Use this task to update an existing recurring additional pay PayPath transaction for staff and academic 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 update to additional pay, navigate to the **Additional Pay Data** tab. |
| 6. | Click the **Additional Pay Data** tab. |



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| **Step** | **Action** |
| 7. | Use the **Additional Pay Data** page to enter specific information about the payment.**New Additional Pay** is entered on the left. If the employee has existing additional pay, it appears in the **Current Additional Pay** section on the right. |
| 8. | Enter the **Earnings Code**, **Effective Date** and **Pay Period Amount** for the additional pay.For one-time and recurring payments, enter a **Goal Amount** or **End Date**. The additional payment stops when the goal amount or end date is reached. |
| 9. | Enter the same **Earnings Code** as the current additional pay. In this example, the current code is **SAS**.Click in the **Earnings Code** field. |
| 10. | Enter the desired information into the **Earnings Code** field.  |

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| **Step** | **Action** |
| 11. | The update must have an **Effective Date** that is after the current additional pay**Effective Date** and before current additional pay **End Date** (if one exists).When an **Effective Date** is entered and is within this range, the **Override Data**button will appear.In this example, the current **Effective Date** is 01/01/2017 and the **End Date** is 02/28/2017.Click in the **Effective Date** field. |
| 12. | Enter the desired information into the **Effective Date** field.  |
| 13. | After you enter the **Earnings Code** and the **Effective Date**, the current additional pay information populates the new additional pay section and the **Override Data** button appears. |
| 14. | Click the **Override Data** button to open the fields for edit. |



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| **Step** | **Action** |
| 15. | The **Payment Details** fields open for editing. Update the fields, as needed.In this example, the **End Date** and **Pay Period Amt** fields must be updated. |
| 16. | Click in the **End Date** field. |
| 17. | Enter the desired information into the **End Date** field.  |
| 18. | Click in the **Pay Period Amt** field. |
| 19. | Enter the desired information into the **Pay Period Amt** field.  |
| 20. | Accept the default for the **Applies to Pay Periods** check boxes.The **First** check box is selected for monthly employees. The **First** and **Second** check boxes are selected for biweekly employees. For biweekly employees, you may select which pay period(s) the additional pay should be paid. |



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| **Step** | **Action** |
| 21. | Click the scroll bar. |



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| **Step** | **Action** |
| 22. | Use the **Upload \ View Supporting Documents** link to attach supporting documentation, if applicable. |
| 23. | Use the **Initiator's Comments** field, to further explain the transaction for the Approver, if applicable. |
| 24. | Click the **Save And Submit** button. |



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| **Step** | **Action** |
| 25. | The transaction is submitted for approval. |
| 26. | You have updated a recurring additional pay PayPath transaction.**End of Procedure.** |