Use this task to initiate a multi-row job data change PayPath transaction. The steps in this procedure can be used for academic and 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. |



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| **Step** | **Action** |
| 2. | Click in the **Empl ID** field. |
| 3. | Enter the desired information into the **Empl ID** field.   |

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| **Step** | **Action** |
| 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 job data change, navigate to the **Job Data** tab. |
| 6. | Click the **Job Data** tab. |



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| **Step** | **Action** |
| 7. | This example demonstrates entering two job data changes for the same effective date. The first data change extends the appointment end date and the second data change gives the employee a merit increase.Before entering the update, you must identify the **Effective Date**, **Action** and**Action Reason**. |
| 8. | 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. |
| 9. | Click in the **Effective Date** field. |
| 10. | Enter the desired information into the **Effective Date** field.  |
| 11. | Click in the **Action** field. |
| 12. | Enter the desired information into the **Action** field.  |
| 13. | Click in the **Action Reason** field. |
| 14. | Enter the desired information into the **Action Reason** field. For this example, enter **EXT** (extend appointment). |

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| **Step** | **Action** |
| 15. | Click in the **Appointment End Date** field. |
| 16. | Enter the desired information into the **Appointment End Date** field.  |



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| **Step** | **Action** |
| 17. | Click the **Add a new row** button. |



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| **Step** | **Action** |
| 18. | The new data row displays the information from the previous row. |
| 19. | Next, enter the information for the second job data change, a merit increase, on the new row. |
| 20. | The **Effective Date** is copied from the previous row and cannot be changed.The **Effective Sequence** displays **1**, indicating it is the second action for the same effective date (the first sequence is **0**). |
| 21. | Click in the **Action** field. |
| 22. | Enter the desired information into the **Action** field.  |
| 23. | Click in the **Action Reason** field. |
| 24. | Enter the desired information into the **Action Reason** field.  |



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| **Step** | **Action** |
| 25. | Click the scroll bar. |



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| **Step** | **Action** |
| 26. | Click in the **Step** field. |
| 27. | Enter the desired information into the **Step** field.  |
| 28. | UCPath updates the **Pay Components** section based on the selected **Step**. |
| 29. | For **Job Data** updates, enter a comment explaining the update. Click in the **Job Data Comments** field. |
| 30. | Enter the desired information into the **Job Data Comments** field.  |



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



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| **Step** | **Action** |
| 33. | Click the scroll bar. |



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| **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. |



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| **Step** | **Action** |
| 37. | The transaction is submitted for approval. |
| 38. | You have initiated a multi-row job data change PayPath transaction.**End of Procedure.** |