Use this task to initiate a short work break PayPath transaction. 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.



|  |  |
| --- | --- |
| **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.  |



|  |  |
| --- | --- |
| **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, short work break, navigate to the **Job Data** tab. |
| 6. | Click the **Job Data** tab. |



|  |  |
| --- | --- |
| **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 the **Look up Action** button. |



|  |  |
| --- | --- |
| **Step** | **Action** |
| 12. | Click the **SWB** (short work break) link. |
| 13. | After the **SWB Action** is selected the **Expected Return Date** field appears. This field is required. |
| 14. | Click the **Look up Action Reason** button. |



|  |  |
| --- | --- |
| **Step** | **Action** |
| 15. | Select the appropriate **Action Reason** code.For this example, click the **UST** (staff students) list item. |
| 16. | Click the scroll bar. |
| 17. | 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 enter the short work break (**Effective Seq 1**). |



|  |  |
| --- | --- |
| **Step** | **Action** |
| 18. | Click in the **Expected Return Date** field. |
| 19. | Enter the desired information into the **Expected Return Date** field.  |
| 20. | For **Job Data** updates, enter a comment explaining the update. Click in the **Job Data Comments** field. |
| 21. | Enter the desired information into the **Job Data Comments** field.  |
| 22. | Click the scroll bar. |
| 23. | Click the **Additional Pay Data** tab. |



|  |  |
| --- | --- |
| **Step** | **Action** |
| 24. | Click the scroll bar. |



|  |  |
| --- | --- |
| **Step** | **Action** |
| 25. | Use the **Supporting Documents** link to attach supporting documentation, if applicable. |
| 26. | Use the **Initiator's Comments** field, to further explain the transaction for the Approver, if applicable. |
| 27. | Click the **Save And Submit** button. |



|  |  |
| --- | --- |
| **Step** | **Action** |
| 28. | The transaction is submitted for approval. |
| 29. | You have initiated a short work break PayPath transaction.**End of Procedure.** |