Use this task to initiate a position data change, job data change and an additional pay change PayPath transaction for academic 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, a position data and job data change with additional pay, 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 Admin Plan** for this job code, UCPath automatically populates the field. For other examples you may have to enter the plan. |
| 16. | UCPath did not populate the **Salary Grade** field because there is more than one option available. Select the appropriate value from the list of options.If there is only one salary grade, UCPath automatically populates the field. |
| 17. | Click the **Look up Salary Grade** button. |



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| **Step** | **Action** |
| 18. | Select the appropriate **Salary Grade** code. For this example, click the **1** 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. |
| 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. | To complete the promotion, the new **Step** must be entered for the new job. After you enter the step, UCPath automatically updates the compensation information.Click the **Look up Step** button. |



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| **Step** | **Action** |
| 24. | Select the appropriate step.For this example, click the **1** list item. |



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| **Step** | **Action** |
| 25. | UCPath automatically updates the compensation information. |
| 26. | Next, add a row to update the Post Doc Anniversary Date. Click the **Add a new row** button. |



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| **Step** | **Action** |
| 27. | 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**). |
| 28. | Click the **Look up Action** button. |



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| **Step** | **Action** |
| 29. | For this example, select the **Data Change** code. Click the **DTA** list item. |
| 30. | Click the **Look up Action Reason** button. |



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| **Step** | **Action** |
| 31. | For this example, select the **Update Post Doc Anniversary Dt** code. Click the **PST** link. |



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| **Step** | **Action** |
| 32. | Click the scroll bar. |



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| **Step** | **Action** |
| 33. | Click in the **Post Docs Anniversary Date** field. |



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| **Step** | **Action** |
| 34. | Enter the desired information into the **Post Docs Anniversary Date** field.  |



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| **Step** | **Action** |
| 35. | Click in the **Job Comments** field. |



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| **Step** | **Action** |
| 36. | Enter the desired information into the **Job Comments** field.  |



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| **Step** | **Action** |
| 37. | Click the scroll bar. |



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| **Step** | **Action** |
| 38. | Click the **Additional Pay Data** tab. |



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| **Step** | **Action** |
| 39. | 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**. |
| 40. | 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. |



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| **Step** | **Action** |
| 41. | Click the **Look up Earnings Code** button. |



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| **Step** | **Action** |
| 42. | For this example, click the **ADC** (Additional Comp-General) list item. |
| 43. | 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. |
| 44. | Enter the desired information into the **Effective Date** field.  |
| 45. | Enter the per pay period amount of the additional pay. Click in the **Pay Period Amt** field. |
| 46. | Enter the desired information into the **Pay Period Amt** field.  |
| 47. | 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. |
| 48. | Enter the desired information into the **Goal Amount** field.  |
| 49. | Click the button to the right of the **Reason** field. |
| 50. | Select the appropriate **Reason**.For this example, click the **Negotiated Change** list item. |
| 51. | 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** |
| 52. | Click the scroll bar. |



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| **Step** | **Action** |
| 53. | Use the **Upload \ View Supporting Documents** link to attach supporting documentation, if applicable. |
| 54. | Use the **Initiator's Comments** field, to further explain the transaction for the Approver, if applicable. |
| 55. | Click the **Save And Submit** button. |



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| **Step** | **Action** |
| 56. | The transaction is submitted for approval. |
| 57. | You have initiated a position data change, job data change and an additional pay change PayPath transaction.**End of Procedure.** |