

Use this task to initiate a position data change and job data change PayPath transaction. This example demonstrates a promotion and pay rate change for a staff employee.

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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 V
Empl Record begins with V
Name begins with v Business Unit begins with v Q
Business Unit begins with
Department begins with > Q
Job Code begins with V
Employee Classification begins with 🗸
Employee Status = v
Show fewer options
Case Sensitive
Search Clear

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.	Employee ID is the most accurate field to use in a search.
	Click in the Empl ID field.
3.	Enter the desired information into the Empl ID field.
	For this example, enter 10000070.



Step	Action
4.	Click the Search button.
	Search

yPath A	ctions									
Find an	Existing	Value								
Search	Criteria									
Enter any	information	you have and clic	k Search. Leave	fields blank f	or a list of all val	Jes.				
D D	ecent Search					A D Sava	d Searches			
E R	ecent Searci	Choose fro	m recent search	es	*	n 🖉 🛛 Save	d Searches	Choose from saved searches		v /
		Empl ID	begins with 🗸	10000070						
			begins with 🗸							
		Name	begins with 🗸							
			begins with \checkmark		C					
		Position Number								
			begins with 🗸		0	-				
	Emplo	Job Code yee Classification	begins with V			•				
		Employee Status			~	ζ				
			ewer options							
		Case S	ensitive							
		Sea	rch C	Clear	Save Search					
 Searc 	h Results									
Empl ID	Empl Record	Name			Business Unit	Position Number	Departmen	t Department Description	Job Code	Job Code Description
								TECHNOLOGY		

Step	Action
5.	Click the scroll bar.
	• • • • •
6.	Click the Drill In button to open the employee's data.
	>

ition Data Job Data Additional Page	y Data			New Window Help Personalize Page
encer Liang Employee	Empl ID 10	D000070 Empl Recor	d 0	
				Position Data
ition Data				
	PROD CNTRL ANL 3	Action:		sition Change
Effective Date: 07/01/2017		Position Change Reason:	Q	
ew Values to update		Existing Values		
		Current Effective Date:	09/01/2016	
Business Unit: UCOP1	UC Office of President	Business Unit:	UCOP1	UC Office of President
Department ID: 814100	TECHNOLOGY DELIVERY SVS	Department:	814100	TECHNOLOGY DELIVERY SVS
Location: KAISER	UCOP - Kaiser Center	Location:	KAISER	UCOP - Kaiser Center
Job Code: 004529 Q	PROD CNTRL ANL 3	Job Code:	004529	PROD CNTRL ANL 3
Union Code: 99	Non-Represented	Union Code:	99	Non-Represented
FLSA Status: Exempt V		FLSA Status:	Exempt	
eports To Position: 40000645 Q	INFO SYS SUPV 1	Reports To Position:	40000645	INFO SYS SUPV 1
Sal Admin Plan: CTOP		Sal Admin Plan:	CTOP	
Salary Grade: 22		Salary Grade:	22	
Standard Hours: 40.00		Standard Hours:	40.00	
FTE: 1.000000		FTE:	1.000000	
Mail Drop: 714848	Adds to	FTE Actual Count: M		
Position Pool:	la stude	FTE: 🗹		

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, a position data and job data change, stay on the Position Data tab.
8.	Before you enter the update, you must identify the Effective Date and Position Change Reason .
9.	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. For this example, accept the default date.
10.	Click in the Position Change Reason field.
11.	Enter the desired information into the Position Change Reason field.For this example, enter PRO (promotion).
12.	Enter the Job Code for the promotion. Click in the Job Code field. p04529

UCPath Task:



Step	Action
13.	Enter the desired information into the Job Code field.
	For this example, enter 000534.

sition Data Job Data Additional F	Pay Data		New Window Help Personalize Page
pencer Liang Employe	e Empl ID 10000	070 Empl Record 0	Position Data
sition Data			
osition Number: 40000395 Effective Date: 07/01/2017	PROD CNTRL ANL 3		osition Change Promotion
lew Values to update	Message		
Business Unit: UCOP1 Department ID: 814100 Location: KAISER Job Code: 000534 Q		stations Code must be updated to reflect	UC Office of President TECHNOLOGY DELIVERY SVS UCOP - Kaiser Center PROD CNTRL ANL 3
Union Code: 99	Non-Represented	Union Code: 99	Non-Represented
FLSA Status: Exempt V		FLSA Status: Exempt	
eports To Position: 40000645 Q	INFO SYS SUPV 1	Reports To Position: 40000645	INFO SYS SUPV 1
Sal Admin Plan: CTOP		Sal Admin Plan: CTOP	
Salary Grade: 22 Q		Salary Grade: 22	
Standard Hours: 40.00		Standard Hours: 40.00	
FTE: 1.000000		FTE: 1.000000	
Mail Drop: 714848	Adds to FTE	Actual Count: 🗹	

Step	Action
14.	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.
	OK
15.	When the Job Code is changed, the Employee Relations Code is removed and required to be re-entered.
	Notes:
	• 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 not tied to the BX union code, the Employee Relations
	Code <u>must not</u> be Stud Academic Title, HEERA.



Step	Action
16.	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 have to enter the plan and/or grade.

sition Data Job Data Additional F	Pay Data				New Window Help Personalize Page
pencer Liang Employe	ee	Empl ID 1000	0070 Empl Recor	d O	
osition Data					Position Data
Position Number: 40000395	PROD CNTRL ANL 3		Action:	POS Pos	ition Change
Effective Date: 07/01/2017			Position Change Reason: F	RO Q P	romotion
New Values to update			Existing Values		
			Current Effective Date:	09/01/2016	
Business Unit: UCOP1	UC Office of Preside	int	Business Unit:	UCOP1	UC Office of President
Department ID: 814100	TECHNOLOGY DEL	IVERY SVS	Department:	814100	TECHNOLOGY DELIVERY SVS
Location: KAISER	UCOP - Kaiser Cent	er	Location:	KAISER	UCOP - Kaiser Center
Job Code: 000534 🔍	PROD CNTRL SUP	V 2	Job Code:	004529	PROD CNTRL ANL 3
Union Code: 99	Non-Represented		Union Code:	99	Non-Represented
FLSA Status: Exempt V			FLSA Status:	Exempt	
Reports To Position: 40000645 Q	INFO SYS SUPV 1		Reports To Position:	40000645	INFO SYS SUPV 1
Sal Admin Plan: CTOP			Sal Admin Plan:	CTOP	
Salary Grade: 24			Salary Grade:	22	
Standard Hours: 40.00			Standard Hours:	40.00	
FTE: 1.000000			FTE:	1.000000	
Mail Drop: 714848		Adds to FT	E Actual Count: 🗹		
Position Pool:		Include FT	F: 🗸		

Step	Action
17.	Click the Job Data tab.
	Job Data



sition Data Job Data A	Additional Pay Data			New Window Help	Personalize Page
pencer Liang	Employee	Empl ID 10000070	Empl Record 0		
taff: Career		HR Status: Active	Payroll Status: Activ	e Work Force Person Org	Job Summary Summary
b Data				Find View All	First 🕚 1 of 1 🖲
Effective Date: 07/01/2	2017		Action: POS	Position Change	
Effective Sequence: 0			Action Reason: PRO	Promotion	
Current Effective Date:	09/01/2016		Current Action: POS	Position Change	
Current Eff Sequence:	. 0	(Current Action Reason: RTC	Reports To Change	
Position Number:	40000395	PROD CNTRL ANL 3			
Business Unit:	UCOP1	UC Office of President			
Department:	814100	TECHNOLOGY DELIVERY SVS			
Location Code:	KAISER	UCOP - Kaiser Center			
Job Code:	000534	PROD CNTRL SUPV 2			
Union Code:	99	Non-Represented			
Reports To Position Number:	40000645	INFO SYS SUPV 1 10000745 Deja Loom	nis		
FLSA Status:	Exempt				
Salary Administration Plan:	CTOP	Establishment ID: UCOP	UC Office of the Presider	ıt	
Salary Grade:	24	Step:			
-	1.000000	Employee Class: 2 Q	f Career		
Appointment End Date:		s star	r. Career		

Step	Action
18.	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.
19.	The updated Job Code , Salary Administration Plan and Salary Grade also appear.
20.	Add a new row to enter the pay change for the promotion. Click the Add a new row button.

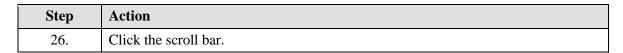
Spencer Liang Employee Empl ID 10000070 Empl Record Staff: Career HR Status: Active Payroll Statu Job Data Effective Date: 07/01/2017 Action: Effective Sequence: 1 Action Reason: Current Effective Date: 09/01/2016 Current Action: Current Eff Sequence: 0 Current Action: Position Number: 40000395 PROD CNTRL ANL 3	St. Active Person Orr Find View All POS Position Change	te Job Summary to Summary First (1) 1 of 2	ک ر ۲
Job Data Effective Date: 07/01/2017 Action: Effective Sequence: 1 Action Reason: Current Effective Date: 09/01/2016 Current Action: Current Effective Date: 0 Current Action Reason:	St. Active Person Orr Find View All POS Position Change	rg Summary	
Effective Date: 07/01/2017 Action: Effective Sequence: 1 Action Reason: Current Effective Date: 09/01/2016 Current Action: Current Eff Sequence: 0 Current Action Reason:	Find View All Q Q POS Position Change		
Effective Sequence: 1 Action Reason: Current Effective Date: 09/01/2016 Current Action: Current Eff Sequence: 0 Current Action Reason:	POS Position Change		
Effective Sequence: 1 Action Reason: Current Effective Date: 09/01/2016 Current Action: Current Eff Sequence: 0 Current Action Reason:	POS Position Change		_
Current Effective Date: 09/01/2016 Current Action: Current Eff Sequence: 0 Current Action Reason:	POS Position Change		_
Current Eff Sequence: 0 Current Action Reason:			-
Current Eff Sequence: 0 Current Action Reason:			
		IE.	
Position Number: 40000395 PROD CNTRL ANL 3		-	
Business Unit: UCOP1 UC Office of President			
Department: 814100 TECHNOLOGY DELIVERY SVS			
Location Code: KAISER UCOP - Kaiser Center			
Job Code: 000534 PROD CNTRL SUPV 2			- 1
Union Code: 99 Non-Represented			
Reports To Position Number: 40000645 INFO SYS SUPV 1 10000745 Deja Loomis			
FLSA Status: Exempt			
Salary Administration Plan: CTOP Establishment ID: UCOP Q UC Office of the	President		
Salary Grade: 24 Step:			
FTE: 1.000000 Employee Class: 2 Q Staff Career			
Appointment End Date:			

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

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Position Data Job Data	Additional Pay Data			New Window Help Personalize Page	ī
Spencer Liang	Employee	Empl ID 10000070	Empl Record 0		
Staff: Career		HR Status: Active	Payroll Status: Active	Work Force Job Summary Person Org Summary	
lob Data				Find View All First 🕚 1 of 2	۰L
Effective Date: 07/	01/2017		Action: PAY	Pay Rate Change	+
Effective Sequence:	1		Action Reason: PRO Q	Promotion/Academic Promotion	
Current Effective D	ate: 09/01/2016		Current Action: POS	Position Change	
Current Eff Sequer	ice: 0		Current Action Reason: RTC	Reports To Change	
Position Num	ber: 40000395	PROD CNTRL ANL 3			
Business U	nit: UCOP1	UC Office of President			
Departm	ent: 814100	TECHNOLOGY DELIVERY SVS			
Location Co	de: KAISER	UCOP - Kaiser Center			
Job Co	de: 000534	PROD CNTRL SUPV 2			
Union Co	de: 99	Non-Represented			
Reports To Position Num	per: 40000645	INFO SYS SUPV 1 10000745 Deja Lo	omis		
FLSA Sta	tus: Exempt				
Salary Administration P	an: CTOP	Establishment ID: UCOP	UC Office of the President		
Salary Gra	ide: 24	Step:			
F	TE: 1.000000	Employee Class: 2 Q	aff: Career		
Appointment End D	ate: 🕅				



Reports To Position Number: 4000	0645 INFO S	YS SUPV 1 10000745 Deja L	oomis			
FLSA Status: Exem						
Salary Administration Plan: CTO	P	Establishment ID: UCOP Q UC Office of the President				
Salary Grade: 24		Step:				
FTE: 1.000	000	Employee Class: 2 Q Staff: Career				
Appointment End Date:	31					
Earnings Distribution Type: None	c c	Comp Rate: 5,628.002500	Standard Hours: 40.00	Pay Frequency: N	Monthly	
Pay Components					④ 1 of 1 ④ Las	
Rate Code		Comp Rate	Compensation Frequency			
1 UCANNL		Q 67,536.030000	Annual		± -	
Earnings Distribution			Personalize	Find 💷 📑 👘 First	④ 1 of 1 ④ Las	
Earnings Code		Comp Rate	Dist	tribution %		
1						
UC Job Data						
ERIT/Phased Retirement End Di	: 🗎		Trial Employment End Date:	Ħ		
Probation Code	None	\checkmark	PY Career Duration:	\sim		
Location Use End Date	: 1		Probation End Date:	51		
Location Use Type	:	\checkmark				
Job Data Comments	:					



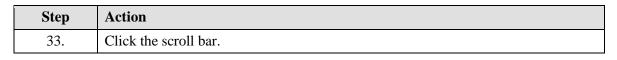
Action
Click in the Comp Rate field.
67,536.030000
Enter the desired information into the Comp Rate field.
For this example, enter 80000.
Click in the Job Data Comments field.
Enter the desired information into the Job Data Comments field.
For this example, enter Position promotion to new job code plus pay increase due to promotion.
-

eports To Position Number: 40000645	INFO SYS SUPV 1 10000745 Deja Loo	mis			
FLSA Status: Exempt	Establishment ID: UCOP				
Salary Administration Plan: CTOP		UC Office of the President			
Salary Grade: 24	Step:				
FTE: 1.000000 Employee Class: 2 Q Staff: Career					
Appointment End Date:					
Earnings Distribution Type: None	Comp Rate: 6,666.666667	Standard Hours: 40.00		C Monthly	
Pay Components Rate Code	Comp Rate		Find 💷 🧱 First 🤇	🕚 1 of 1 🕑 Las	
1 UCANNL	Q 80.000.000000	Annual	IIIOII Flequency		
	Q 00,000.00000	/ • • • • • • •			
Earnings Distribution				🕚 1 of 1 🕑 La	
Earnings Code	Comp Rate	Distril	bution %		
JC Job Data					
ERIT/Phased Retirement End Dt:		Frial Employment End Date:	B		
Probation Code: None	~	PY Career Duration:	~		
Location Use End Date:	1	Probation End Date:	31		
Location Use Type:	\checkmark				
		e to			
Job Data Comments: Position promotion	promotion to new job code plus pay increase du n.				

Step	Action
31.	Click the scroll bar.
32.	Click the Additional Pay Data tab.
	Additional Pay Data



	ta Additional Pay Data			New Window Help Personalize Page
Spencer Liang	Employee	I	Empl ID 10000070	Empl Record 0
				No Data present for current Additional Pay
New Additional Pay		Find View All	First 🕚 1 of 1 🛞 Last	
*Earnings Code:	Q		+ -	
Effective Date		Find View All F	First 🕚 1 of 1 🛞 Last	
*Effective Date:	07/01/2017		+ -	
 Payment Details 		Find View All	First 🕚 1 of 1 🕑 Last	
Addl Seq #:	1		+ -	
End Date:	Re	ason: Not Spe	cified 🗸	
Pay Period Amt:				
Goal Amount:	Goa	al Balance:		
Prorate Additio	nal Pay			
Applies To Pay F	Periods			
First S	econd Third			
Job Information				
Employee Type:	Salaried	Standard Hours:	40.00	
Compensation Rate:	\$5,628.002500	Frequency:	Monthly	
Default Job Data				
Position:	40000395 PROD CN	TRL ANL 3		
Business Unit:	UCOP1 UC Office of	of President		
Department:	814100 TECHNOL	OGY DELIVERY SVS		
Job Code:	004529 PROD CN	TRL ANL 3		



Prorate Addition	onal Pav			
Applies To Pay	-			
First 9	econd	Third		
lob Information				
Employee Type:	Salaried	Standard	Hours: 40.00	
Compensation Rate:	\$5,628.002	500 Frequenc	y: Monthly	
Default Job Data				
Position:	40000395	PROD CNTRL ANL 3		
Business Unit:	UCOP1	UC Office of President		
Department:	814100	TECHNOLOGY DELIVERY	SVS	
Job Code:	004529	PROD CNTRL ANL 3		
FTE:	1.000000			
Employee Status:	Active	Expected	Job End Date:	
Save for Later	Save And	d Submit Cance		
Care for Ealer	Jave An	Galice	Upload View Sup	oporting Documents
Transaction ID	NEW			
Workflow Status	Apprvl Prc			
Request Status	In Progress			
nitiator's Comments				
User ID	UC_PayPath	_User		



Step	Action				
34.	Use the Upload \ View Supporting Documents link to attach supporting documentation, if applicable.				
35.	Use the Initiator's Comments field, to further explain the transaction for the Approver, if applicable.				
36.	Click the Save And Submit button. Save And Submit				

R Tasks					
Prorate Additio	-				
Applies To Pay F					
First S	econd Third				
Job Information					
Employee Type:	Salaried	Standard Hours:	40.00		
Compensation Rate:	\$5,628.002500	Frequency:	Monthly		
Default Job Data					
Position:	40000395 PROD	CNTRL ANL 3			
Business Unit:	UCOP1 UC Off	ce of President			
Department:	814100 TECHN	IOLOGY DELIVERY SVS			
Job Code:	004529 PROD	CNTRL ANL 3			
FTE:	1.000000				
Employee Status:	Active	Expected Job End	I Date:		
Save for Later Transaction ID Workflow Status		Cancel	Upload \ View Supportin) Documents	
	Pending Approval				
Initiator's Comments					
User ID	UC_PayPath_User				
aypath Staff					
Transact	tion: 0000003184,	ID: 10039133, Empl	Record: 0:Pending		
Paypath Staff				1	
Pending					

Step	Action
37.	The transaction is submitted for approval.
38.	You have initiated a position data change and job data change PayPath transaction. End of Procedure.