Calculate Compensation** button is optional.

Click **Next** or the menu on the left to advance activity guide to **Job Earning Distribution** page.

Hire / Hire - No Prior UC Affiliation

UCPath Training 10
10658996 - 0 - Employee

Effective Date 07/12/2023 Effective Sequence 0

Earnings Distribution

Compensation Rate 13,400.00 Currency Code USD Work Period Weekly

Standard Hours 40.00 Compensation Period AY 9/12

*Earnings Distribution Type None

Job Earnings Distribution

Position Number	Business Unit	Department	Job Code	*Earnings Code	General Ledger Pay Type	Compensation Rate	Standard Hours	Percent of Distribution
DEF								

Job Aid: How to Add an Employee In UCPath

Job Earning Distribution

By default, in the **Job Earnings Distribution** (JED) page, the **Earning Distribution** is grayed out and displays the **Compensation Rate**, **Currency Code**, **Work Period Weekly**, **Standard Hours**, and **Compensation Period** information. However, the ***Earnings Distribution Type** defaults to **None**.

If the position requires **Job Earning Distributions** (JED), adjust the **Earnings Distribution Type** by selecting either **By Amounts** or **By Percent**, thereby allowing for the entry of **Compensation Rates**.

Note: Failing to change the **Earnings Code** from **DEF** to the appropriate **Earning Code** can result in payroll errors that require issuing of off cycle checks.

Therefore, it is important to remember to change the **Earnings Code** from **DEF** if the distribution type is **By Percent** or **By Amount**.

To add additional rows, click the “+” icon.

Click **Next** to advance the activity guide to the **UC Job Data** Page.

Hire / Hire - No Prior UC Affiliation

UCPath Training 10
10658896 - 0 - Employee

Effective Date 07/12/2023 Effective Sequence 0

1 Work Location Visited

2 Job Information Visited

3 Labor Information Visited

4 Salary Plan Visited

5 Compensation Visited

6 Job Earnings Distribution Visited

7 UC Job Data Visited

Probation Details

*Probation Code Probation End Date

Academic Duration of Appt Location Use End Date

Location Use Type Post Docs Anniversary Date

PY Career Duration Cubicle

UC I-9 Information

Tracker Profile ID Remote I-9 Section 2 No

UC External System ID

External System External System ID

Job Aid: How to Add an Employee In UCPath

Comments

A **Comments** window will display for additional comments to be entered before submitting the transaction. Enter the **Submission Comments** and click **Submit** to commit the change in UCPath.

The screenshot shows the UCPath interface for adding an employee. The main form is titled "Hire / Hire - No Prior UC Affiliation" and includes sections for "Probation Details" and "UC I-9 Information". A "Comments" popup window is overlaid on the form, containing a "Cancel" button, a "Submit" button, and a text input field for "Submission Comments". The popup text reads: "You are about to submit this request. Submission Comments".

UC Job Data

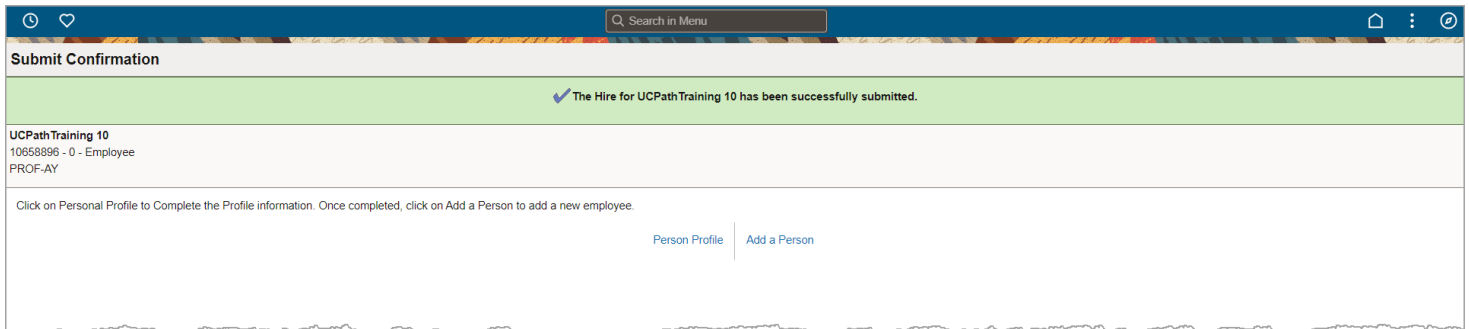
In the **UC Job Data Page**, all the fields are editable and should be reviewed. **Probation Details** section can be entered to match the employee's employment requirements. In the **UC I-9 Information section**, complete the I-9 **Tracker Profile ID** if you follow the out-of-bound process by entering the information in the provided field or by enabling the **Remote I-9 Section 2**. Once the appropriate information has been entered, click **Submit**.

Refer to [Job Aid: I-9 Tracker Notification Templates](#)

The screenshot shows the UCPath interface for adding an employee. The main form is titled "Hire / Hire - No Prior UC Affiliation" and includes sections for "Probation Details" and "UC I-9 Information". A "Warning" popup window is overlaid on the form, containing "OK" and "Cancel" buttons. The popup text reads: "Warning -- Compensation Frequency has been updated. Compensation Frequency has been updated."

A popup window with the prompt will display the options **OK** and **Cancel**. Click **OK** to submit the data.

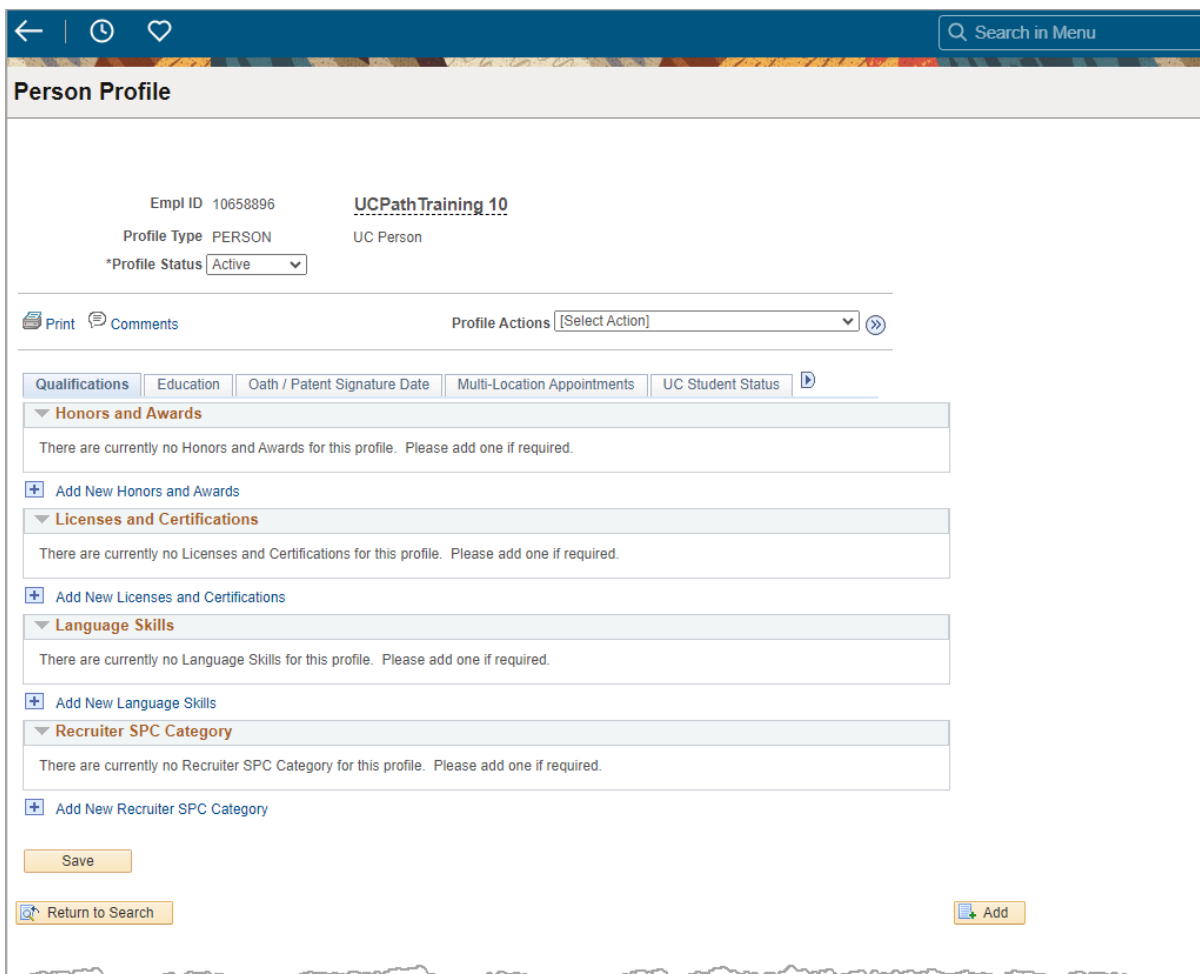
Job Aid: How to Add an Employee In UCPath



A confirmation page displays with two links, [Person Profile](#) and [Add Employee](#). To review the added user, click on [Person Profile](#). Use the [Add Employee](#) link to add additional employees.

Hire Pilot Payroll lockout date and time for Locations is aligned with the Employee Data Change date and time on the PayCycle Calendar.

Click on [Person Profile](#)



Job Aid: How to Add an Employee In UCPath

Use the [Person Profile](#) page to view information about an employee's [Qualifications, Education, Oath And Patent Signature Dates, Multi-Location Agreements, UC student status, UC-issued credit card, employment status and I-9 verification](#).

The [Qualifications](#) page displays information about honors and awards, as well as licenses and certifications.

The [Education page](#) displays records of an employee's degrees, any UC specialty codes they may qualify for and additional UC prior or future service codes.

The [Oath / Patent Signature Date](#) page displays the date an employee signed their oath and patent acknowledgment documents. This information is mandatory and employees are not granted access to the UC system without updated information. The oath and patent information is copied to this page if the information was entered on the hire template.

The [Multi-Location Appointments](#) page identifies employees who have concurrent work assignments at more than one location. The host location is responsible for maintaining this information.

The [UC Student Status](#) page identifies employees that are also UC students. The information is used to determine if the student employee is exempt from FICA (Federal Insurance Contributions Act) or social security and Medicare tax.

This page includes:

- UC Student Status: populated by Locations.
- Duration (End Date): populated by Locations.
- Enrolled Units: populated manually by UCPC Payroll or automatically from **I-156** file.
- Campus of Study: populated with the employee's business unit by default or from **I-156** file.

The [Credit Card](#) page displays information about the employee's UC-issued credit card, if applicable.

The [Employment Verification](#) page displays the [Student Opt-In](#) and [NonStudent Opt-Out](#) sections.

Student Opt-In: Students are not included in the daily update sent to UC's external partner that performs employment verification activities. This section displays Opt-in information if the student has indicated the information should be included in the employment verification file.

Non-Student Opt-Out: Faculty, academic personnel and staff are automatically included in the daily update sent to UC's external partner that performs employment verification activities. This section displays Opt-Out information if the employee (faculty, academic or staff) has indicated the information should not be included in the verification of employment data file.

The [Opt-In / Opt-Out](#) information is copied to this page if the student or employee entered the information on the Portal.

The [UC I-9 Information](#) page displays the employee's Tracker Profile ID.

The [Tracker Profile ID](#) is copied to this page if it was entered on the hire template.