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 a staff 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.For this example, accept the default date. |
| 8. | Click in the **Position Change Reason** field. |
| 9. | Enter the desired information into the **Position Change Reason** field.  |
| 10. | Enter the **Job Code** for the promotion. Click in the **Job Code** field. |
| 11. | Enter the desired information into the **Job Code** field.  |



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| **Step** | **Action** |
| 12. | 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. |
| 13. | Because there is only one **Salary Admin Plan** and one **Salary Grade** for this job code, UCPath automatically populates the fields. For other examples you may have to enter the plan and/or grade. |



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| **Step** | **Action** |
| 14. | Click the **Job Data** tab. |



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| **Step** | **Action** |
| 15. | 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. |
| 16. | The updated **Job Code**, **Salary Administration Plan** and **Salary Grade** also appear. |
| 17. | Add a new row to enter the pay change for the promotion. Click the **Add a new row** button. |



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| **Step** | **Action** |
| 18. | 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**). |
| 19. | Click in the **Action** field. |
| 20. | Enter the desired information into the **Action** field.  |
| 21. | Click in the **Action Reason** field. |

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| **Step** | **Action** |
| 22. | Enter the desired information into the **Action Reason** field.  |



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| **Step** | **Action** |
| 23. | Click the scroll bar. |



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| **Step** | **Action** |
| 24. | Click in the **Comp Rate** field. |
| 25. | Enter the desired information into the **Comp Rate** field.  |
| 26. | Click in the **Job Data Comments** field. |
| 27. | Enter the desired information into the **Job Data Comments** field.  |



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| **Step** | **Action** |
| 28. | Click the scroll bar. |
| 29. | Click the **Additional Pay Data** tab. |



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| **Step** | **Action** |
| 30. | Click the scroll bar. |



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| **Step** | **Action** |
| 31. | Use the **Upload \ View Supporting Documents** link to attach supporting documentation, if applicable. |
| 32. | Use the **Initiator's Comments** field, to further explain the transaction for the Approver, if applicable. |
| 33. | Click the **Save And Submit** button. |



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| **Step** | **Action** |
| 34. | The transaction is submitted for approval. |
| 35. | You have initiated a position data change and job data change PayPath transaction.**End of Procedure.** |