The Job Earnings Distribution (JED) process is the process in which a location can request to distribute earnings by earn codes on the job record by percentage or amount. This process applies to both staff and academic employees. Splitting funding by earn codes will be handled in a separate process. Types of JED changes include:
- ERIT
- Military Service/Supplement
Scenarios that always require a JED change:
- Employee-initiated Reduction in Time (RIT)
- Military Leave/Sabbatical

For phase 1: Department and Partner remain as is today
1. Refer Step 1a, 1b of the Central process - WFA.06 Job Earnings Distribution (as of 5/26/16)

2. Q1: Who should initiate the action? Partner or Dept?

2. Refer step 2, 3(a,b), 4 of the central process - WFA.06 Job Earnings Distribution (as of 5/26/16)

2. Scenarios that always require a JED change:
   - ERIT
   - Phased Retirement Program

Scenarios that may require a JED change, if a concurrent leave change is not required:
   - Sabbatical
   - Military Leave/Supplement
   - Workers Compensation
   - Partial Leave Without Pay

2. Appropriate forms to be identified so that forms can be created in ServiceNow

2. The earnings distribution fields to include the Earnings Distribution Type and Earnings Code to determine how the pay will be split between specific earn codes.

2. Q2: Is splitting funding by earn codes handled in a separate process? If so should we capture this in Specification document. Answer: Yes. JED takes regular pay (REG) and splits it into different earnings code. Splitting funding by earnings code is handled by the Manage Funding page. These are different processes.

2. Q3: Who at UCR is responsible for receiving and monitoring reports detailing employees with JED? Especially participants in ERIT or the phased retirement program.

3. Refer Step 5, 6, and 7 of the Central process - WFA.06 Job Earnings Distribution (as of 5/26/16)

5. Refer step 8-14 of the Central process - WFA.06 Job Earnings Distribution (as of 5/26/16)

   Added Note on 8/26/2016: 1.) The data change and SWB templates are decommissioned. Also, Comp.03 Academic Advancement has been decommissioned. The central maps will be updated but they are behind on the updates since they are focused on testing.
   2.) Staff will use PayPath E-102 along with Academics to make data changes and payrate changes.
**Start / End**

Shows the start and end of a process. The text should indicate the trigger action or condition that puts the process flow in motion or indicates that it is complete.

**Task/Activity**

Captures a specific task or activity. Written starting with a verb ("Prepare Form"). A box should reflect a single role and tool to complete a specific output.

**Automatic Process**

Represents a process, task, or activity that is accomplished through a system or program. For example, "Upload Data (Nightly)".

**Off-page reference**

Shows the continuation of the flow on another page. Label the inside of the symbol with a capital letter and number (e.g., “A/2” indicates look for point A on page 2).

**One way connection**

Connection arrows show the direction that the process flows.

**Roles and Tools**

These annotation boxes are placed below task/activity boxes or decision points to clarify the generic role that performs the step (e.g., "Manager") and/or to clarify the functionality or tool that supports it, e.g. Workflow, PPS. These boxes are not required for each step.

**UCPath Central Process**

Color indicates processes performed by UCPath as defined on related Central FSPD Maps (cannot be revised on local map).

**UCPath Local Process**

Color indicates processes performed by Local Campus as defined on related Central FSPD Maps (cannot be revised on local map).

**On-page Reference**

On page connectors link one point in a process flow diagram to another. They help reduce flow lines that cross other shapes and lines. They are labeled with capital letters to show matching jump points.

**Subprocess**

Indicates another process or set of processes formally defined elsewhere. For example, "Perform Background Check" as part of the Onboarding process.

**Decision**

Indicates divergent paths for process; typically phrased in Yes/No format. For example, “Approve Leave”.

**Or Connector**

Shows when processes diverge, usually for more than two branches. Can be helpful in indicating variations (e.g., one path for Faculty, one for Staff, one for Students).

**Consultation/Collaboration**

Consultation/collaboration lines link two task/activity boxes that are performing the same function together or in consultation with each other. Not used for formal reviews or approvals.

**Annotation**

Provides comments or clarification to a task, connector, or subprocess. Helpful to indicate where there is variability or inefficiency or where complex rules may apply to how a particular task is completed.