Use this task to initiate an extension for a short work break. The steps in this procedure can be used 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, an extension for a short work break, navigate to the **Job Data** tab. |
| 6. | Click the **Job Data** tab. |



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| **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 extension should take effect.For this example, accept the default. |
| 9. | Click the **Look up Action** button. |



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| **Step** | **Action** |
| 10. | Select the appropriate action.Click the **DTA** (Data Change) link. |
| 11. | Click the **Look up Action Reason** button. |



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| **Step** | **Action** |
| 12. | Select the appropriate action reason.Click the **EXP** (Extend Expected Return Date) link. |
| 13. | Review the **Appointment End Date** field. If present, this date should not be prior to the **Expected Return Date** for the short work break.If the **Appointment End Date** is before the **Expected Return Date**, then you must first extend the **Appointment End Date** (**Effective Seq 0**) then add a row to extend the short work break (**Effective Seq 1**). |
| 14. | In this example, the **Appointment End Date** is after the new **Expected Return Date**. No change is needed for the **Appointment End Date** field.Click in the **Expected Return Date** field. |
| 15. | Enter the desired information into the **Expected Return Date** field.  |



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| **Step** | **Action** |
| 16. | Click the **Additional Pay Data** tab. |



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| **Step** | **Action** |
| 17. | Click the scroll bar. |



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| **Step** | **Action** |
| 18. | Use the **Supporting Documents** link to attach supporting documentation, if applicable. |
| 19. | Use the **Initiator's Comments** field, to further explain the transaction for the Approver, if applicable. |
| 20. | Click the **Save And Submit** button. |



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| **Step** | **Action** |
| 21. | A warning message appears. Click the **OK** button. |



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| **Step** | **Action** |
| 22. | The transaction is submitted for approval. |
| 23. | You have initiated an extension for a short work break.**End of Procedure.** |