Use this task to initiate a position data change PayPath transaction. This example demonstrates a change in who the position reports to. The steps in this procedure can be used for academic or staff employees.

**Navigation:** PeopleSoft Menu > UC Customizations > UC Extensions > **PayPath Actions Note:** This page also may be available in **Workcenter** depending on your security access.



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| **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.  |
| 4. | Click the **Search** button. |



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| **Step** | **Action** |
| 5. | The **PayPath Actions** page displays the **Position Data** tab. Navigate to the appropriate tab for the update you must enter. For this example, a change to the **Reports To Position** field, stay on the **Position Data** tab. |
| 6. | Before you enter the update, you must identify the **Effective Date** and**Position Change Reason**. |
| 7. | 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.Click in the **Effective Date** field. |
| 8. | Enter the desired information into the **Effective Date** field.  |
| 9. | Click the **Look up Position Change Reason** button. |



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| **Step** | **Action** |
| 10. | For this example, click the **Reports To Change** code. Click the **RTC** link. |
| 11. | Enter the new reports to position number. Click in the **Reports To Position** field. |
| 12. | Enter the desired information into the **Reports To Position** field.  |



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| **Step** | **Action** |
| 13. | Click the **Additional Pay Data** tab. |



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| **Step** | **Action** |
| 14. | Click the scroll bar. |



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| **Step** | **Action** |
| 15. | Use the **Upload \ View Supporting Documents** link to attach supporting documentation, if applicable. |
| 16. | Use the **Initiator's Comments** field to further explain the transaction for the Approver, if applicable. |
| 17. | Click the **Save And Submit** button. |



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| **Step** | **Action** |
| 18. | The transaction is submitted for approval. |
| 19. | You have initiated a position data change PayPath transaction.**End of Procedure.** |