PAYPATH

PayPath Actions is a custom component designed to streamline updates to employee data in UCPath. This component offers a one-stop for processing various types of position, job data and additional pay transactions.

ROLES FOR PAYPATH

TRANSACTIONAL UNIT *(REQUIRED)*

- Transactional Unit initiates PayPath Actions
- Transactional Unit resubmits PayPath Transaction when transaction has been cancelled/denied by the SSC AWE Approver
- Represent the needs of the individual Transactional Unit and ORG as appropriate
- Transactional Unit is responsible for auditing all transactions

UCPATH *(REQUIRED)*

- Process corrections if applicable

SSC AWE APPROVER *(REQUIRED)*

- Responsible for AWE approval
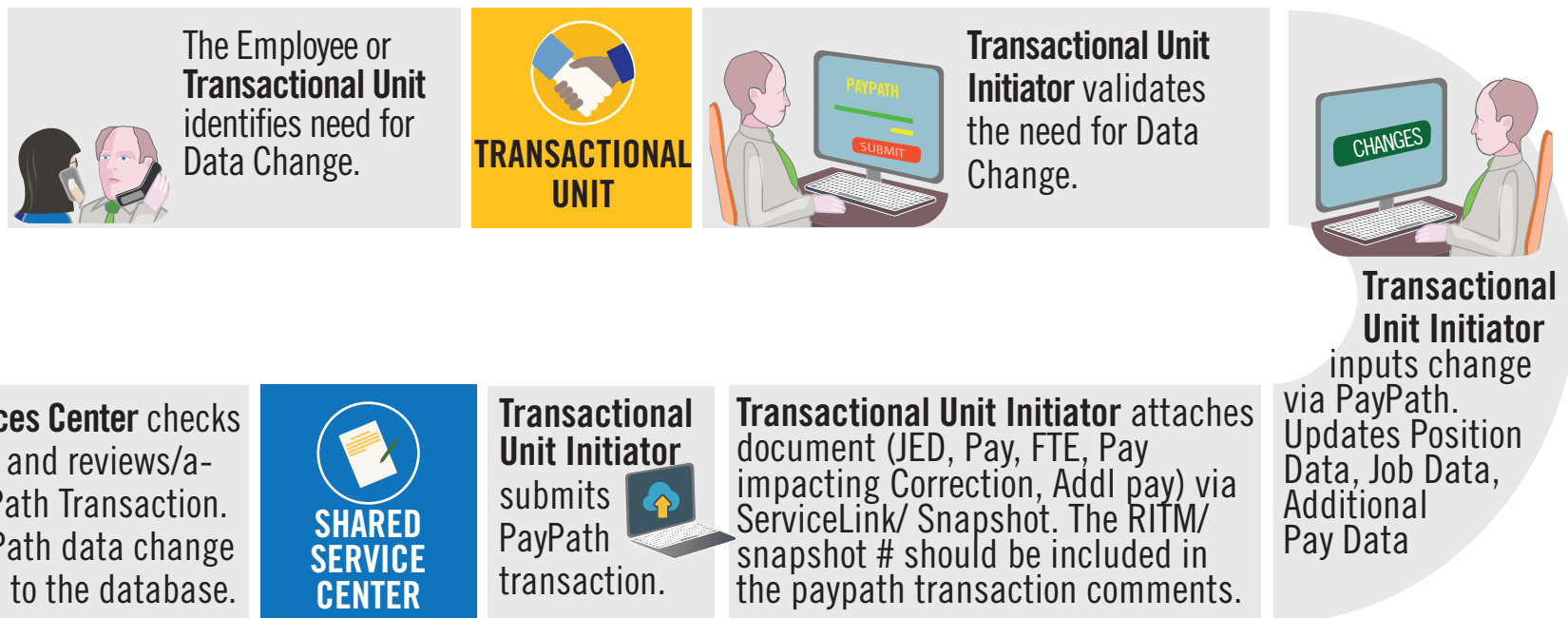- SSC's will do a 2nd level audit on select transaction types

CENTRAL OFFICE *(OPTIONAL)*

- Responsible for process design, and policy guidelines
- Provide subject matter expertise in policy related questions

PAYPATH MAP

Roadmap presents the most common business case. Additional business cases and details are available in the appendix.

The Employee or **Transactional Unit** identifies need for Data Change.

TRANSACTIONAL UNIT

Transactional Unit Initiator validates the need for Data Change.

Transactional Unit Initiator inputs change via PayPath. Updates Position Data, Job Data, Additional Pay Data

Transactional Unit Initiator attaches document (JED, Pay, FTE, Pay impacting Correction, Addl pay) via ServiceLink/ Snapshot. The RITM/ snapshot # should be included in the paypath transaction comments.

Transactional Unit Initiator submits PayPath transaction.

SHARED SERVICE CENTER

Shared Services Center checks attachments and reviews/approves PayPath Transaction. Now the PayPath data change is committed to the database.

COMPLETE

Please note, an individual may assume one or many roles.

MASS PAYPATH ACTION: PAY IMPACTING NEED

The Department or **Transactional Unit** identifies pay impacting need for mass PayPath actions & Sends file

SHARED SERVICE CENTER

Shared Service Center reviews and sends updated data for mass PayPath actions.*

CENTRAL OFFICE

CSC validates and uploads mass PayPath Transaction

Transaction is completed and committed to the database in **UCPath**.

*If necessary, the SSC can cosult with the Central Office.

MASS PAYPATH ACTION: NON-PAY IMPACTING NEED

The Department or **Transactional Unit** identifies non-pay impacting need for mass PayPath actions & Sends file

CENTRAL OFFICE

CSC validates and uploads mass PayPath Transaction

Transaction is completed and committed to the database in **UCPath**.