Use this task to initiate a position data change PayPath transaction. This example demonstrates a promotion for an academic employee.

**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 position data change, 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, select the **Promotion** code. Click the **PRO** list item. |
| 11. | Enter the **Job Code** for the promotion. Click in the **Job Code** field. |
| 12. | Enter the desired information into the **Job Code** field.  |



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| **Step** | **Action** |
| 13. | UCPath displays a message indicating that the salary plan and grade will be updated. You may need to change step, pay components or earnings distribution information.Click the **OK** button. |
| 14. | If the **Salary Admin Plan**/**Salary Grade** has a salary step component configured and you or UCPath changes the **Sal Admin Plan/Salary Grade** fields, the **Step** and compensation data is removed from the **Job Data** tab.UCPath automatically updates the **Salary Admin Plan** and **Salary Grade** fields based on the selected new job code. When there are multiple valid salary plans for the job code, you must enter the correct **Salary Plan**. |
| 15. | The **Salary Admin Plan** and **Salary Grade** fields must be updated based on the selected job code. Because there is only one salary admin plan for this job code, UCPath automatically updates the field. |
| 16. | The **Salary Grade** also must be updated based on the selected job code; however, if there is more than one option, the field is blank and you must select the appropriate value. If there is only one salary grade, UCPath automatically updates the field. |
| 17. | Click the **Look up Salary Grade** button. |



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| **Step** | **Action** |
| 18. | Select the appropriate **Salary Grade** code. For this example, click the **1** link. |



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| **Step** | **Action** |
| 19. | Click the **OK** button. |



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| **Step** | **Action** |
| 20. | Click the **Job Data** tab. |



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| **Step** | **Action** |
| 21. | 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 data update. |
| 22. | The updated **Job Code**, **Salary Administration Plan** and **Salary Grade** also appear. |
| 23. | Click the scroll bar. |
| 24. | To complete the promotion, the **Step** must be entered for the new job. After the step is entered, UCPath automatically updates the compensation information.Click in the **Step** field. |
| 25. | Enter the desired information into the **Step** field. For this example, enter **2**. |



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| **Step** | **Action** |
| 26. | UCPath automatically updates the **Pay Components** section based on the selected step. |
| 27. | Click the scroll bar. |
| 28. | Click the **Additional Pay Data** tab. |



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| **Step** | **Action** |
| 29. | Click the scroll bar. |



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| **Step** | **Action** |
| 30. | Use the **Supporting Documents** link to attach supporting documentation, if applicable. |
| 31. | Use the **Initiator's Comments** field, to further explain the transaction for the Approver, if applicable. |
| 32. | Click the **Save And Submit** button. |



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| **Step** | **Action** |
| 33. | The transaction is submitted for approval. |
| 34. | You have initiated a position data change PayPath transaction for an academic employee.**End of Procedure.** |