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 HSCP 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 and job 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. | UCPath automatically updates the **Salary Admin Plan** and **Salary Grade** fields based on the selected job code.If the **Salary 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. |
| 15. | Because there is only one **Salary Grade** for this job code, UCPath automatically populates the field. For other examples you may have to enter the grade. |
| 16. | UCPath did not populate the **Sal Admin Plan** field because there is more than one option available. Select the appropriate value from the list of options.If there is only one salary admin plan UCPath automatically populates the field. |
| 17. | Click the **Look up Sal Admin Plan** button. |



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| **Step** | **Action** |
| 18. | Select the appropriate **Salary Admin Plan**. For this example, click the **APU8** link. |



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| **Step** | **Action** |
| 19. | UCPath displays a message that you may need to update the step, pay components or earnings distribution.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 update. |
| 22. | The updated **Job Code**, **Salary Administration Plan** and **Salary Grade** also appear. |
| 23. | Click the scroll bar. |



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| **Step** | **Action** |
| 24. | To complete the promotion, the **Step** must be entered for the new job. After you enter the step, UCPath automatically enters the compensation information.Click in the **Step** field. |
| 25. | Enter the desired information into the **Step** field. For this example, enter **1**. |



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| **Step** | **Action** |
| 26. | UCPath automatically updates the **Pay Components** and **Earnings Distribution**sections. |
| 27. | For **Job Data** updates, enter a comment explaining the update. Click in the **Job Data Comments** field. |
| 28. | Enter the desired information into the **Job Data Comments** field.  |



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| **Step** | **Action** |
| 29. | Click the scroll bar. |
| 30. | Next, add a new **Job Data** row to enter a new Y component of pay. Click the **Add a New Row** button. |



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| **Step** | **Action** |
| 31. | 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**). |
| 32. | Click the **Look up Action** button. |



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| **Step** | **Action** |
| 33. | For this example, select the **Pay Rate Change** code. Click the **PAY** list item. |
| 34. | Click the **Look up Action Reason** button. |



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| **Step** | **Action** |
| 35. | For this example, select the **Change in Negotiated Salary** code. Click the **NEG** list item. |



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| **Step** | **Action** |
| 36. | Click the scroll bar. |
| 37. | In the **Pay Components** section, add a new row for the Y component of pay. Click the **Add a New Row** button. |



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| **Step** | **Action** |
| 38. | Enter the desired information into the **Rate Code** field.  |
| 39. | Press **[Tab]** to update the earnings distribution based on the new **UCHSY** rate code. |



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| **Step** | **Action** |
| 40. | UCPath automatically adds a new earnings distribution for **HSCP-Negotiated (Y)**. |
| 41. | Enter the desired information into the Pay Components **Comp Rate** field.  |
| 42. | Press **[Tab]** to update the earnings distribution **Comp Rate**. |



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| **Step** | **Action** |
| 43. | UCPath automatically adds the Earnings Distribution **Comp Rate** for earn code**HSCP-Negotiated (Y)**. |
| 44. | Click in the **Job Data Comments** field. |
| 45. | Add the additional change information into the **Job Data Comments** field.  |



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| **Step** | **Action** |
| 46. | Click the scroll bar. |
| 47. | Click the **Additional Pay Data** tab. |



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| **Step** | **Action** |
| 48. | Click the scroll bar. |



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| **Step** | **Action** |
| 49. | Use the **Supporting Documents** link to attach supporting documentation, if applicable. |
| 50. | Use the **Initiator's Comments** field, to further explain the transaction to the Approver, if applicable. |
| 51. | Click the **Save and Submit** button. |



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| **Step** | **Action** |
| 52. | The transaction is submitted for approval. |
| 53. | You have initiated a position data change and job data change PayPath transaction.**End of Procedure.** |