Use this task to initiate a retroactive additional pay PayPath transaction 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, initiating retroactive additional pay, navigate to the **Additional Pay** tab. |
| 6. | Click the **Additional Pay Data** tab. |



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| **Step** | **Action** |
| 7. | Use the **Additional Pay Data** page to enter specific information about the retroactive payment.**New Additional Pay** is entered on the left. If the employee has existingadditional pay, it appears in the **Current Additional Pay** section on the right. This employee has **No Data present for current Additional Pay**. |
| 8. | Enter the **Earnings Code**, **Effective Date** and **Pay Period Amount** for the additional pay.For one-time and recurring payments, enter a **Goal Amount** or **End Date**. The additional payment stops when the goal amount or end date is reached. |
| 9. | Click the **Look up Earnings Code** button. |



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| **Step** | **Action** |
| 10. | The **Earnings Codes** that appear are based on the earnings program tied to the employee's paygroup. Select the appropriate **Earnings Code**.For this example, click the **CCA** (child care assistance) list item. |
| 11. | The **Effective Date** field defaults to the system date (today's date). If needed, change the date to reflect the first day of the pay period that the additional pay should begin. To enter a retroactive date, select a pay period date that has already been paid.Click in the **Effective Date** field. |
| 12. | Enter the desired information into the **Effective Date** field.  |
| 13. | Click the button to the right of the **Reason** field. |
| 14. | Click the **Retroactive Change** list item. |

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| **Step** | **Action** |
| 15. | Enter the monthly amount of the additional pay. The system automatically calculates the amount as needed for each prior paycheck, provided the employee was paid in the prior pay period(s) and the **Earnings Code** selected is configured as a retro eligible earnings codeClick in the **Pay Period Amt** field. |
| 16. | Enter the desired information into the **Pay Period Amt** field.  |



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| **Step** | **Action** |
| 17. | Click in the **Goal Amount** field. |



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| **Step** | **Action** |
| 18. | Enter the desired information into the **Goal Amount** field.  |
| 19. | Accept the default for the **Applies to Pay Periods** check boxes.The **First** check box is selected for monthly employees. The **First** and **Second** check boxes are selected for biweekly employees. For biweekly employees, you may select which pay period(s) the additional pay should be paid. |



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| **Step** | **Action** |
| 20. | Click the scroll bar. |



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| **Step** | **Action** |
| 21. | Use the **Upload \ View Supporting Documents** link to attach supporting documentation, if applicable. |
| 22. | Use the **Initiator's Comments** field, to further explain the transaction for the Approver, if applicable. |
| 23. | Click the **Save And Submit** button. |



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| **Step** | **Action** |
| 24. | The transaction is submitted for approval. |
| 25. | You have initiated a retroactive additional pay PayPath transaction.**End of Procedure.** |