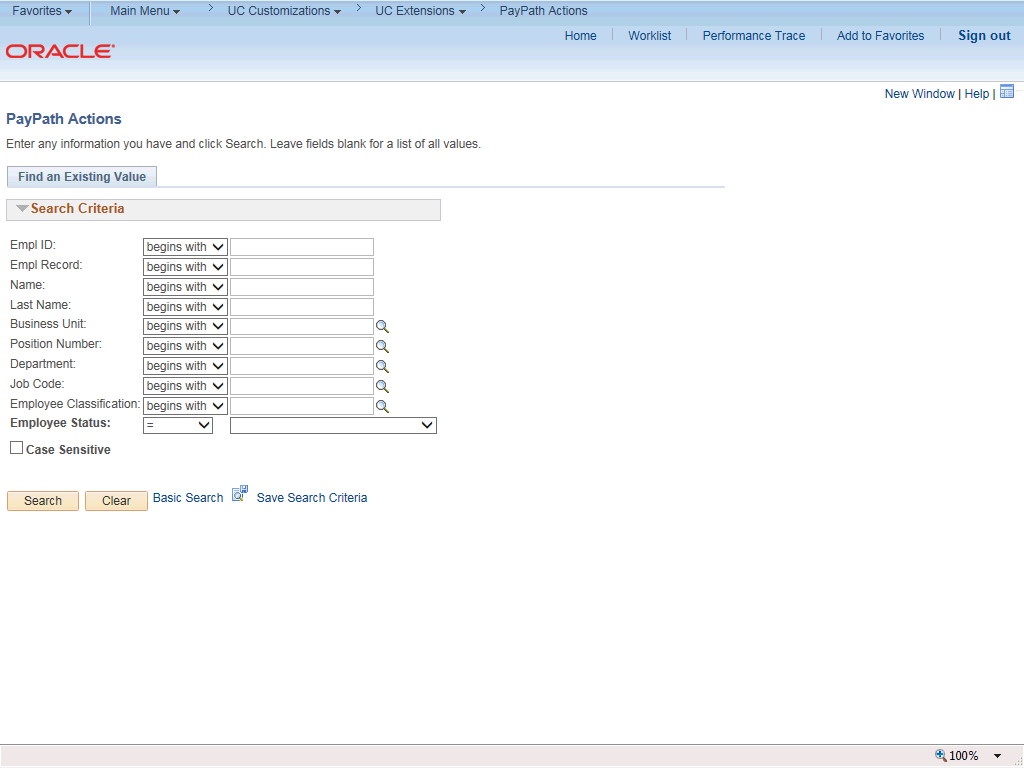
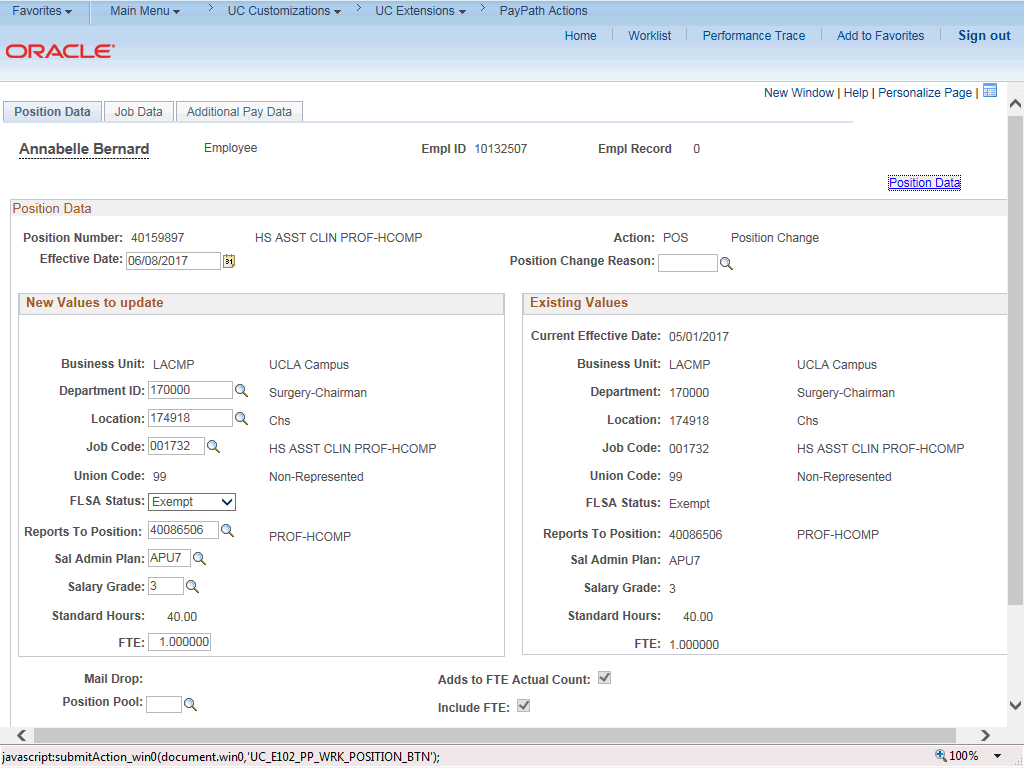
Use this task to initiate a position data change and job data change PayPath transaction. This example demonstrates a promotion and pay rate change for an academic HSCP employee.

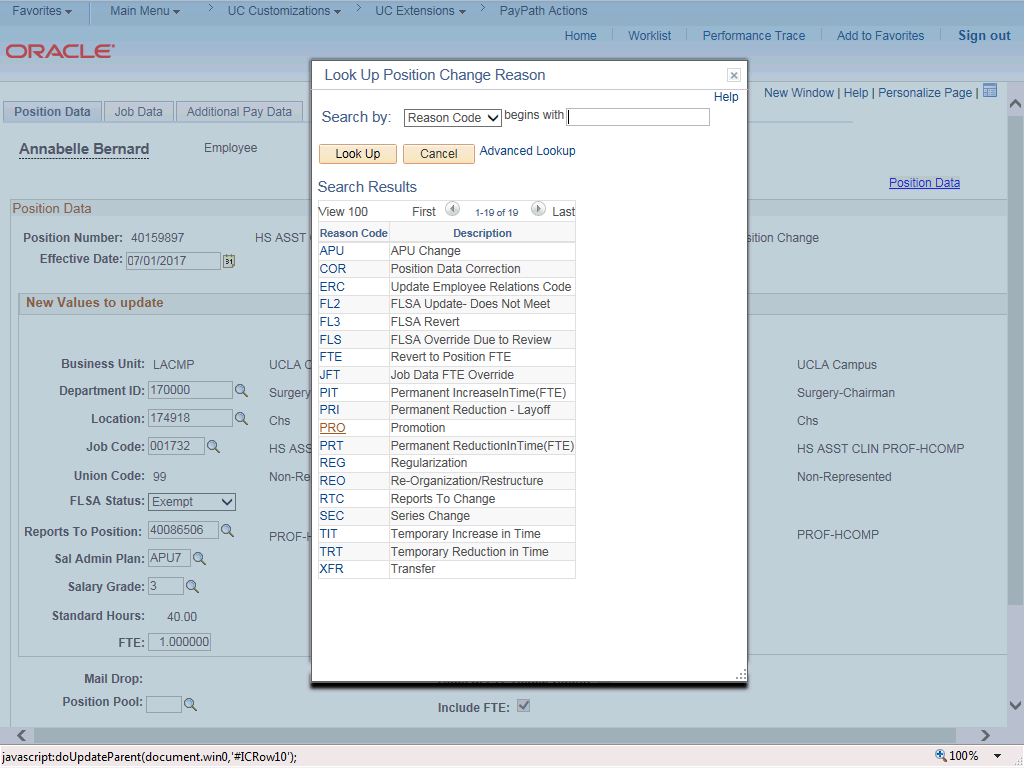
**Navigation:** PeopleSoft Menu > UC Customizations > UC Extensions > **PayPath Actions Note:** This page also may be available in **Workcenter** depending on your security access.



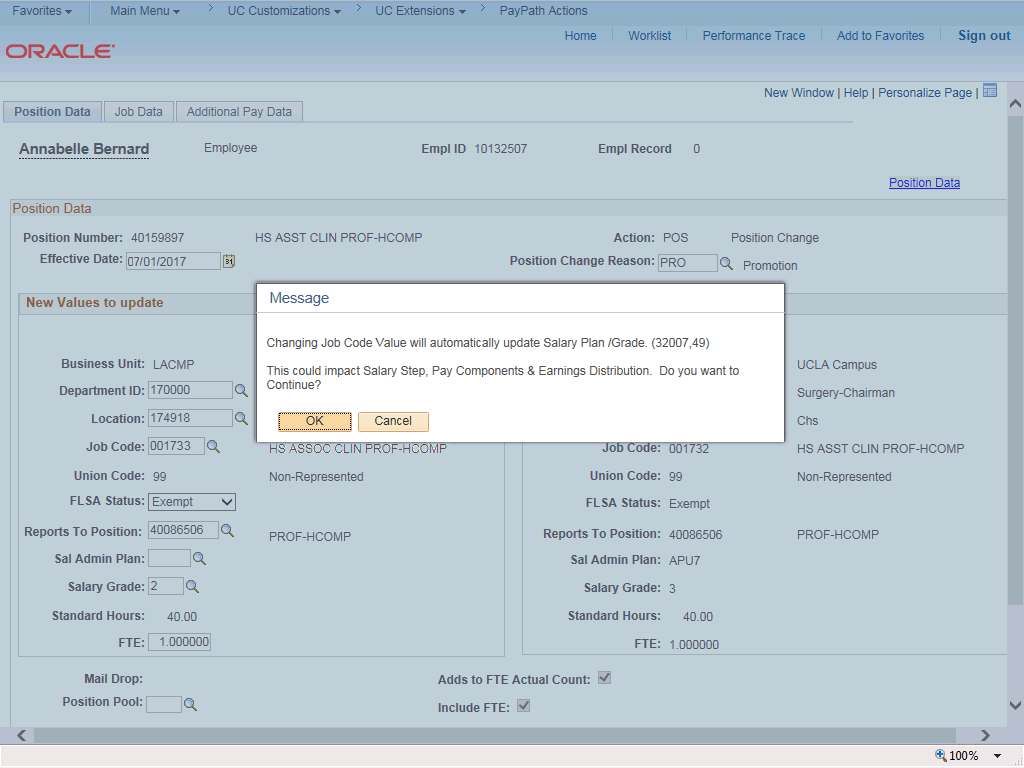
|  |  |
| --- | --- |
| **Step** | **Action** |
| 1. | After you navigate to the **PayPath Actions** component, the system displays the **Find an Existing Value** tab, which you use to search for the appropriate employee record.  Enter search criteria in one or more of the search fields on this page. |
| 2. | Click in the **Empl ID** field. |
| 3. | Enter the desired information into the **Empl ID** field. |
| 4. | Click the **Search** button. |



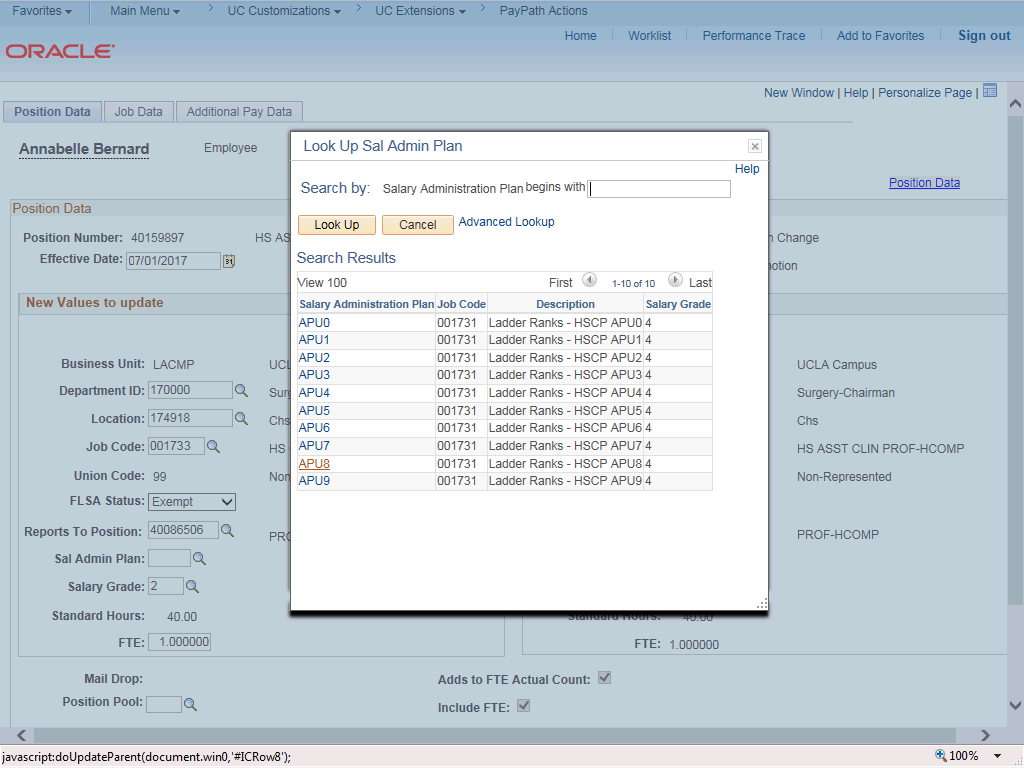
|  |  |
| --- | --- |
| **Step** | **Action** |
| 5. | The **PayPath Actions** page displays the **Position Data** tab. Navigate to the appropriate tab for the update you must enter. For this example, a position data and job data change, stay on the **Position Data** tab. |
| 6. | Before you enter the update, you must identify the **Effective Date** and  **Position Change Reason**. |
| 7. | 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.  Click in the **Effective Date** field. |
| 8. | Enter the desired information into the **Effective Date** field. |
| 9. | Click the **Look up Position Change Reason** button. |



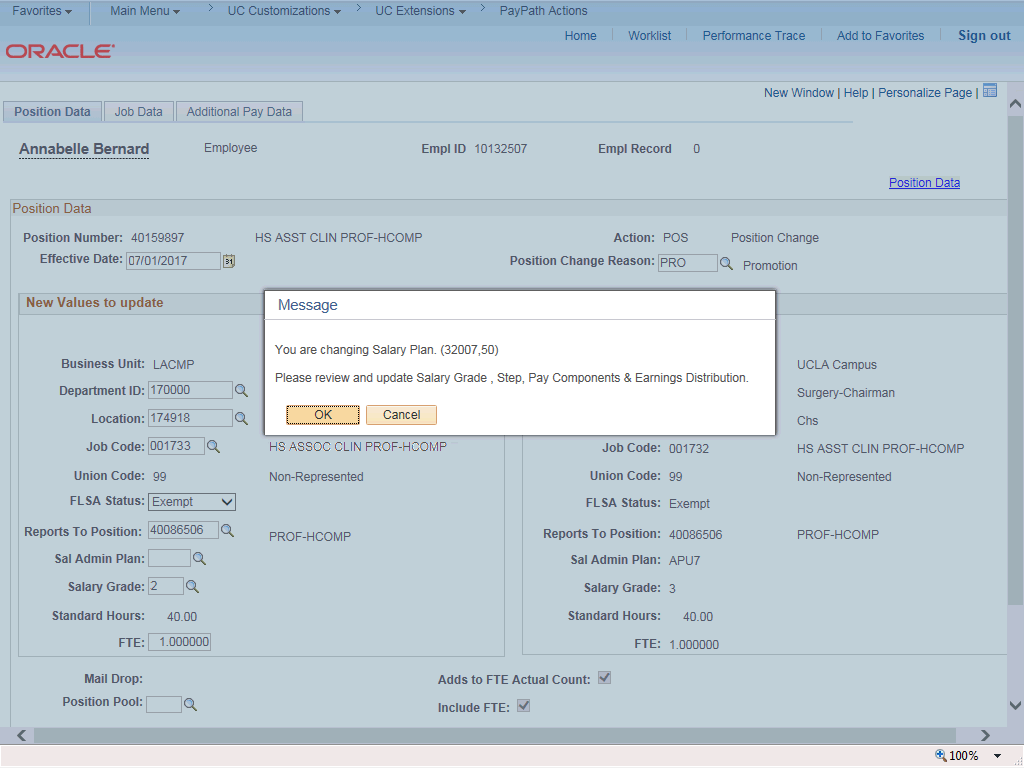
|  |  |
| --- | --- |
| **Step** | **Action** |
| 10. | For this example, select the **Promotion** code. Click the **PRO** list item. |
| 11. | Enter the **Job Code** for the promotion. Click in the **Job Code** field. |
| 12. | Enter the desired information into the **Job Code** field. |



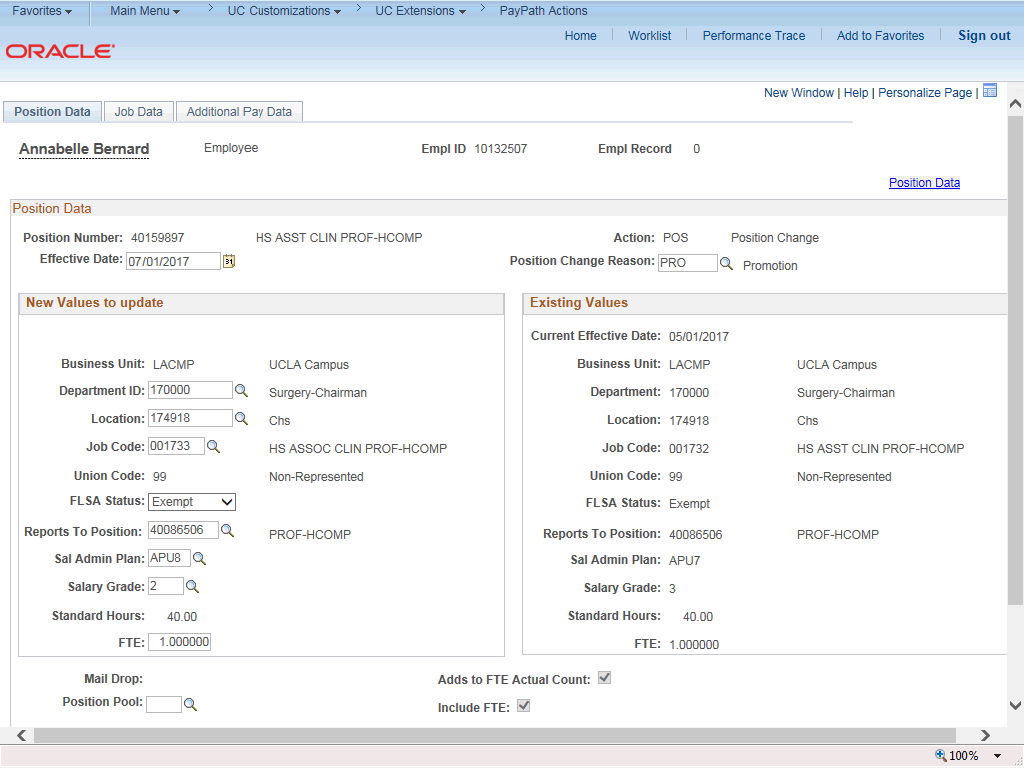
|  |  |
| --- | --- |
| **Step** | **Action** |
| 13. | UCPath displays a message indicating that the salary plan and grade will be updated. You may need to change step, pay components or earnings distribution information.  Click the **OK** button. |
| 14. | UCPath automatically updates the **Salary Admin Plan** and **Salary Grade** fields based on the selected job code.  If the **Salary Admin Plan**/**Salary Grade** have a salary step component configured and you or UCPath changes the **Sal Admin Plan**/**Salary Grade** fields, the **Step** and compensation information is removed from the **Job Data** tab. |
| 15. | Because there is only one **Salary Grade** for this job code, UCPath automatically populates the field. For other examples you may have to enter the grade. |
| 16. | UCPath did not populate the **Sal Admin Plan** field because there is more than one option available. Select the appropriate value from the list of options.  If there is only one salary admin plan UCPath automatically populates the field. |
| 17. | Click the **Look up Sal Admin Plan** button. |



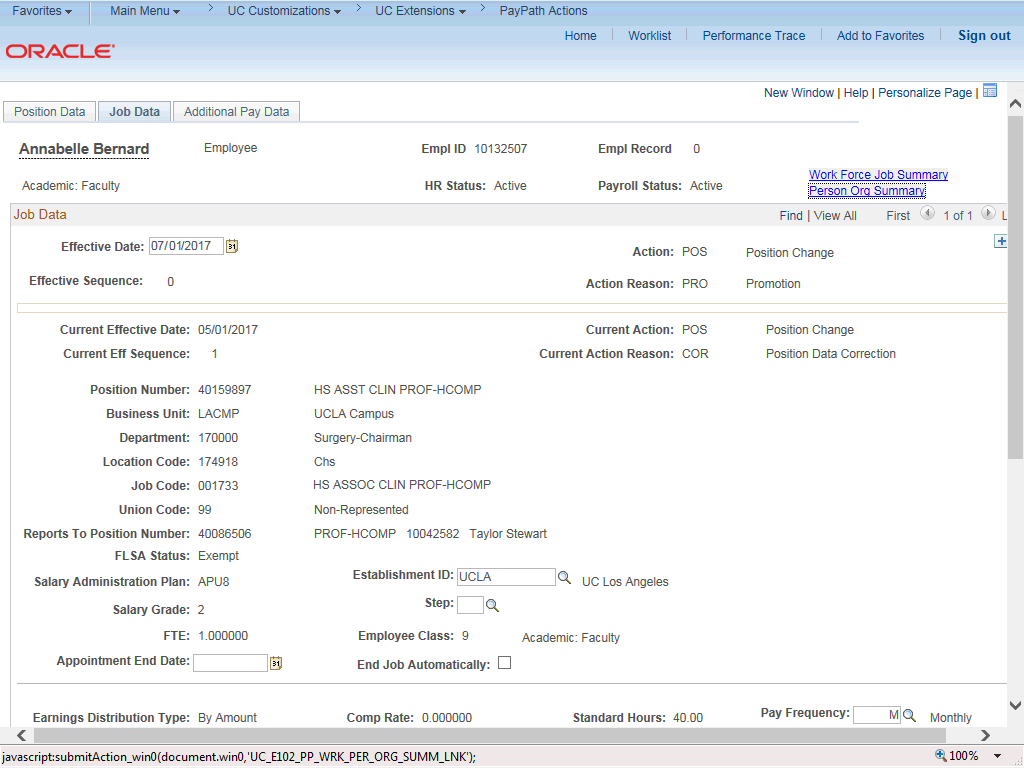
|  |  |
| --- | --- |
| **Step** | **Action** |
| 18. | Select the appropriate **Salary Admin Plan**. For this example, click the **APU8** link. |



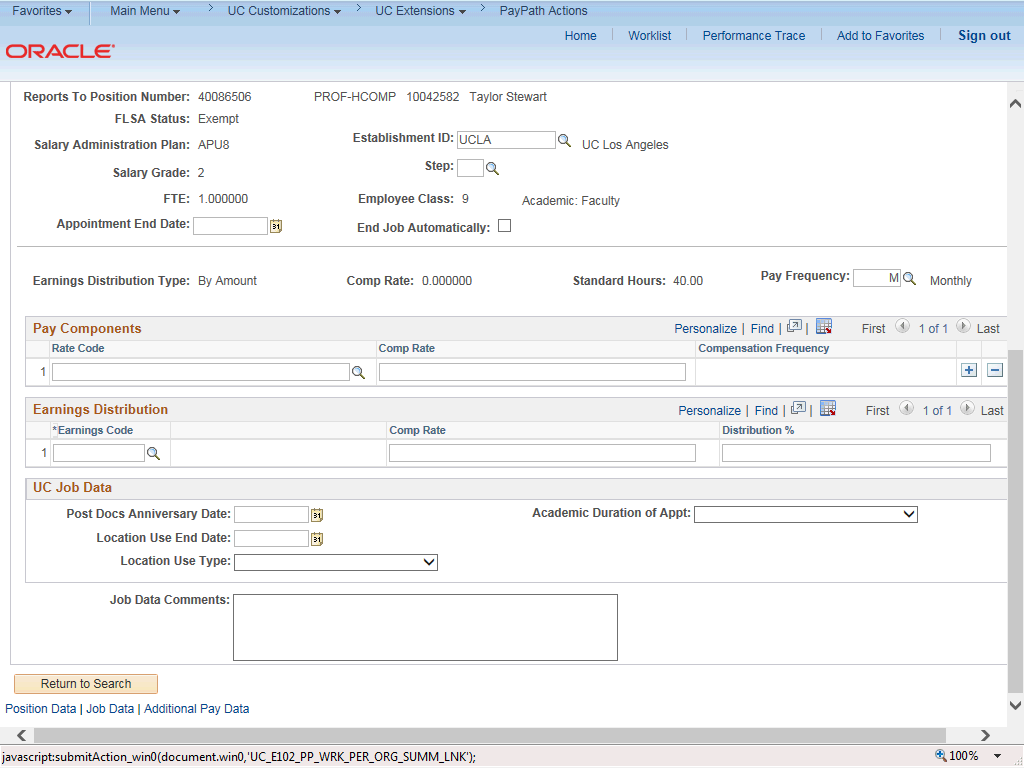
|  |  |
| --- | --- |
| **Step** | **Action** |
| 19. | UCPath displays a message that you may need to update the step, pay components or earnings distribution.  Click the **OK** button. |



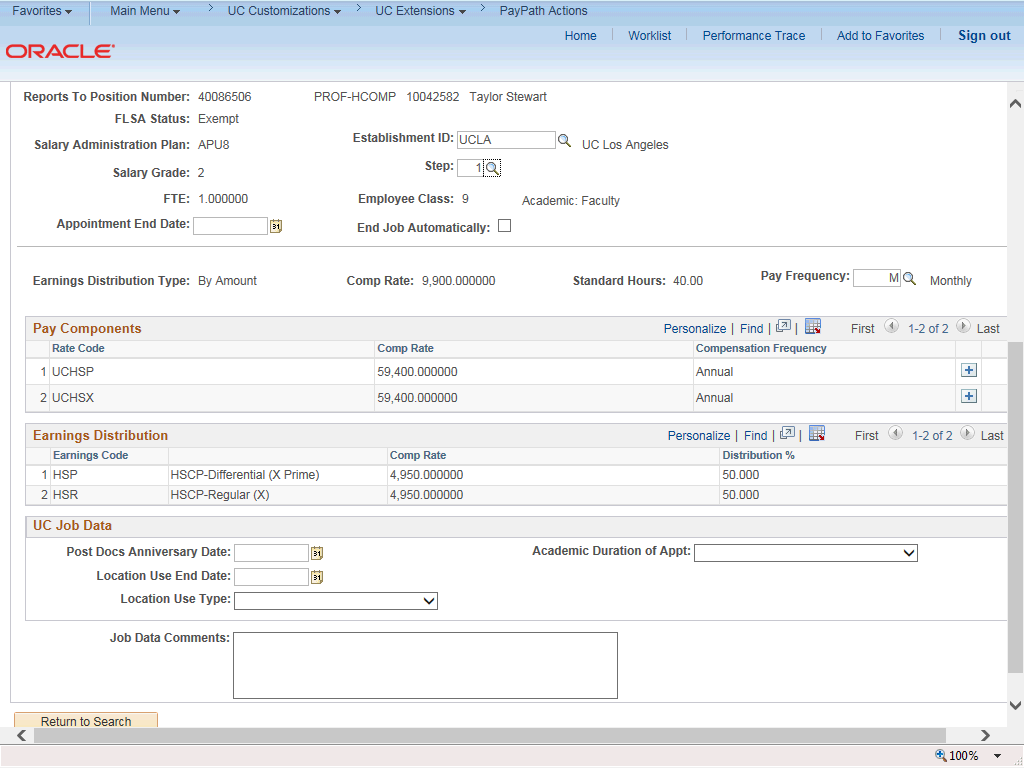
|  |  |
| --- | --- |
| **Step** | **Action** |
| 20. | Click the **Job Data** tab. |



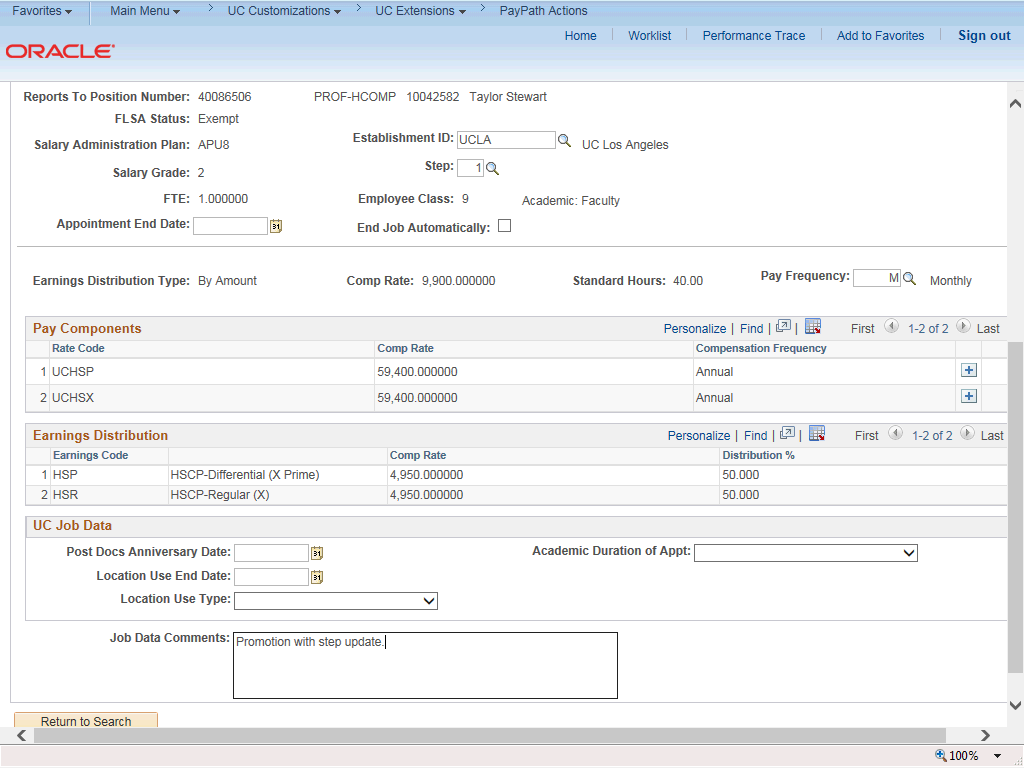
|  |  |
| --- | --- |
| **Step** | **Action** |
| 21. | Notice a new **Job Data** row has been added that includes the update from the **Position Data** tab. The new row includes the **Effective Date**, **Action** and **Action Reason** from the position update. |
| 22. | The updated **Job Code**, **Salary Administration Plan** and **Salary Grade** also appear. |
| 23. | Click the scroll bar. |



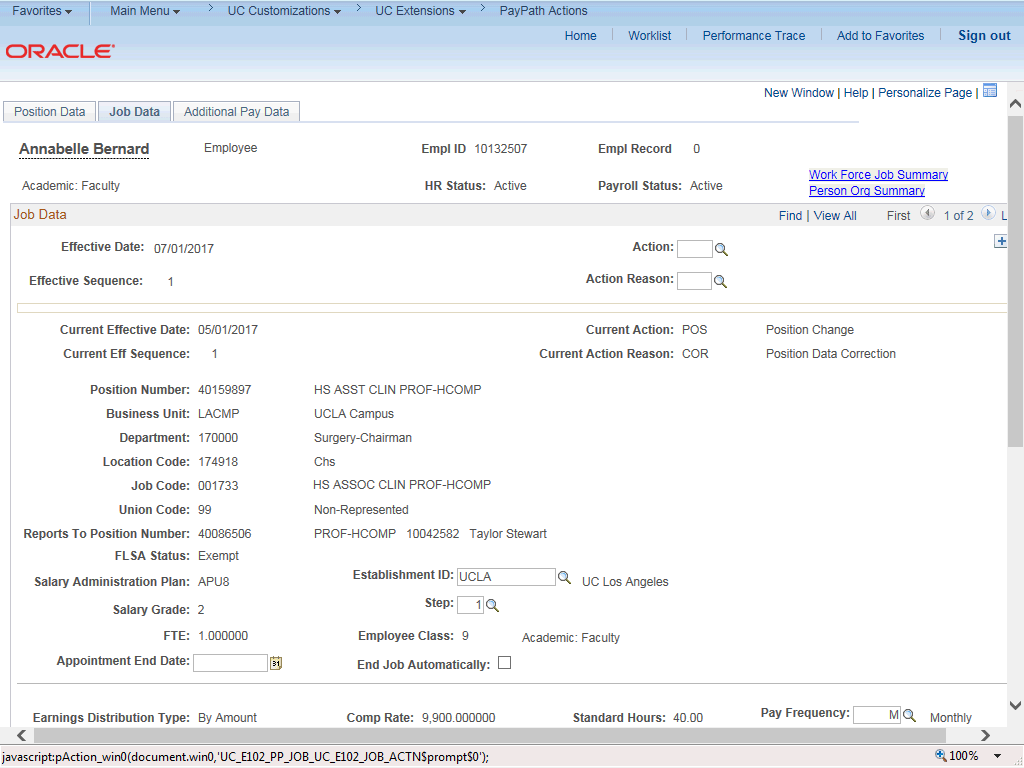
|  |  |
| --- | --- |
| **Step** | **Action** |
| 24. | To complete the promotion, the **Step** must be entered for the new job. After you enter the step, UCPath automatically enters the compensation information.  Click in the **Step** field. |
| 25. | Enter the desired information into the **Step** field. For this example, enter **1**. |



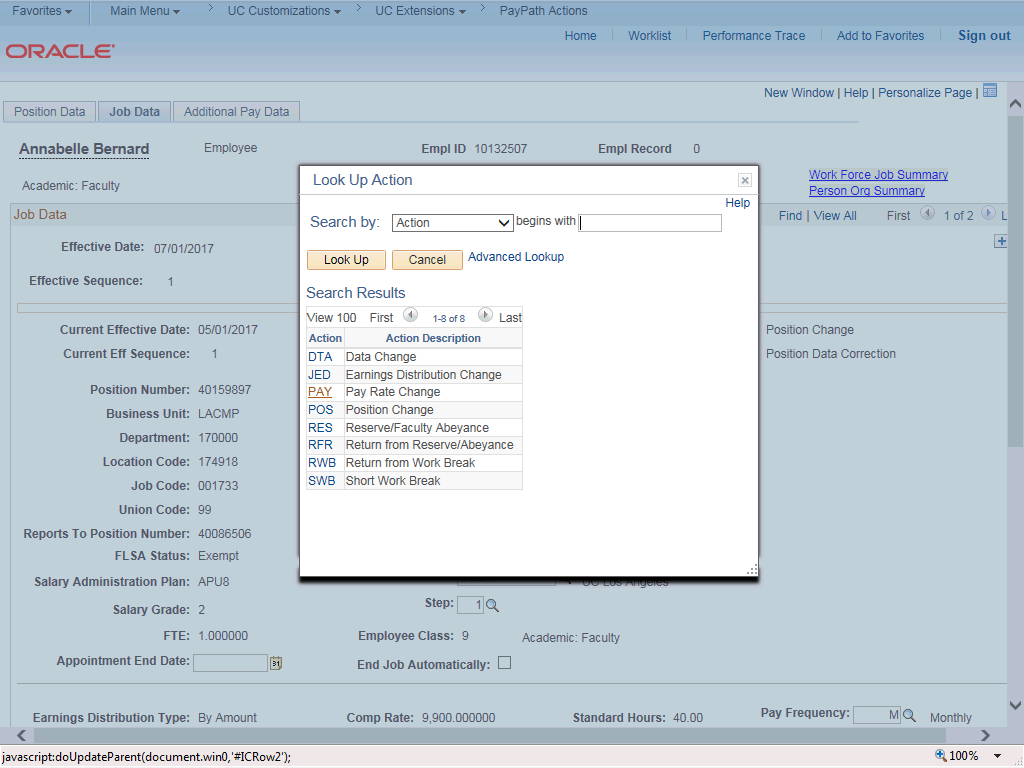
|  |  |
| --- | --- |
| **Step** | **Action** |
| 26. | UCPath automatically updates the **Pay Components** and **Earnings Distribution**  sections. |
| 27. | For **Job Data** updates, enter a comment explaining the update. Click in the **Job Data Comments** field. |
| 28. | Enter the desired information into the **Job Data Comments** field. |



|  |  |
| --- | --- |
| **Step** | **Action** |
| 29. | Click the scroll bar. |
| 30. | Next, add a new **Job Data** row to enter a new Y component of pay. Click the **Add a New Row** button. |



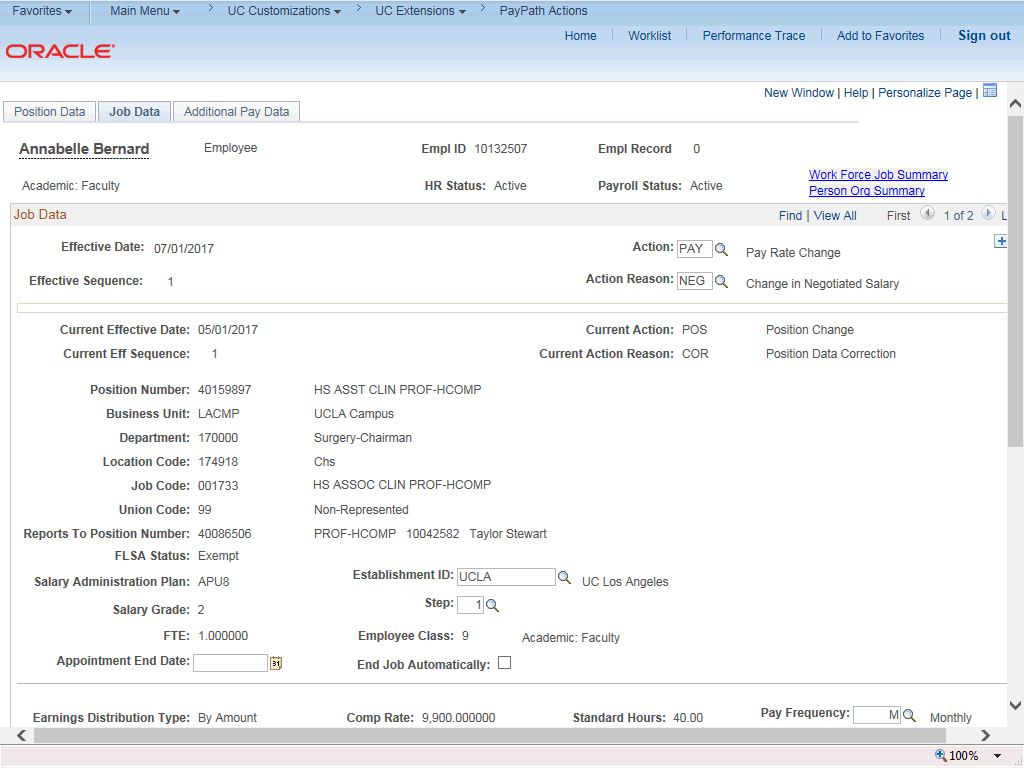
|  |  |
| --- | --- |
| **Step** | **Action** |
| 31. | A new row appears with the same **Effective Date**, but a new **Effective Sequence**  of **1**. (The **Effective Sequence** of the previous row is **0**). |
| 32. | Click the **Look up Action** button. |



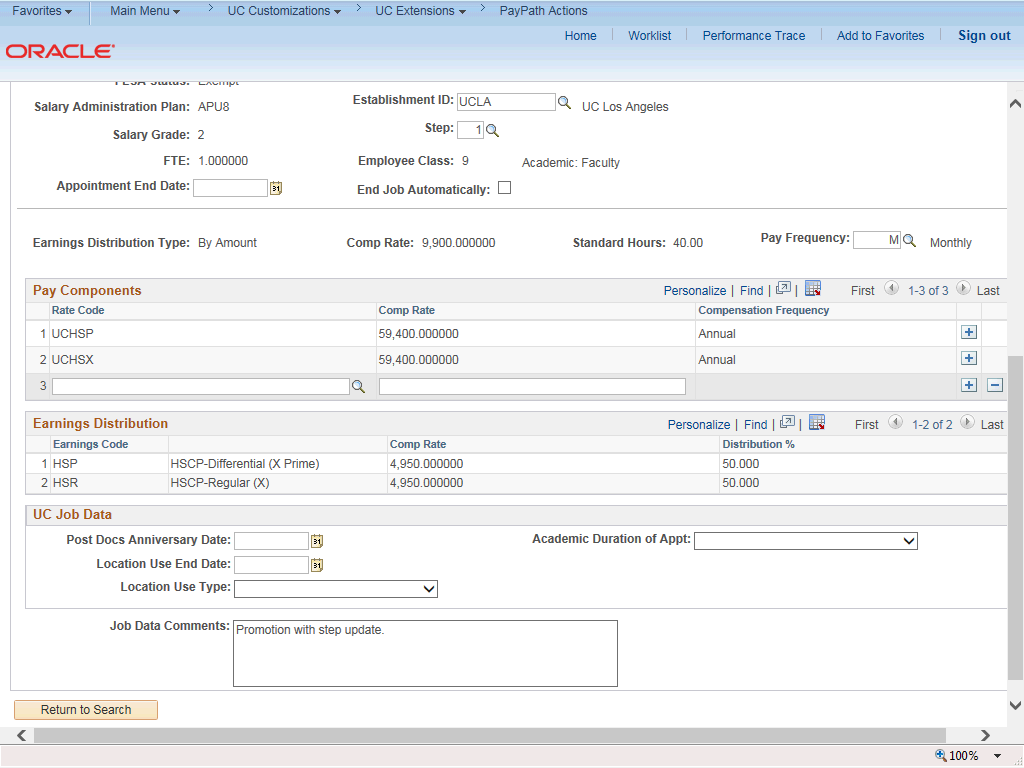
|  |  |
| --- | --- |
| **Step** | **Action** |
| 33. | For this example, select the **Pay Rate Change** code. Click the **PAY** list item. |
| 34. | Click the **Look up Action Reason** button. |



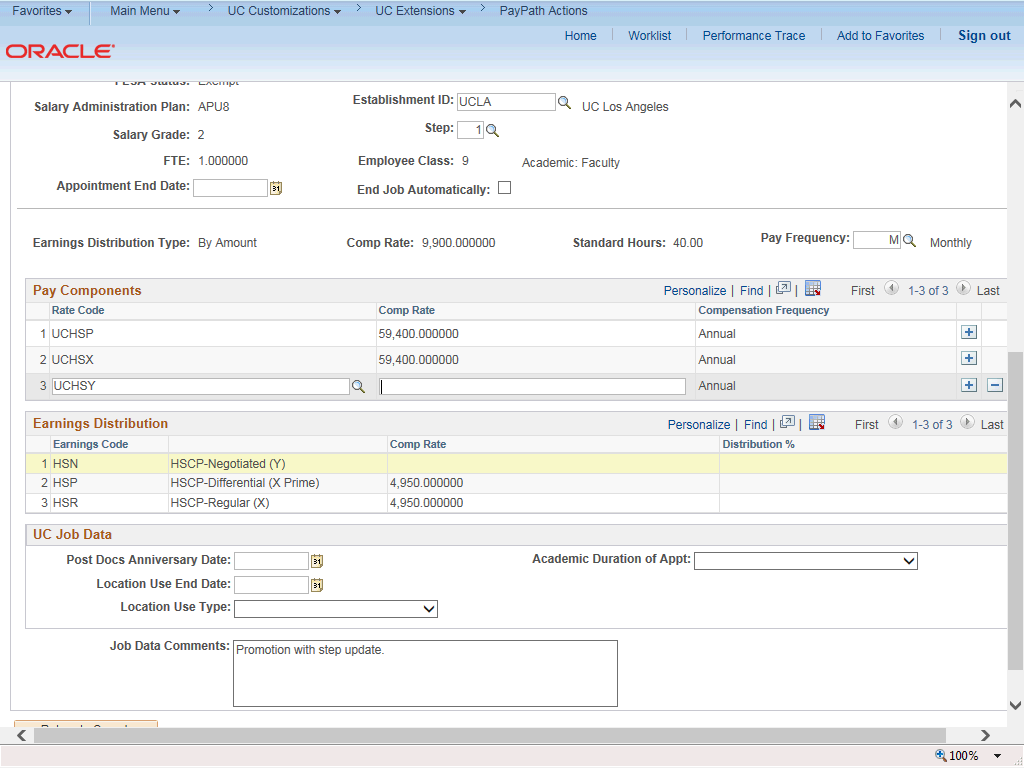
|  |  |
| --- | --- |
| **Step** | **Action** |
| 35. | For this example, select the **Change in Negotiated Salary** code. Click the **NEG** list item. |



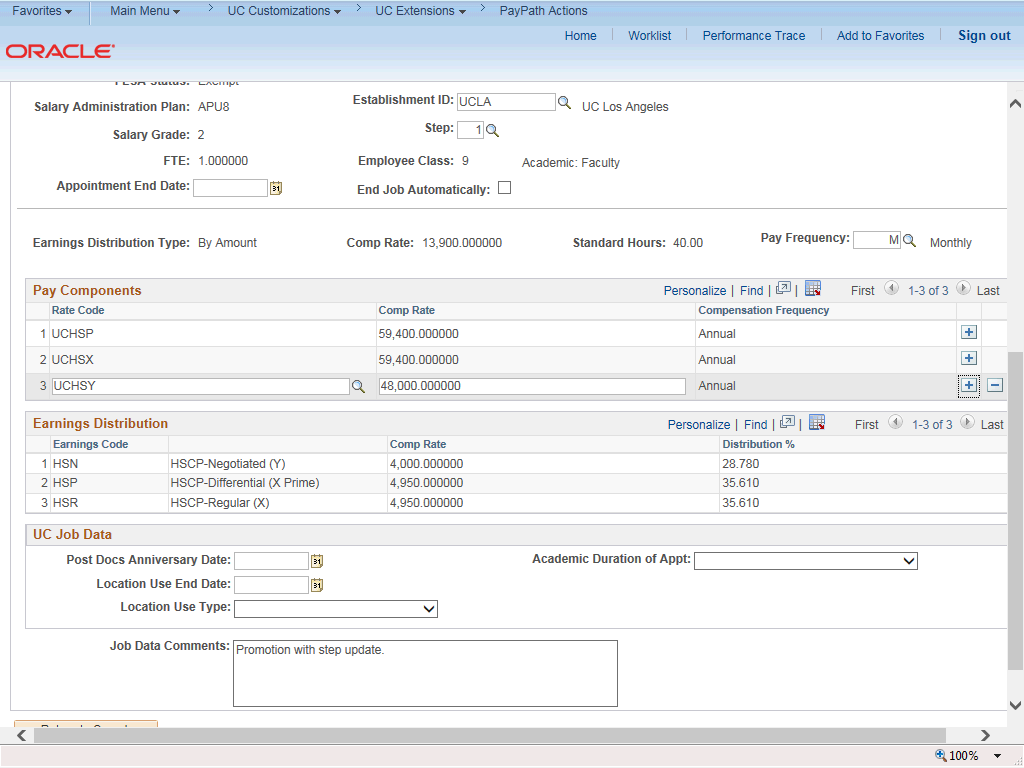
|  |  |
| --- | --- |
| **Step** | **Action** |
| 36. | Click the scroll bar. |
| 37. | In the **Pay Components** section, add a new row for the Y component of pay. Click the **Add a New Row** button. |



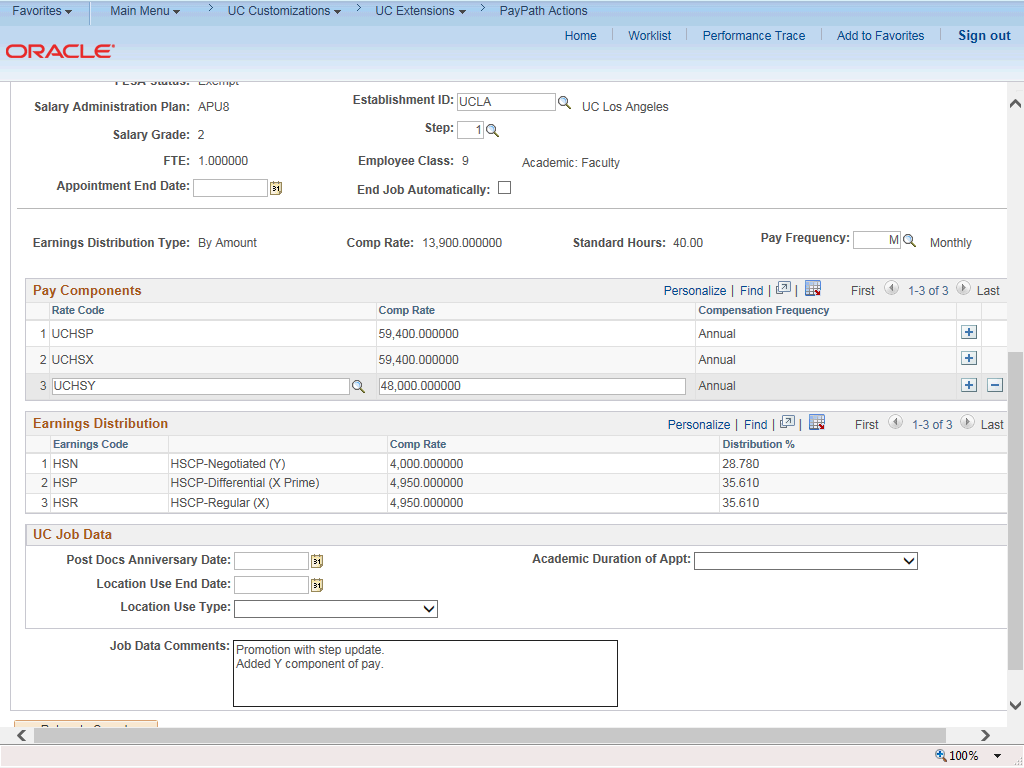
|  |  |
| --- | --- |
| **Step** | **Action** |
| 38. | Enter the desired information into the **Rate Code** field. |
| 39. | Press **[Tab]** to update the earnings distribution based on the new **UCHSY** rate code. |



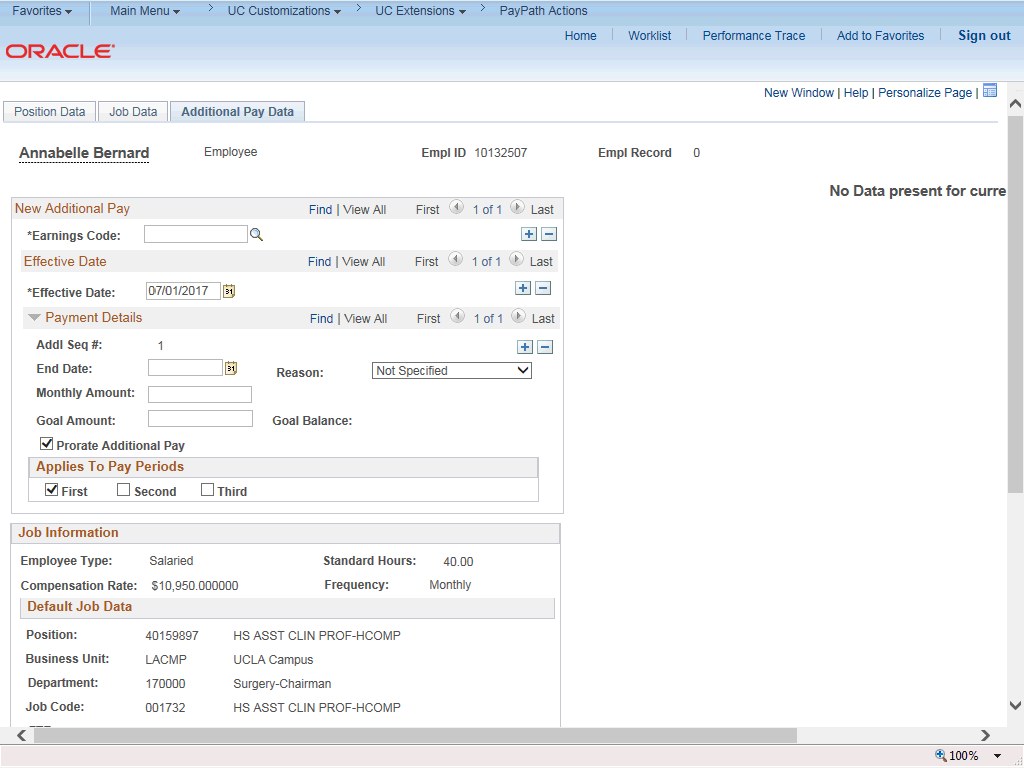
|  |  |
| --- | --- |
| **Step** | **Action** |
| 40. | UCPath automatically adds a new earnings distribution for **HSCP-Negotiated (Y)**. |
| 41. | Enter the desired information into the Pay Components **Comp Rate** field. |
| 42. | Press **[Tab]** to update the earnings distribution **Comp Rate**. |



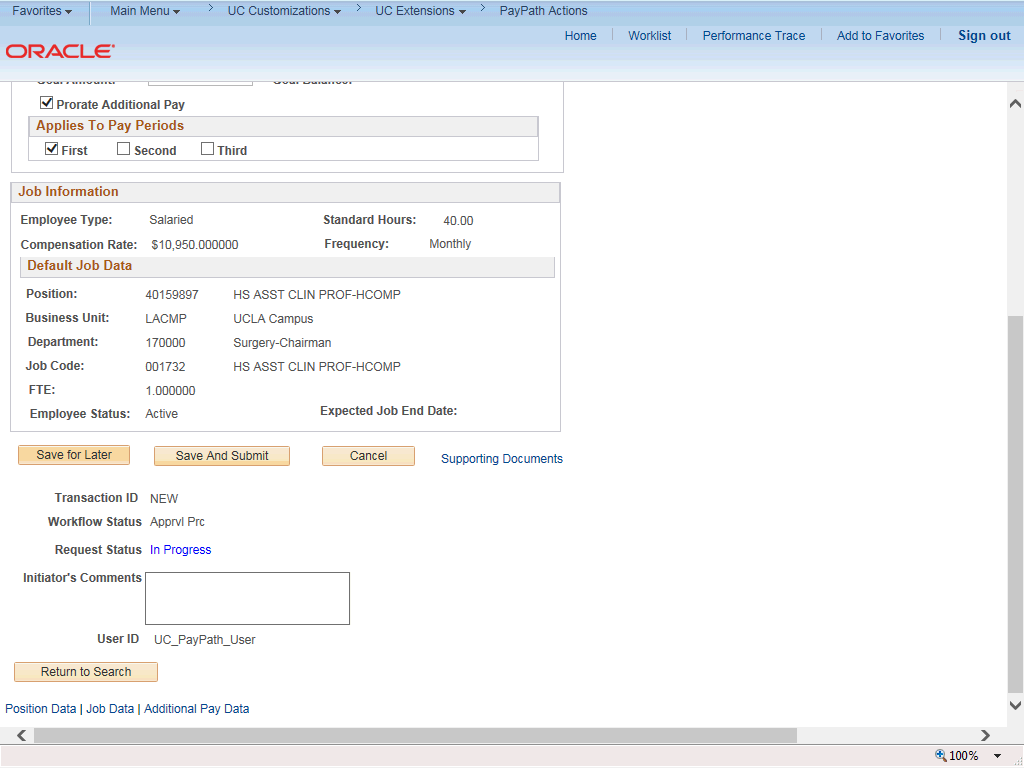
|  |  |
| --- | --- |
| **Step** | **Action** |
| 43. | UCPath automatically adds the Earnings Distribution **Comp Rate** for earn code  **HSCP-Negotiated (Y)**. |
| 44. | Click in the **Job Data Comments** field. |
| 45. | Add the additional change information into the **Job Data Comments** field. |



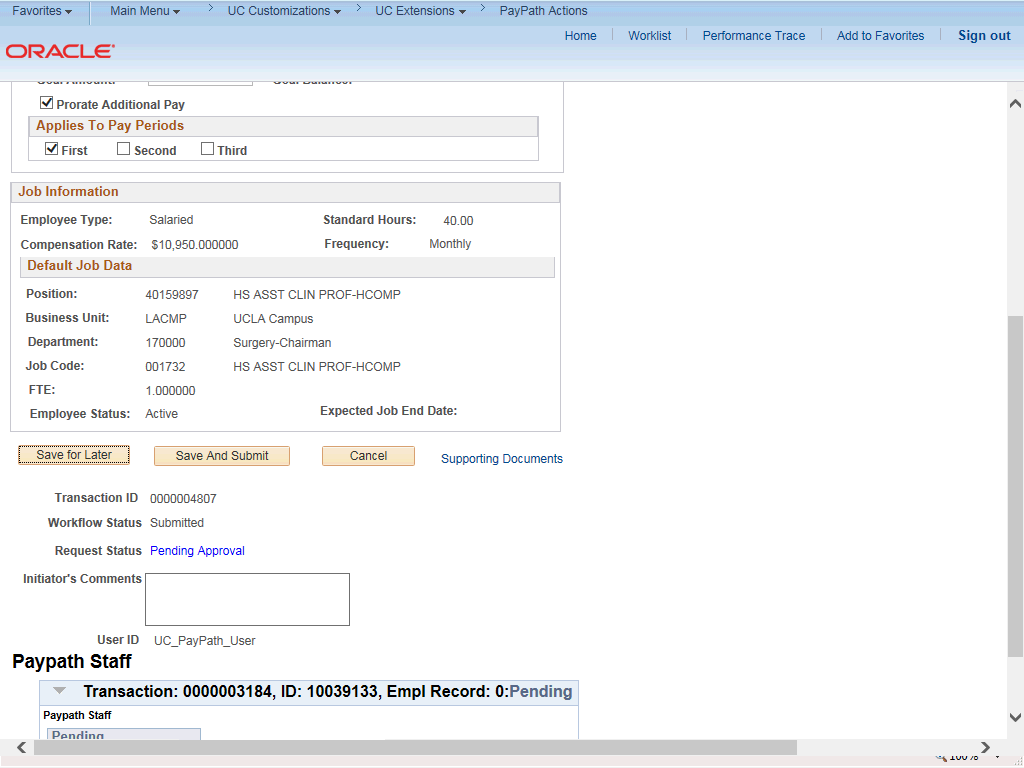
|  |  |
| --- | --- |
| **Step** | **Action** |
| 46. | Click the scroll bar. |
| 47. | Click the **Additional Pay Data** tab. |



|  |  |
| --- | --- |
| **Step** | **Action** |
| 48. | Click the scroll bar. |



|  |  |
| --- | --- |
| **Step** | **Action** |
| 49. | Use the **Supporting Documents** link to attach supporting documentation, if applicable. |
| 50. | Use the **Initiator's Comments** field, to further explain the transaction to the Approver, if applicable. |
| 51. | Click the **Save and Submit** button. |



|  |  |
| --- | --- |
| **Step** | **Action** |
| 52. | The transaction is submitted for approval. |
| 53. | You have initiated a position data change and job data change PayPath transaction.  **End of Procedure.** |