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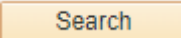
Navigation:
Menu > UC Customizations > UC Extensions > **PayPath Actions**
OR
Workforce Administration (Homepage) > HR Tasks (Tile) > PayPath/ Additional Pay > **PayPath Actions**

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

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 ▾	10000070
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	= ▾	▾
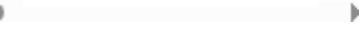
∧ Show fewer options

☐ 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
10000070	0	Spencer Liang	UCOP1	40000395	305200C	TECHNOLOGY DELIVERY SERVICES	004529	PROD CNTRL ANL 3

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

HR Tasks

New Window | Help | Personalize Page | 🔲

Position Data | Job Data | Additional Pay Data

Spencer Liang   Employee   Empl ID 10000070   Empl Record   0

Position Data

Position Data
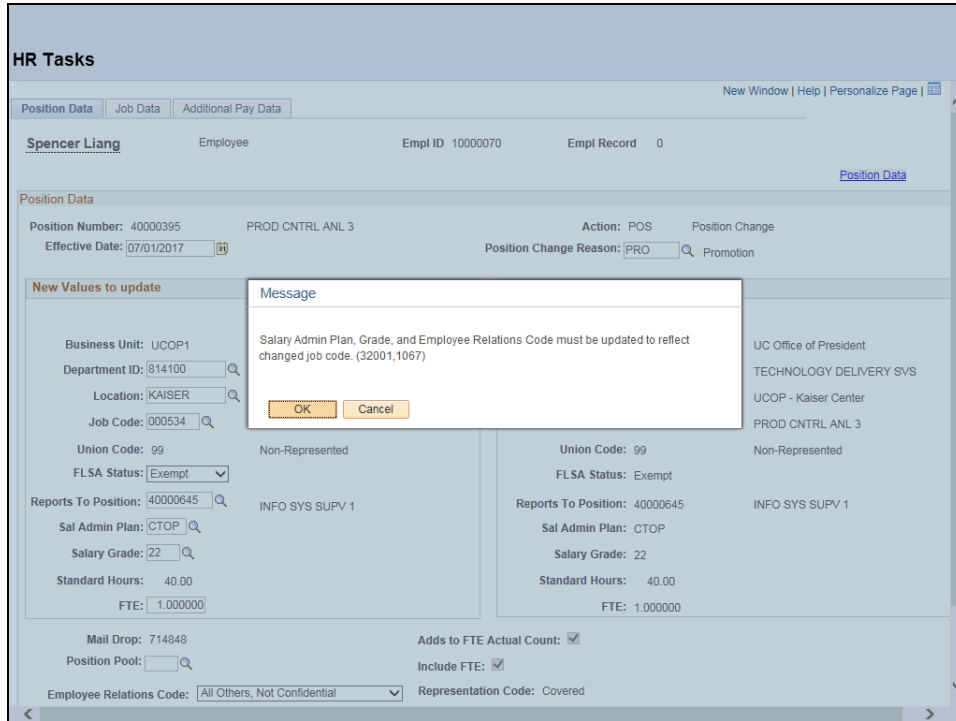
Position Number: 40000395   PROD CNTRL ANL 3   Action: POS   Position Change
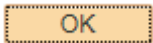Effective Date: 07/01/2017 📅   Position Change Reason: [___] 🔍

New 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 🔍	PROD CNTRL ANL 3	Job Code:	004529	PROD CNTRL ANL 3
Union Code:	99	Non-Represented	Union Code:	99	Non-Represented
FLSA Status:	Exempt ▾		FLSA Status:	Exempt	
Reports To Position:	40000645 🔍	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:** ☑
Position Pool: [___] 🔍   **Include FTE:** ☑

Employee Relations Code: [All Others, Not Confidential ▾]   **Representation Code:** Covered

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. [004529]

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

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** must not 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.

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

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. [+]

HR Tasks

New Window | Help | Personalize Page |

Position Data | Job Data | Additional Pay Data

Spencer Liang	Employee	Empl ID 10000070	Empl Record 0	
Staff: Career		HR Status: Active	Payroll Status: Active	Work Force Job Summary / Person Org Summary

Job Data   Find | View All   First ◀ 1 of 2 ▶ L

Effective Date: 07/01/2017	Action: ⬜ 🔍
Effective Sequence: 1	Action Reason: ⬜ 🔍

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 Loomis	
FLSA Status: Exempt		
Salary Administration Plan: CTOP	Establishment ID: UCOP 🔍 UC Office of the President	
Salary Grade: 24	Step: ⬜ 🔍	
FTE: 1.000000	Employee Class: 2 🔍 Staff: Career	
Appointment End Date: ⬜ 📅		

Earnings Distribution Type: None	Comp Rate: 5,628.002500	Standard Hours: 40.00	Pay Frequency: M 🔍 Monthly

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).

Step	Action
26.	Click the scroll bar.

Step	Action
27.	Click in the **Comp Rate** field.
	67,536.030000
28.	Enter the desired information into the **Comp Rate** field. For this example, enter **80000**.
29.	Click in the **Job Data Comments** field.
30.	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.**.

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

Step	Action
33.	Click the scroll bar.

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

HR Tasks

☑ Prorate Additional Pay

Applies To Pay Periods

☑ First ☐ Second ☐ 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 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 Submit   Cancel   Upload \ View Supporting Documents

Transaction ID 0000003198
Workflow Status Submitted
Request Status Pending Approval
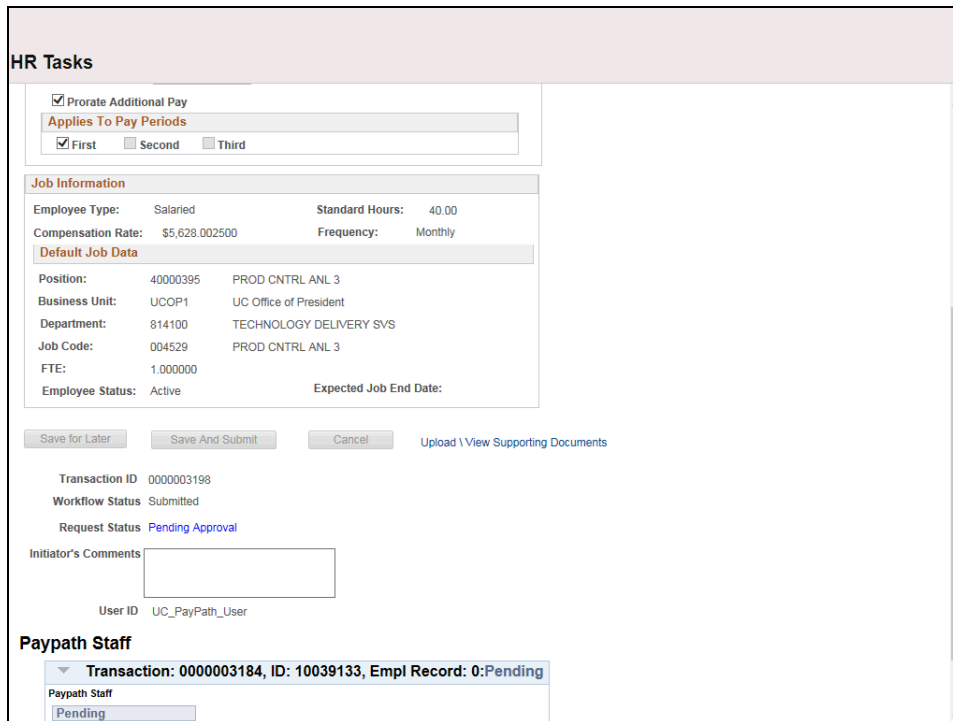
Initiator's Comments

User ID UC_PayPath_User

Paypath Staff

▼ **Transaction: 0000003184, ID: 10039133, Empl Record: 0:Pending**

Paypath Staff

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.**