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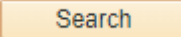
Navigation:
Menu > UC Customizations > UC Extensions > **PayPath Actions**
OR
Workforce Administration (Homepage) > HR Tasks (Tile) > PayPath/ Additional Pay > **PayPath Actions**

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 **10048408**.

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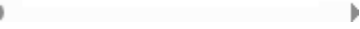
Step	Action
5.	Click the scroll bar.
6.	Click the **Drill In** button to open the employee's data.

HR Tasks

New Window | Help | Personalize Page |

| Position Data | Job Data | Additional Pay Data |

Aomar Kaushal   Employee   Empl ID 10048408   Empl Record   0
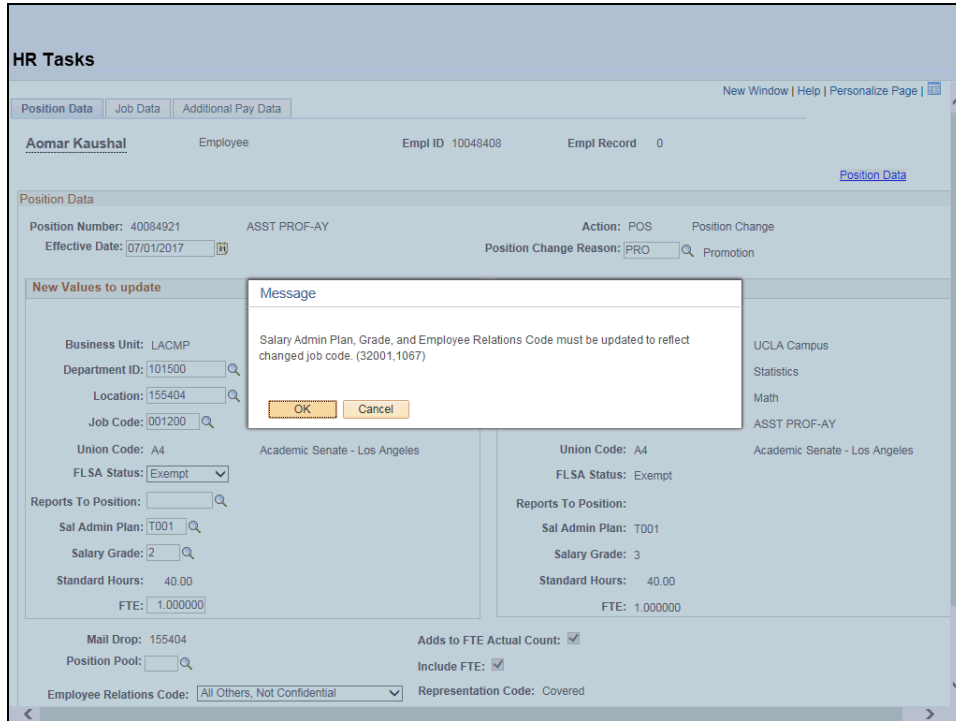
Position Data

Position Data

Position Number: 40084921   ASST PROF-AY   Action: POS   Position Change
Effective Date: 07/01/2017   Position Change Reason:

New Values to update

Business Unit: LACMP	UCLA Campus
Department ID: 101500	Statistics
Location: 155404	Math
Job Code: 001300	ASST PROF-AY
Union Code: A4	Academic Senate - Los Angeles
FLSA Status: Exempt	
Reports To Position:	
Sal Admin Plan: T001	
Salary Grade: 3	
Standard Hours: 40.00	
FTE: 1.000000	

Existing Values

Current Effective Date: 02/01/2017

Business Unit: LACMP	UCLA Campus
Department: 101500	Statistics
Location: 155404	Math
Job Code: 001300	ASST PROF-AY
Union Code: A4	Academic Senate - Los Angeles
FLSA Status: Exempt	
Reports To Position:	
Sal Admin Plan: T001	
Salary Grade: 3	
Standard Hours: 40.00	
FTE: 1.000000	

Mail Drop: 155404   Adds to FTE Actual Count: ☑
Position Pool: Include FTE: ☑
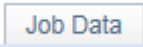Employee Relations Code: All Others, Not Confidential   Representation Code: Covered

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 change 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. 001300

Step	Action
13.	Enter the desired information into the **Job Code** field. For this example, enter **001200**.

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.	UCPath automatically updates the **Sal Admin Plan** and **Salary Grade** fields based on the selected job code. If the **Sal Admin Plan**/**Salary Grade** have a salary step component configured and you or UCPath changes the **Sal Admin Plan**/**Salary Grade** fields, the **Step** and compensation information is removed from the **Job Data** tab.
17.	Because there is only one **Sal Admin Plan** for this job code, UCPath automatically populates the field. For other examples you may have to enter the plan.
18.	When there is only one **Salary Grade** UCPath automatically populates the field. For other examples you may have to enter the grade.

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

Step	Action
20.	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.
21.	The updated **Job Code**, **Salary Administration Plan** and **Salary Grade** also appear.

HR Tasks

New Window | Help | Personalize Page |

Position Data | Job Data | Additional Pay Data

Aomar Kaushal   Employee   **Empl ID** 10048408   **Empl Record** 0

Academic: Faculty   **HR Status:** Active   **Payroll Status:** Active

Work Force Job Summary
Person Org Summary

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

Effective Date: 07/01/2017   **Action:** POS   Position Change

Effective Sequence: 0   **Action Reason:** PRO   Promotion

Current Effective Date: 02/01/2017   **Current Action:** DTA   Data Change

Current Eff Sequence: 0   **Current Action Reason:** CNV   CONV: Conversion row

Position Number: 40084921   ASST PROF-AY

Business Unit: LACMP   UCLA Campus

Department: 101500   Statistics

Location Code: 155404   Math

Job Code: 001200   ASSOC PROF-AY

Union Code: A4   Academic Senate - Los Angeles

Reports To Position Number:

FLSA Status: Exempt

Salary Administration Plan: T001   **Establishment ID:** UCLA   UC Los Angeles

Salary Grade: 2   **Step:**

FTE: 1.000000   **Employee Class:** 9   Academic: Faculty

Appointment End Date: **End Job Automatically:** ☐

Earnings Distribution Type: None   **Comp Rate:** 0.000000   **Standard Hours:** 40.00   **Pay Frequency:** UC912   UC 9/12 Frequency

Step	Action
22.	Click the scroll bar.

HR Tasks

Union Code: A4   Academic Senate - Los Angeles

Reports To Position Number:

FLSA Status: Exempt

Salary Administration Plan: T001   **Establishment ID:** UCLA   UC Los Angeles

Salary Grade: 2   **Step:**

FTE: 1.000000   **Employee Class:** 9   Academic: Faculty

Appointment End Date: **End Job Automatically:** ☐

Earnings Distribution Type: None   **Comp Rate:** 0.000000   **Standard Hours:** 40.00   **Pay Frequency:** UC912   UC 9/12 Frequency

Pay Components   Personalize | Find | 🔲 | 🔲   First ◀ 1 of 1 ▶ Last

	Rate Code	Comp Rate	Compensation Frequency	
1				➕ ➖

Earnings Distribution   Personalize | Find | 🔲 | 🔲   First ◀ 1 of 1 ▶ Last

	Earnings Code	Comp Rate	Distribution %
1			

UC Job Data

Post Docs Anniversary Date: **Academic Duration of Appt:**

Location Use End Date:

Location Use Type:

Job Data Comments:

Return to Search

Position Data | Job Data | Additional Pay Data

Step	Action
23.	To complete the promotion, the **Step** must be entered for the new job. After you enter the step, UCPath automatically enters the compensation information. Use caution when selecting the appropriate step value. If this job includes half steps, be sure to use the **Look up** icon and review the **Hourly Rate** to ensure you are selecting the correct step value. For this example, the job does not include half steps. Click in the **Step** field.
24.	Enter the desired information into the **Step** field. For this example, enter **1**.

Step	Action
25.	UCPath automatically updates the **Pay Components** section.
26.	Click the scroll bar.

HR Tasks

New Window | Help | Personalize Page |

Position Data | Job Data | Additional Pay Data

Aomar Kaushal   Employee   **Empl ID** 10048408   **Empl Record**   0

Academic: Faculty   **HR Status:** Active   **Payroll Status:** Active   Work Force Job Summary
Person Org Summary

Job Data   Find | View All   First 1 of 1 L

Effective Date: 07/01/2017   **Action:** POS   Position Change

Effective Sequence: 0   **Action Reason:** PRO   Promotion

Current Effective Date: 02/01/2017   **Current Action:** DTA   Data Change
Current Eff Sequence: 0   **Current Action Reason:** CNV   CONV: Conversion row

Position Number: 40084921   ASST PROF-AY
Business Unit: LACMP   UCLA Campus
Department: 101500   Statistics
Location Code: 155404   Math
Job Code: 001200   ASSOC PROF-AY
Union Code: A4   Academic Senate - Los Angeles
Reports To Position Number:
FLSA Status: Exempt
Salary Administration Plan: T001   **Establishment ID:** UCLA   UC Los Angeles
Salary Grade: 2   **Step:** 1
FTE: 1.000000   **Employee Class:** 9   Academic: Faculty
Appointment End Date: **End Job Automatically:** ☐

Earnings Distribution Type: None   **Comp Rate:** 8,958.333333   **Standard Hours:** 40.00   **Pay Frequency:** UC912   UC 9/12 Frequency

Step	Action
27.	Next, add a new **Job Data** row to add an offscale increase. Click the **Add a new row** button. ➕

Step	Action
28.	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**).
29.	Click in the **Action** field.
30.	Enter the desired information into the **Action** field. For this example, enter **PAY**.
31.	Click the **Look up Action Reason** button.

Step	Action
32.	For this example, select the **Off Scale Increase** code. Click the **OFF** list item. OFF

Step	Action
33.	Click the scroll bar.

Step	Action
34.	In the **Pay Components** section, add a new row for the offscale increase. Click the **Add a new row** button. ![+]

Step	Action
35.	Click in the **Rate Code** field.
36.	Enter the desired information into the **Rate Code** field. For this example, enter **UCOFF1**.
37.	Click in the **Comp Rate** field.
38.	Enter the desired information into the **Comp Rate** field. For this example, enter **24000**.

Step	Action
39.	Click in the **Job Data Comments** field.
40.	Enter the desired information into the **Job Data Comments** field. For this example, enter **Position promotion with off-scale increase.**.

HR Tasks

Reports To Position Number:

FLSA Status: Exempt

Salary Administration Plan: T001　　　Establishment ID: UCLA 🔍 UC Los Angeles

Salary Grade: 2　　　　　　　　　　　Step: 1 🔍

FTE: 1.000000　　　Employee Class: 9　　Academic: Faculty

Appointment End Date: [ ] 📅　　End Job Automatically: ☐

Earnings Distribution Type: None　　Comp Rate: 10,958.333333　　Standard Hours: 40.00　　Pay Frequency: UC912 🔍 UC 9/12 Frequency

Pay Components　　　　　　　　　　　　Personalize | Find | 🔳 | 📰　　First ④ 1-2 of 2 ⑤ Last

	Rate Code	Comp Rate	Compensation Frequency	
1	UCANNL	107,500.000000	Annual	➕
2	UCOFF1 🔍	24,000.000000	Annual	➕ ➖

Earnings Distribution　　　　　　　　　　Personalize | Find | 🔳 | 📰　　First ④ 1 of 1 ⑤ Last

	Earnings Code	Comp Rate	Distribution %
1			

UC Job Data

Post Docs Anniversary Date: [ ] 📅　　　　Academic Duration of Appt: [▼]

Location Use End Date: [ ] 📅

Location Use Type: [▼]

Job Data Comments: [Position promotion with off-scale increase.]

[Return to Search]

Position Data | Job Data | Additional Pay Data

Step	Action
41.	Click the scroll bar.
42.	Click the **Additional Pay Data** tab. [Additional Pay Data]

HR Tasks

New Window | Help | Personalize Page |

Position Data | Job Data | Additional Pay Data

Aomar Kaushal   Employee   Empl ID 10048408   Empl Record   0

No Data present for current Additional Pay

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: 07/01/2017 📅   ⊞ ⊟

▼ 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: 40.00

Compensation Rate: $5,850.000000   Frequency:

Default Job Data

Position: 40084921   ASST PROF-AY

Business Unit: LACMP   UCLA Campus

Department: 101500   Statistics

Job Code: 001300   ASST PROF-AY

FTE: 1.000000

Step	Action
43.	Click the scroll bar.

HR Tasks

☑ Prorate Additional Pay

Applies To Pay Periods

☑ First   ☐ Second   ☐ Third

Job Information

Employee Type: Salaried   Standard Hours: 40.00

Compensation Rate: $5,850.000000   Frequency:

Default Job Data

Position: 40084921   ASST PROF-AY

Business Unit: LACMP   UCLA Campus

Department: 101500   Statistics

Job Code: 001300   ASST PROF-AY

FTE: 1.000000

Employee Status: Active   Expected Job End Date:

[Save for Later]   [Save And Submit]   [Cancel]   Upload \ View Supporting Documents

Transaction ID   NEW

Workflow Status Apprvl Prc

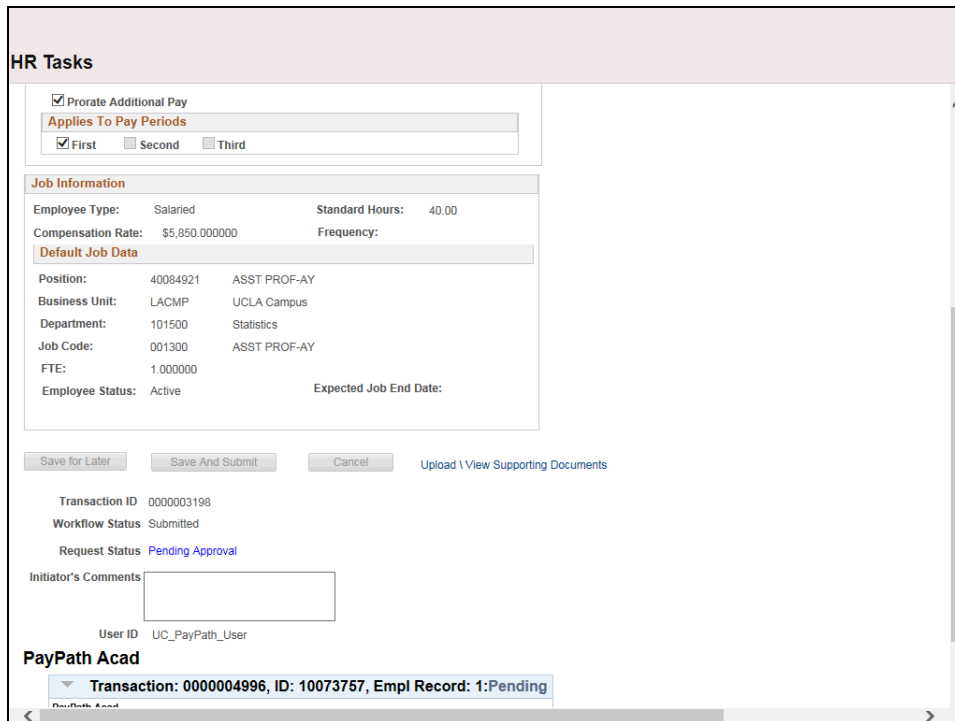Request Status   In Progress

Initiator's Comments

User ID   UC_PayPath_User

[Return to Search]

Position Data | Job Data | Additional Pay Data

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

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