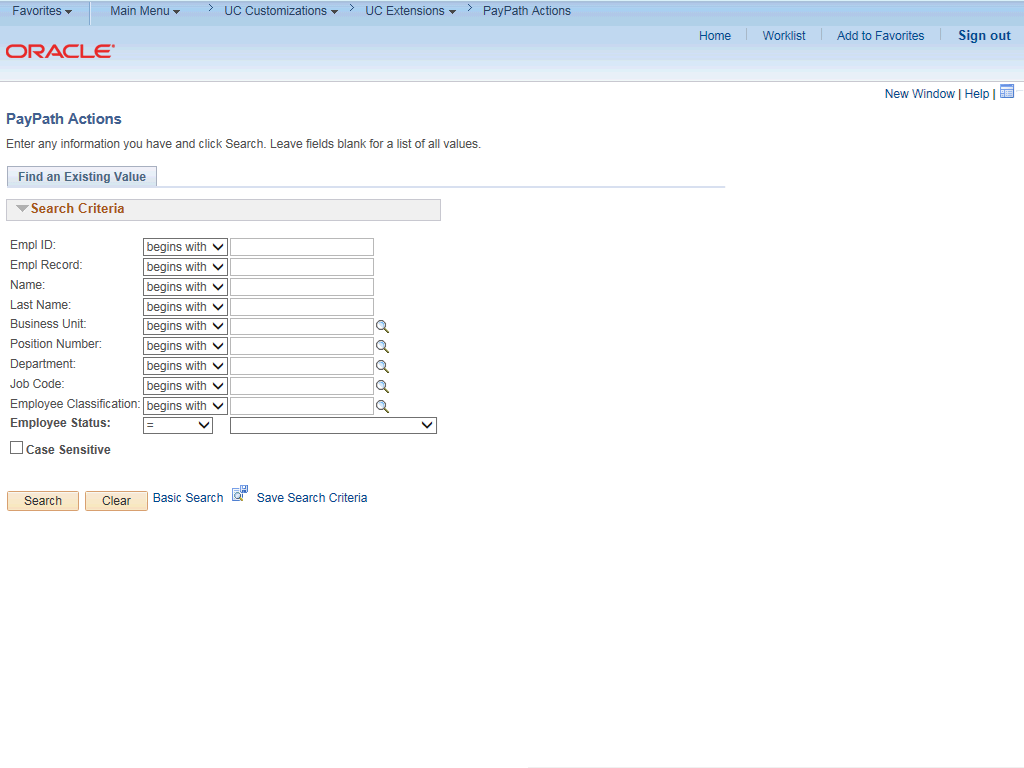
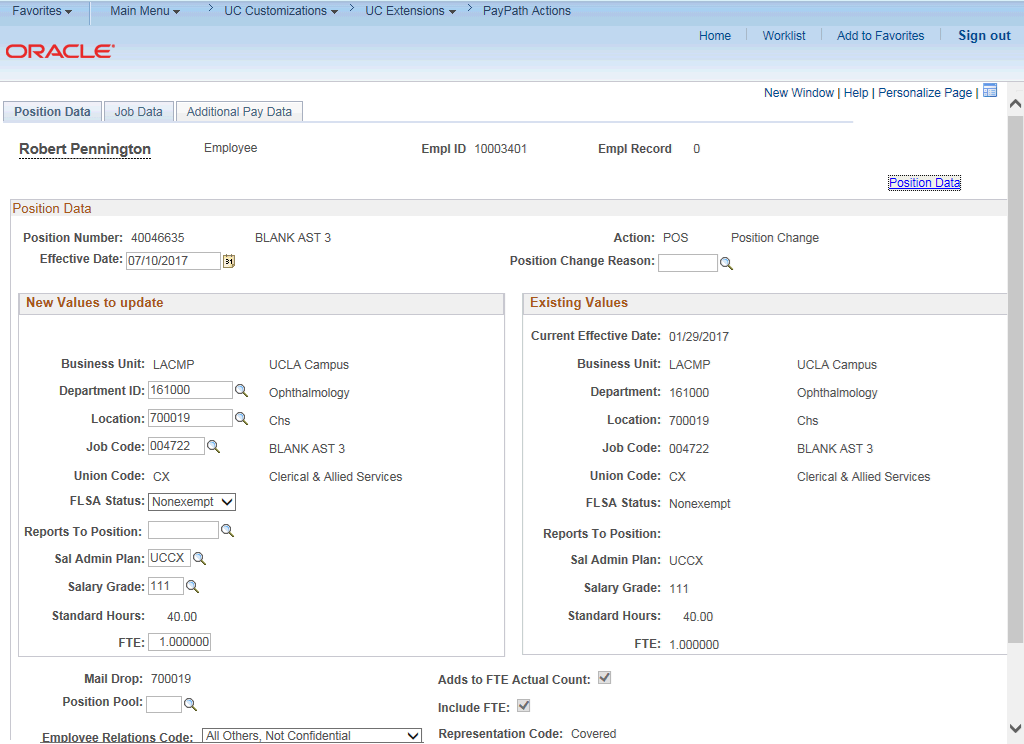
Use this task to initiate a job data change and an additional pay PayPath transaction for staff employees.

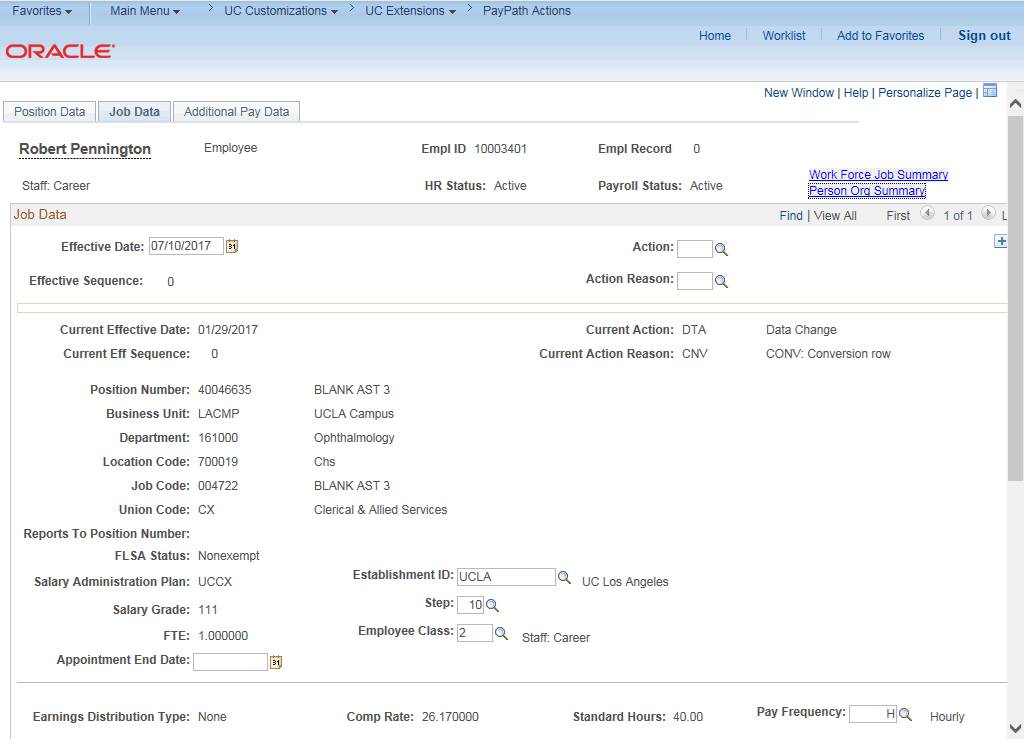
**Navigation:** PeopleSoft Menu > UC Customizations > UC Extensions > **PayPath Actions Note:** This page also may be available in **Workcenter** depending on your security access.



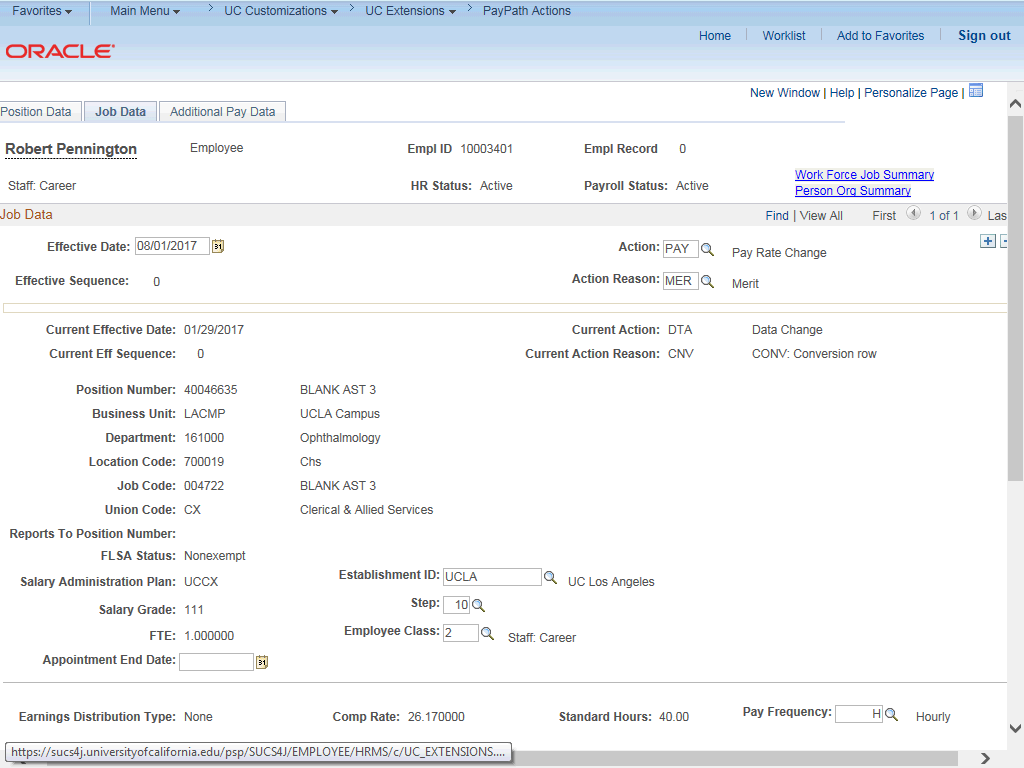
|  |  |
| --- | --- |
| **Step** | **Action** |
| 1. | After you navigate to the **PayPath Actions** component, the system displays the **Find an Existing Value** tab, which you use to search for the appropriate employee record.  Enter search criteria in one or more of the search fields on this page. |
| 2. | Click in the **Empl ID** field. |
| 3. | Enter the desired information into the **Empl ID** field. |
| 4. | Click the **Search** button. |



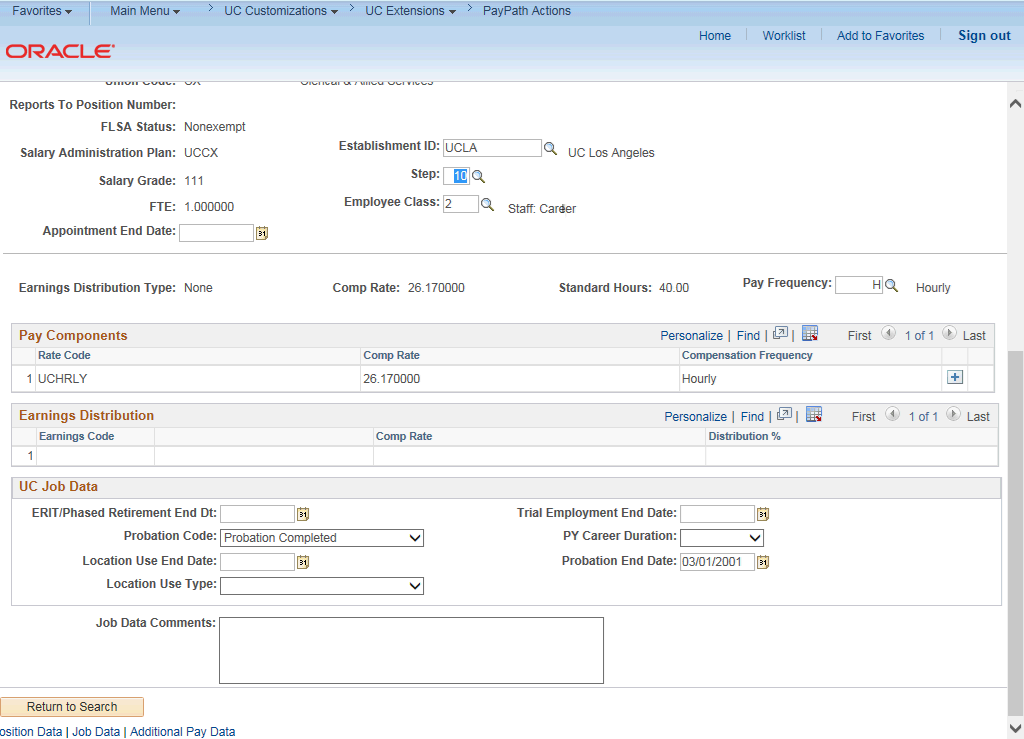
|  |  |
| --- | --- |
| **Step** | **Action** |
| 5. | The **PayPath Actions** page displays the **Position Data** tab. Navigate to the appropriate tab for the update you must enter. For this example, a job data change, navigate to the **Job Data** tab. |
| 6. | Click the **Job Data** tab. |



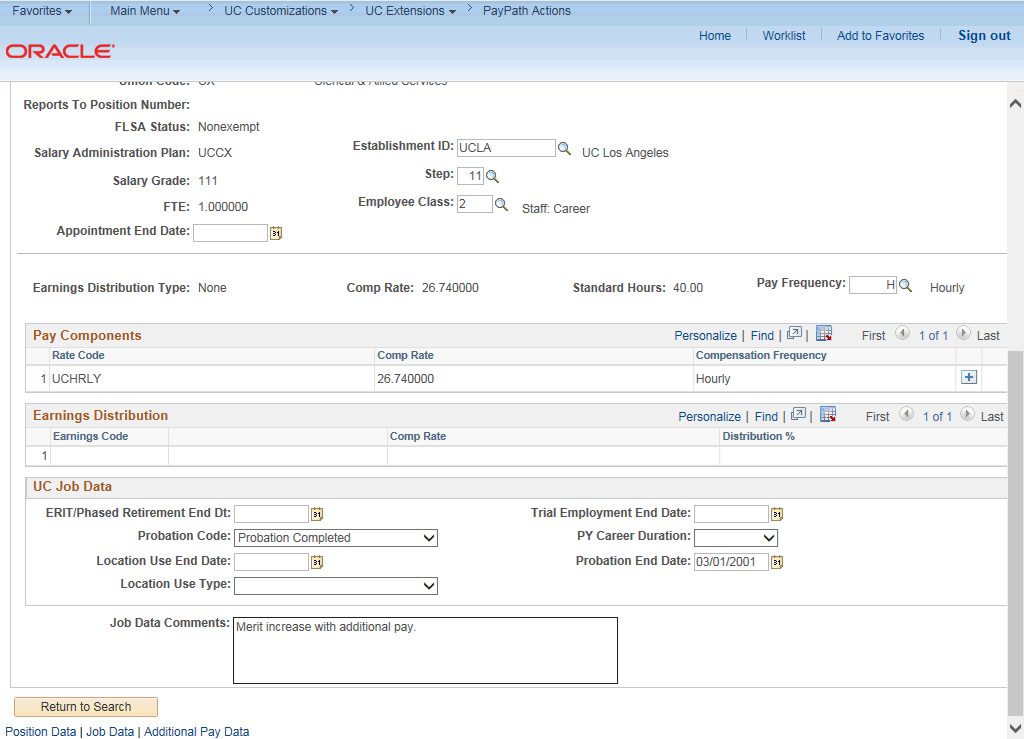
|  |  |
| --- | --- |
| **Step** | **Action** |
| 7. | Before entering the update, you must identify the **Effective Date**, **Action** and  **Action Reason**. |
| 8. | The **Effective Date** field defaults to the system date (today's date). If needed, change the date to reflect the date the update should 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. |



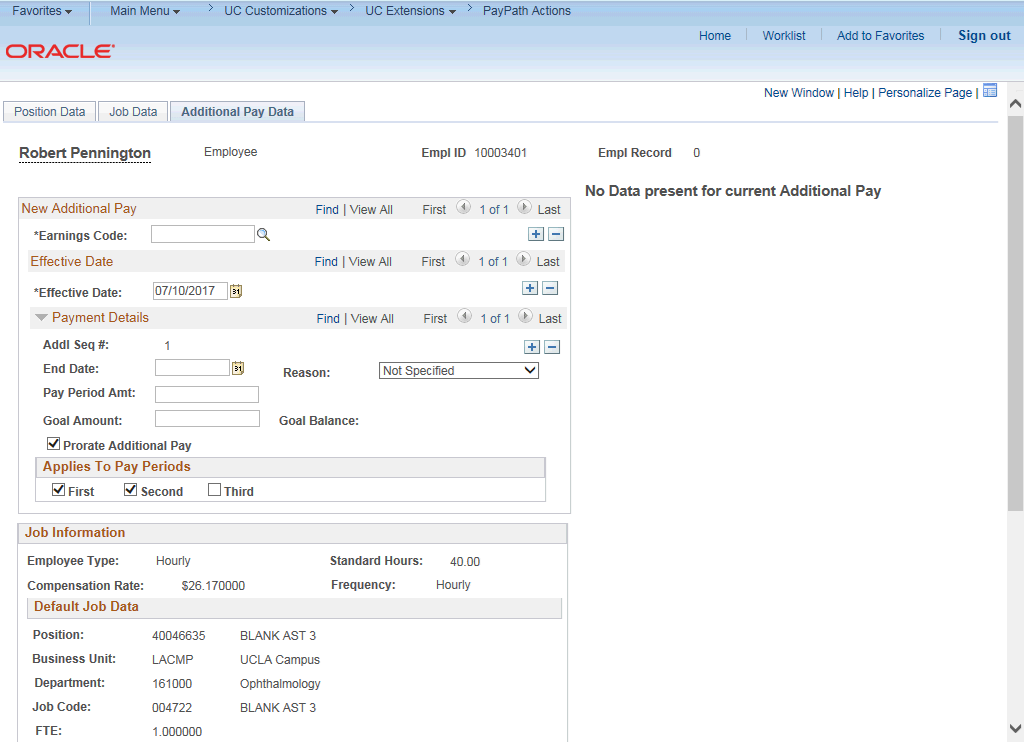
|  |  |
| --- | --- |
| **Step** | **Action** |
| 15. | Click the scroll bar. |



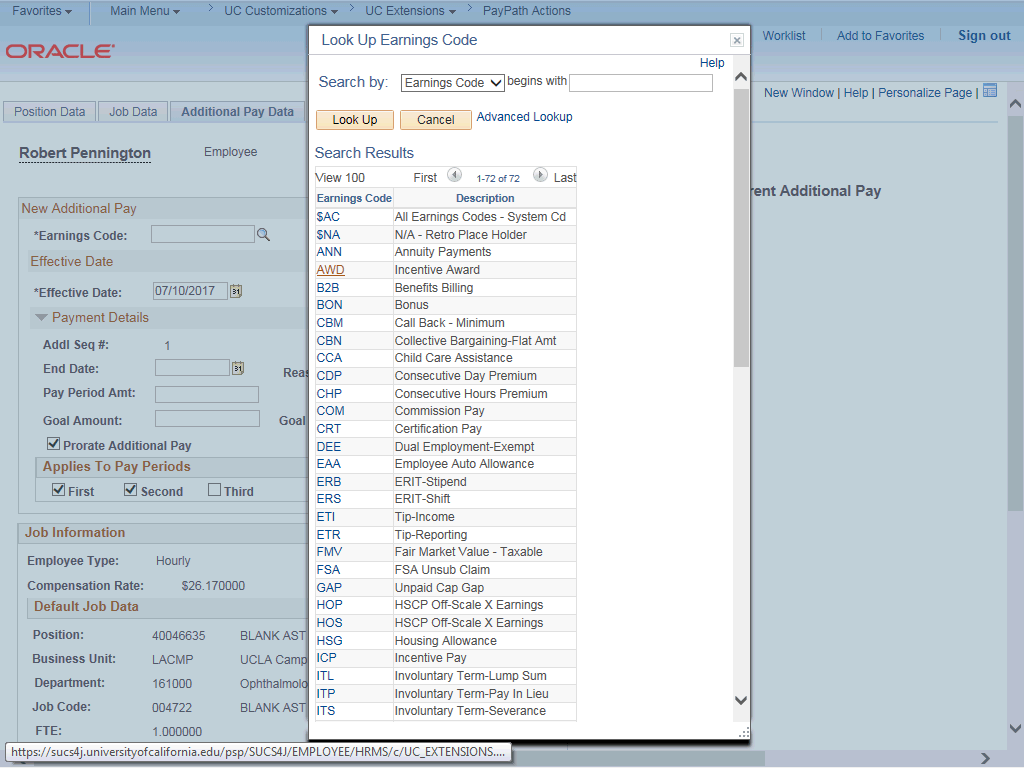
|  |  |
| --- | --- |
| **Step** | **Action** |
| 16. | Click in the **Step** field. |
| 17. | Enter the desired information into the **Step** field. |
| 18. | After the step is entered, UCPath automatically updates the compensation information. |
| 19. | For **Job Data** updates, enter a comment explaining the update. Click in the **Job Data Comments** field. |
| 20. | Enter the desired information into the **Job Data Comments** field. |



|  |  |
| --- | --- |
| **Step** | **Action** |
| 21. | Click the scroll bar. |
| 22. | Click the **Additional Pay Data** tab. |

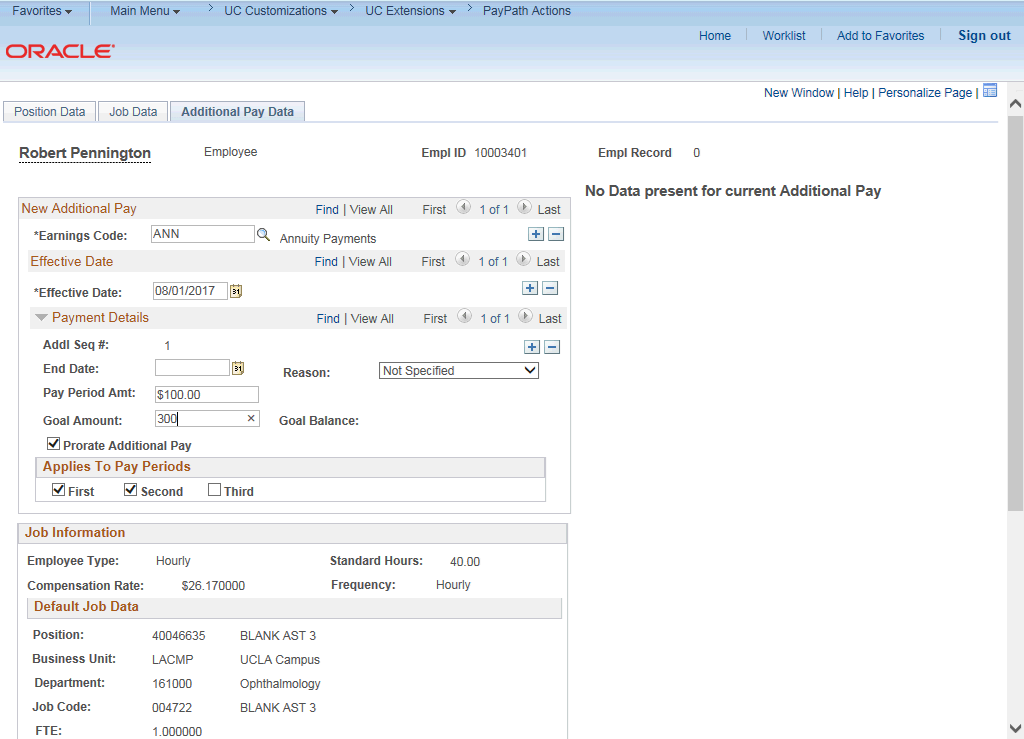


|  |  |
| --- | --- |
| **Step** | **Action** |
| 23. | Use the **Additional Pay Data** page to enter specific information about the payment.  **New Additional Pay** is entered on the left. If the employee has existing additional pay, it appears on the right. This employee has **No Data present for current Additional Pay**. |
| 24. | Enter the **Earnings Code**, **Effective Date** and **Pay Period Amount** for the additional pay.  For one-time or recurring payments, enter a **Goal Amount** or **End Date**. The additional payment stops when the goal amount or end date is reached. |
| 25. | Click the **Look up Earnings Code** button. |

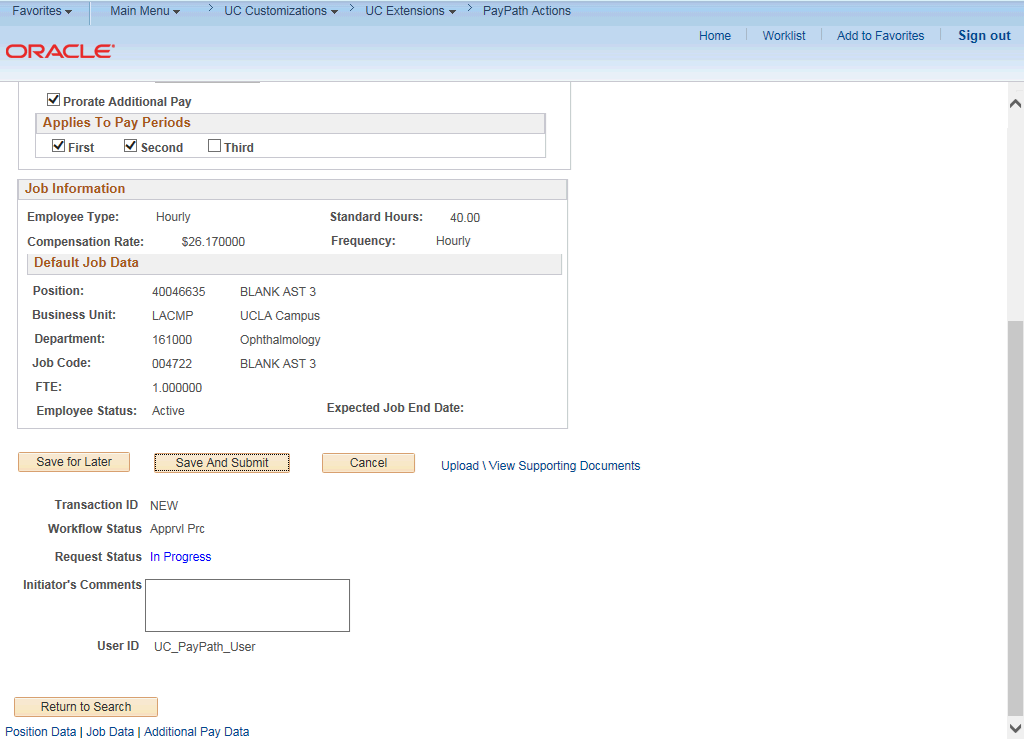


|  |  |
| --- | --- |
| **Step** | **Action** |
| 26. | The **Earnings Codes** that appear are based on the earnings program tied to the employee's paygroup. Select the appropriate **Earnings Code**.  For this example, click the **ANN** (incentive award) list item. |
| 27. | The **Effective Date** field 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.  Click in the **Effective Date** field. |
| 28. | Enter the desired information into the **Effective Date** field. |
| 29. | Enter the per pay period amount of the additional pay. Click in the **Pay Period Amt** field. |
| 30. | Enter the desired information into the **Pay Period Amt** field. |

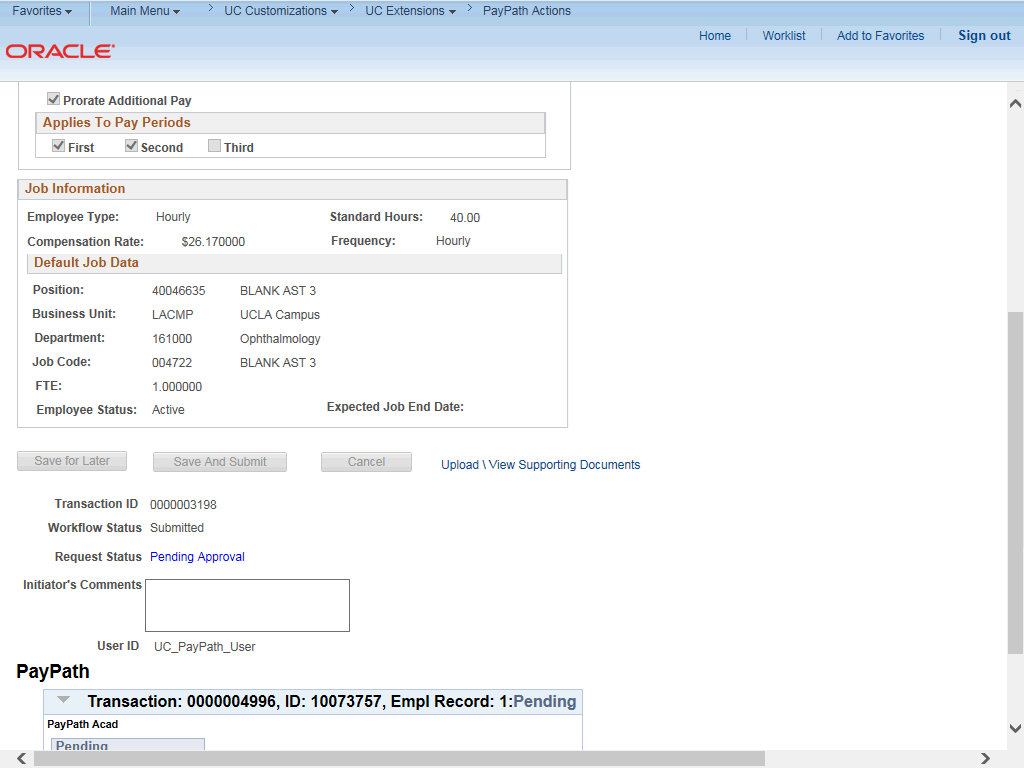
|  |  |
| --- | --- |
| **Step** | **Action** |
| 31. | The system continues to pay the amount indicated in the **Pay Period Amt** field until the **Goal Amount** is reached.  Click in the **Goal Amount** field. |
| 32. | Enter the desired information into the **Goal Amount** field. |
| 33. | Accept 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. |



|  |  |
| --- | --- |
| **Step** | **Action** |
| 34. | Click the scroll bar. |



|  |  |
| --- | --- |
| **Step** | **Action** |
| 35. | Use the **Upload \ View Supporting Documents** link to attach supporting documentation, if applicable. |
| 36. | Use the **Initiator's Comments** field, to further explain the transaction for the Approver, if applicable. |
| 37. | Click the **Save And Submit** button. |



|  |  |
| --- | --- |
| **Step** | **Action** |
| 38. | The transaction is submitted for approval. |
| 39. | You have initiated a job data change and an additional pay PayPath transaction.  **End of Procedure.** |