Use this task to initiate a pay rate change PayPath transaction for an academic employee. **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 pay rate change, 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 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.  |



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



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| **Step** | **Action** |
| 16. | For this example, add a new **Comp Rate Code**. |
| 17. | In the **Pay Components** section, click the **Add a New Row** button. |



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| **Step** | **Action** |
| 18. | Click the **Look up Rate Code** button. |



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| **Step** | **Action** |
| 19. | For this example, select the **HSCP-(Y) Negotiated [NOT FIRM]**code.Click the **UCHSN** list item. |



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| **Step** | **Action** |
| 20. | Click the **OK** button. |



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| **Step** | **Action** |
| 21. | When the **UCHSN Rate Code** is added to the **Pay Components** section, a new**Earnings Distribution** row is automatically added for **HSCP-Negotiated (Y)**. |
| 22. | Click in the **Comp Rate** field. |
| 23. | Enter the desired information into the **Comp Rate** field.  |
| 24. | When you exit the Pay Components **Comp Rate** field UCPath automatically updates the Earning Distribution **Comp Rate** field.Press **[Tab]**. |



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| **Step** | **Action** |
| 25. | For **Job Data** updates, enter a comment explaining the update. Click in the **Job Data Comments** field. |
| 26. | Enter the desired information into the **Job Data Comments** field.  |

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| **Step** | **Action** |
| 27. | Click the scroll bar. |
| 28. | Click the **Additional Pay Data** tab. |



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| **Step** | **Action** |
| 29. | Click the scroll bar. |



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| **Step** | **Action** |
| 30. | Use the **Supporting Documents** link to attach supporting documentation, if applicable. |
| 31. | Use the **Initiator's Comments** field, to further explain the transaction for the Approver, if applicable. |
| 32. | Click the **Save And Submit** button. |



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| **Step** | **Action** |
| 33. | The transaction is submitted for approval. |
| 34. | You have initiated a pay rate change PayPath transaction for an academic employee.**End of Procedure.** |