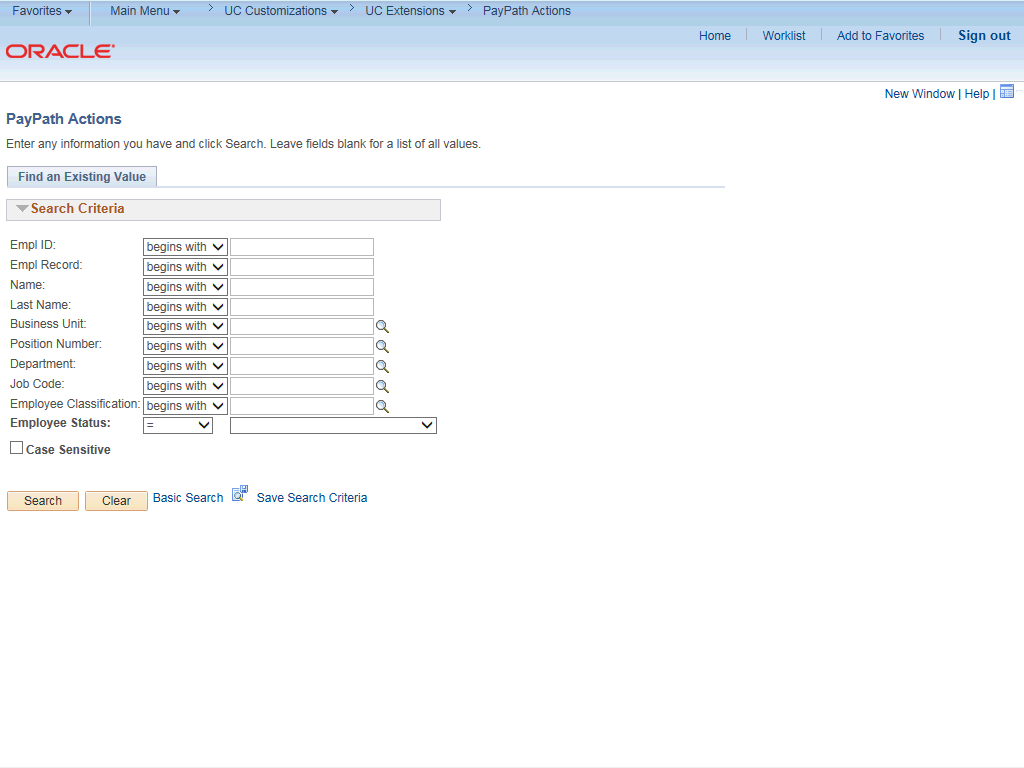
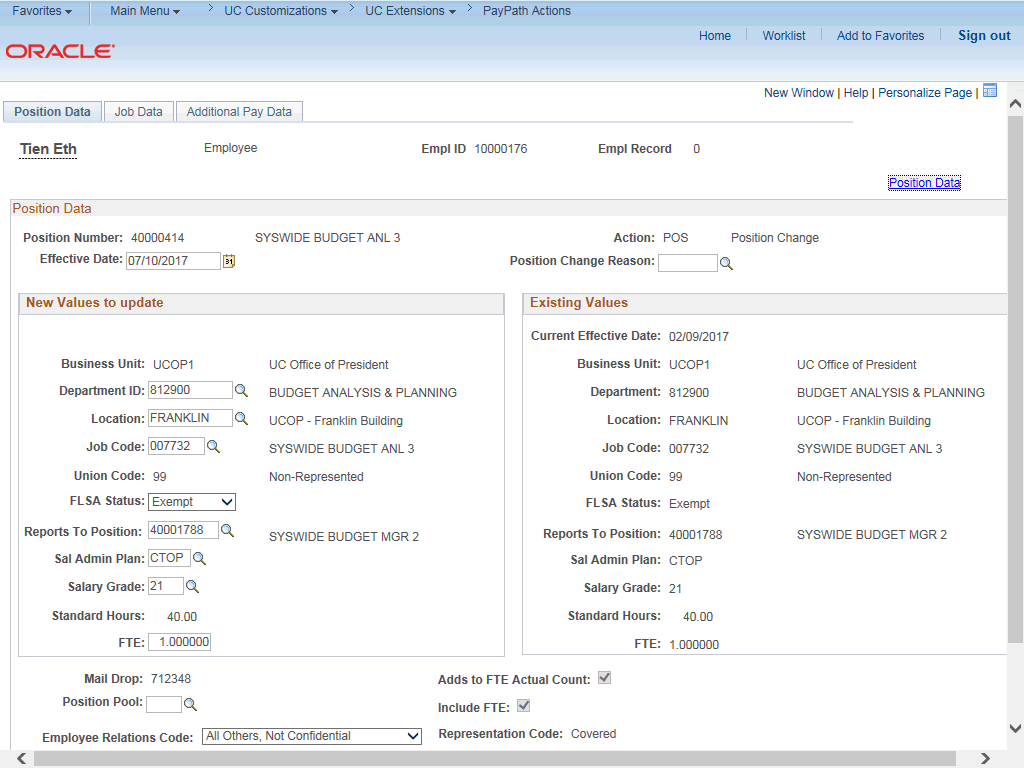
Use this task to initiate a position data change, job data change and an additional pay change PayPath transaction for staff employees.

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

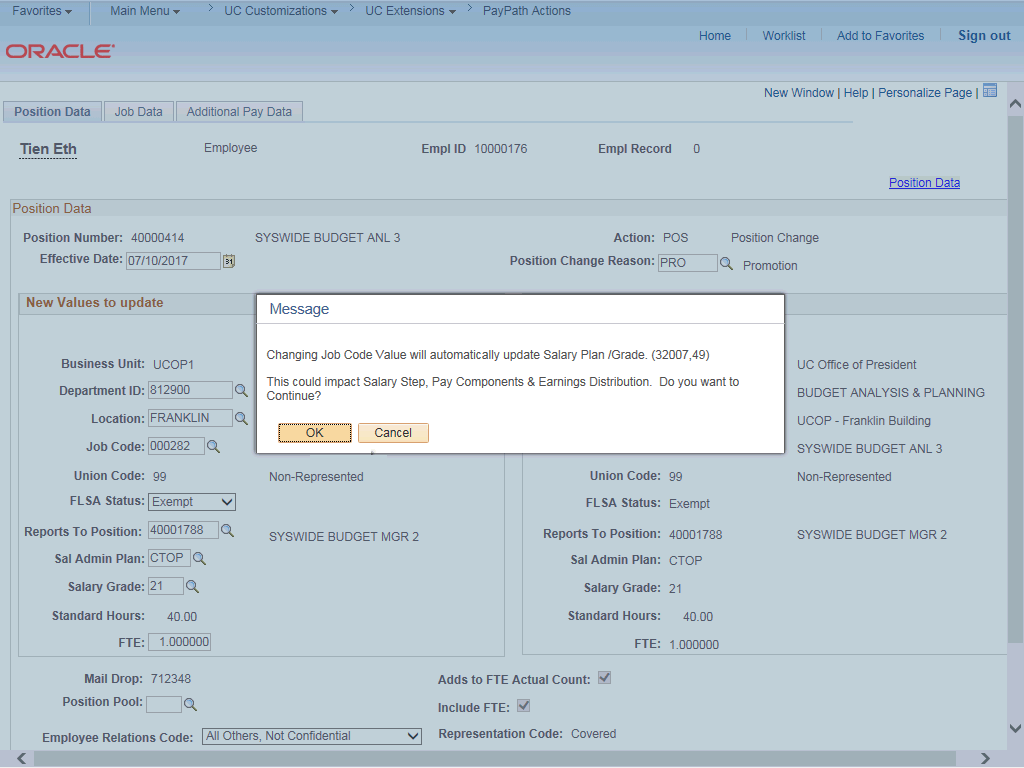


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| **Step** | **Action** |
| 1. | After you navigate to the **PayPath Actions** component, the system displays the **Find an Existing Value** tab, which you use to search for the appropriate employee record.  Enter search criteria in one or more of 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. |

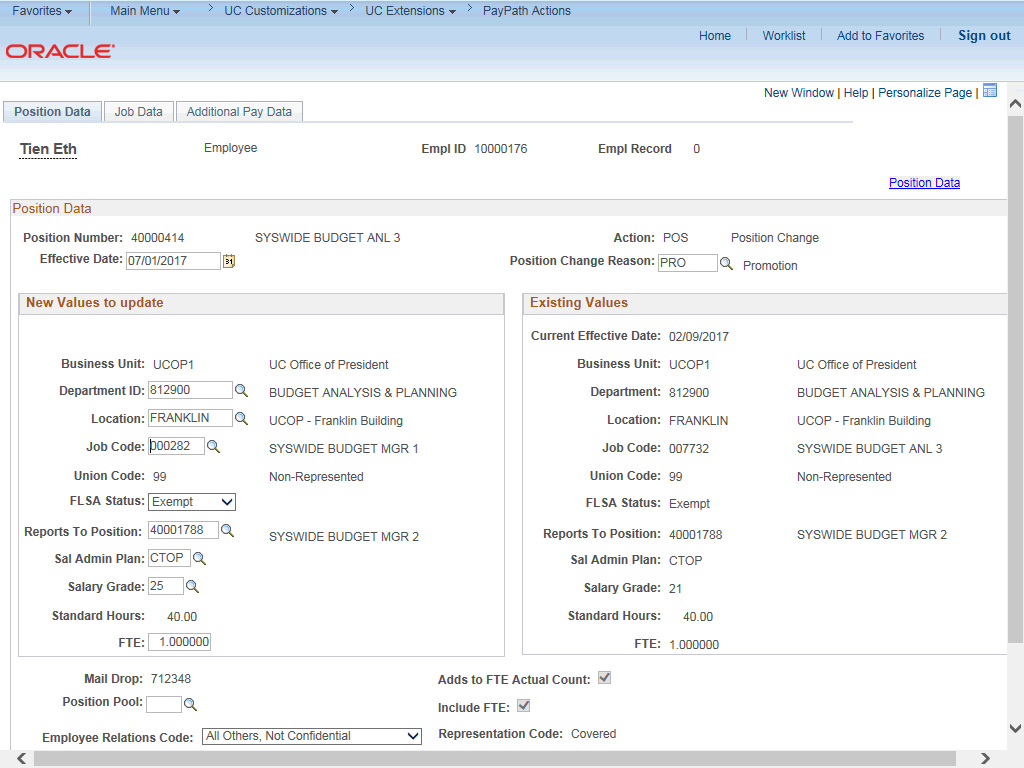


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| **Step** | **Action** |
| 5. | The **PayPath Actions** page displays the **Position Data** tab. Navigate to the appropriate tab for the update you must enter. For this example, a position data and job data change with additional pay, stay on the **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 in the **Position Change Reason** field. |
| 10. | Enter the desired information into the **Position Change Reason** field. |
| 11. | Enter the **Job Code** for the promotion. Click in the **Job Code** field. |

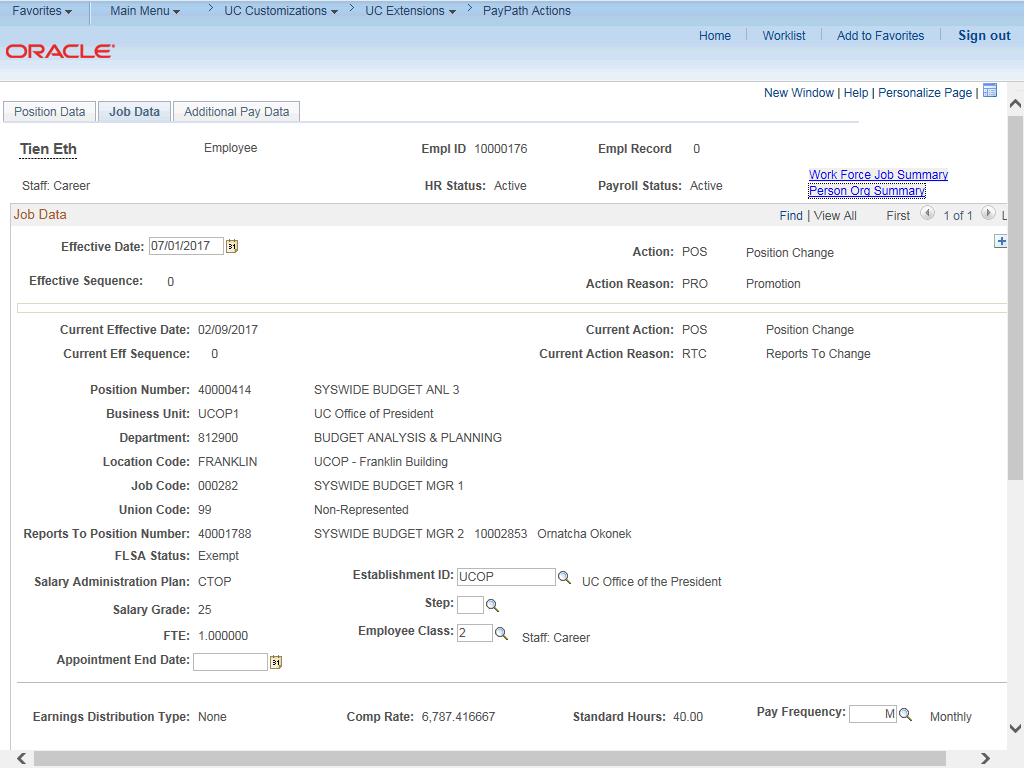
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| **Step** | **Action** |
| 12. | Enter the desired information into the **Job Code** field. For this example, enter  **000282**. |



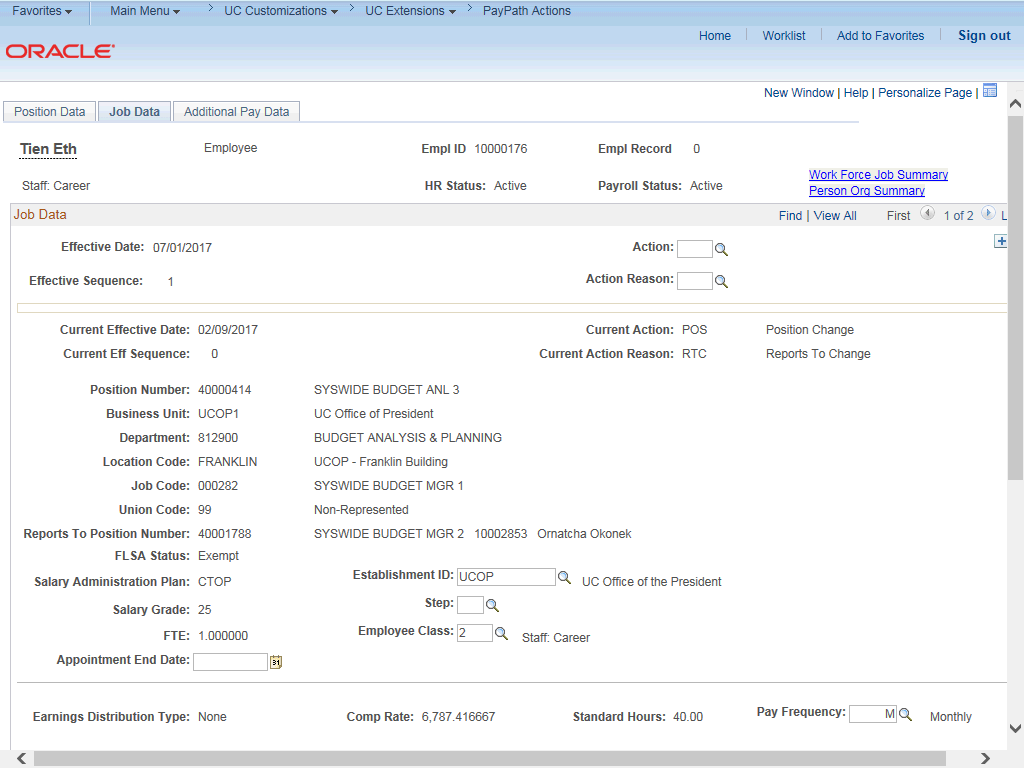
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| **Step** | **Action** |
| 13. | UCPath displays a message indicating that the salary plan and grade will be updated. You may need to change step, pay components or earnings distribution information.  Click the **OK** button. |
| 14. | The **Salary Admin Plan** and **Salary Grade** fields are updated based on the selected job code. Because there is only one **Salary Admin Plan** and one **Salary Grade** for this job code, UCPath automatically populates the fields. For other examples, you may need to select the correct values. |



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| **Step** | **Action** |
| 15. | Click the **Job Data** tab. |

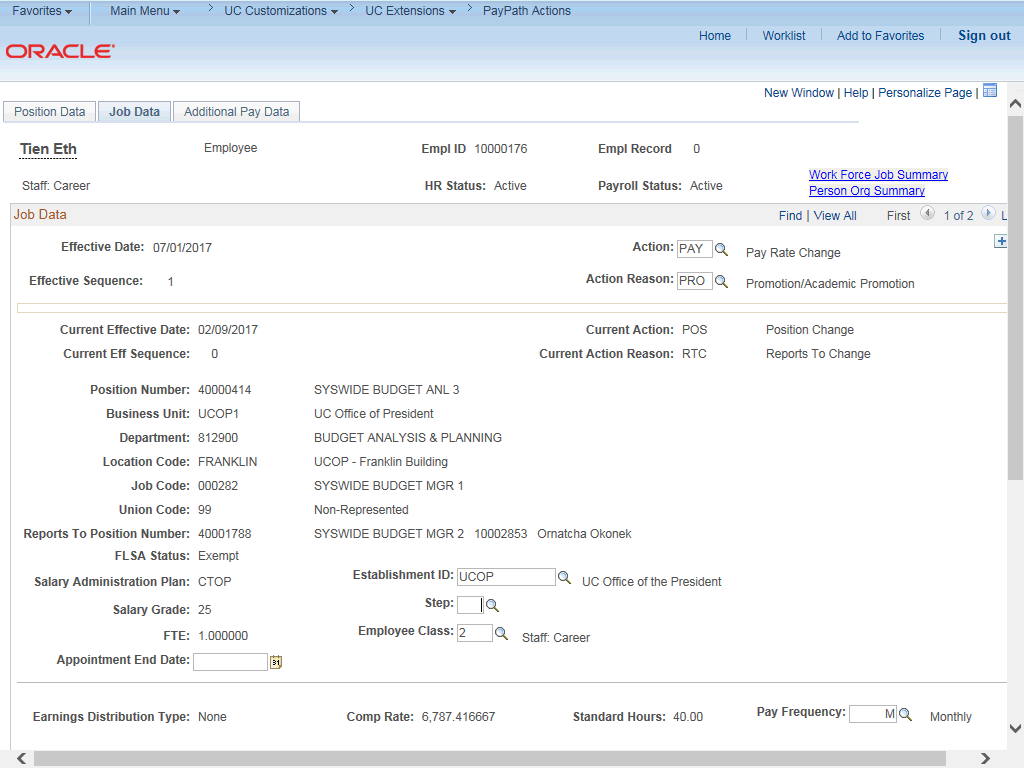


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| **Step** | **Action** |
| 16. | Notice a new **Job Data** row has been added that includes the update from the **Position Data** tab. The new row includes the **Effective Date**, **Action** and **Action Reason** from the position update. |
| 17. | The updated **Job Code**, **Salary Administration Plan** and **Salary Grade** also appear. |
| 18. | Add a row to enter a pay increase. Click the **Add a new row** button. |

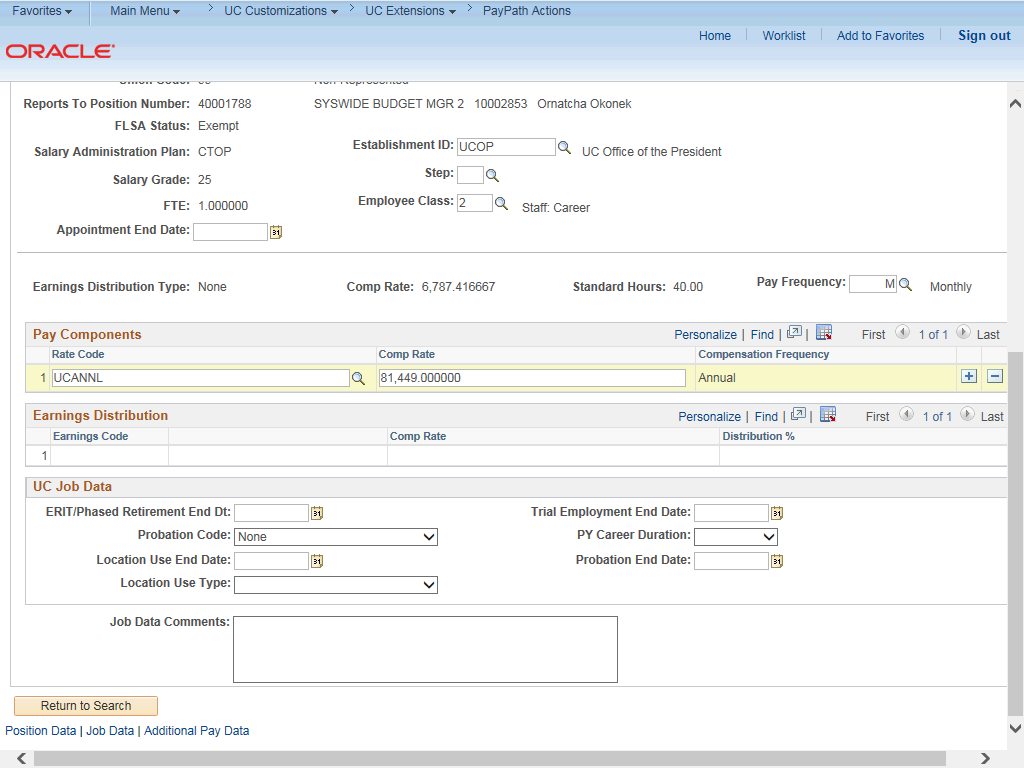


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| **Step** | **Action** |
| 19. | A new row displays with the same **Effective Date**, but a new **Effective Sequence**  of **1**. (The **Effective Sequence** of the previous row is **0**). |
| 20. | Click in the **Action** field. |
| 21. | Enter the desired information into the **Action** field. |
| 22. | Click in the **Action Reason** field. |

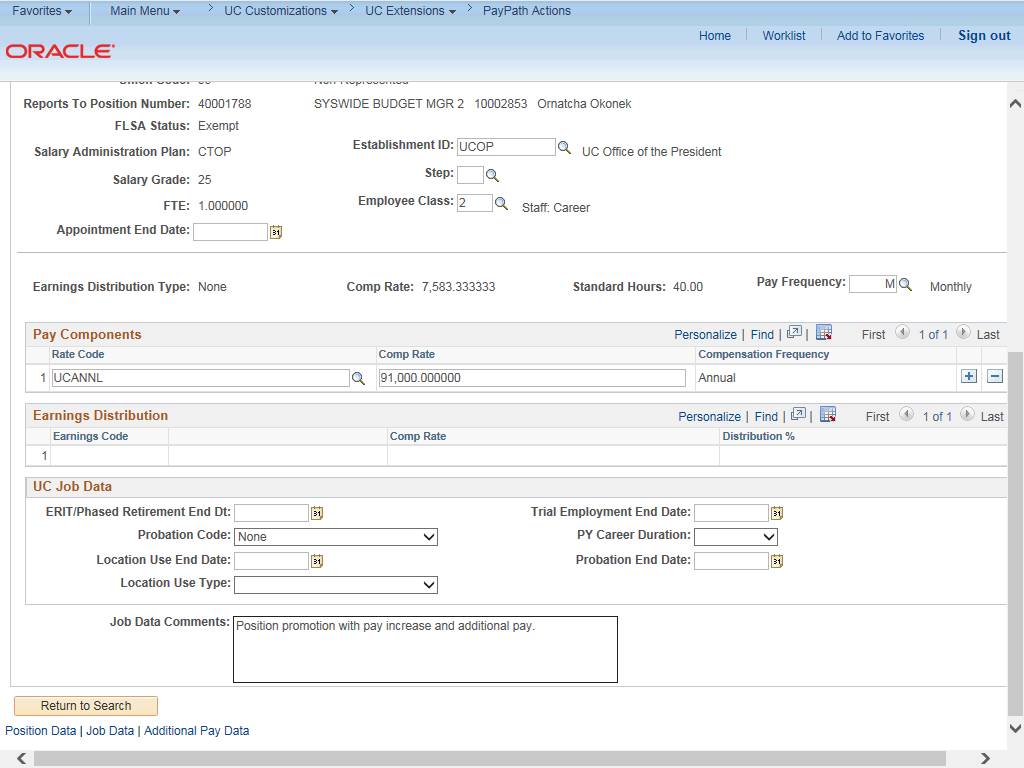
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| **Step** | **Action** |
| 23. | Enter the desired information into the **Action Reason** field. |



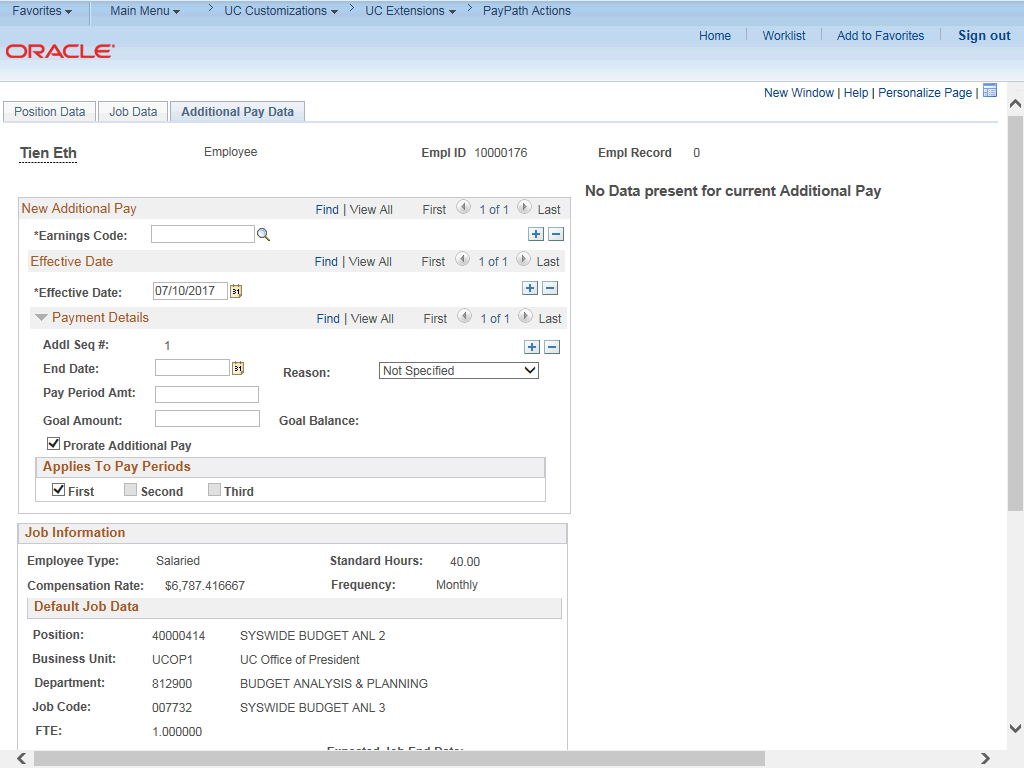
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| **Step** | **Action** |
| 24. | Click the scroll bar. |



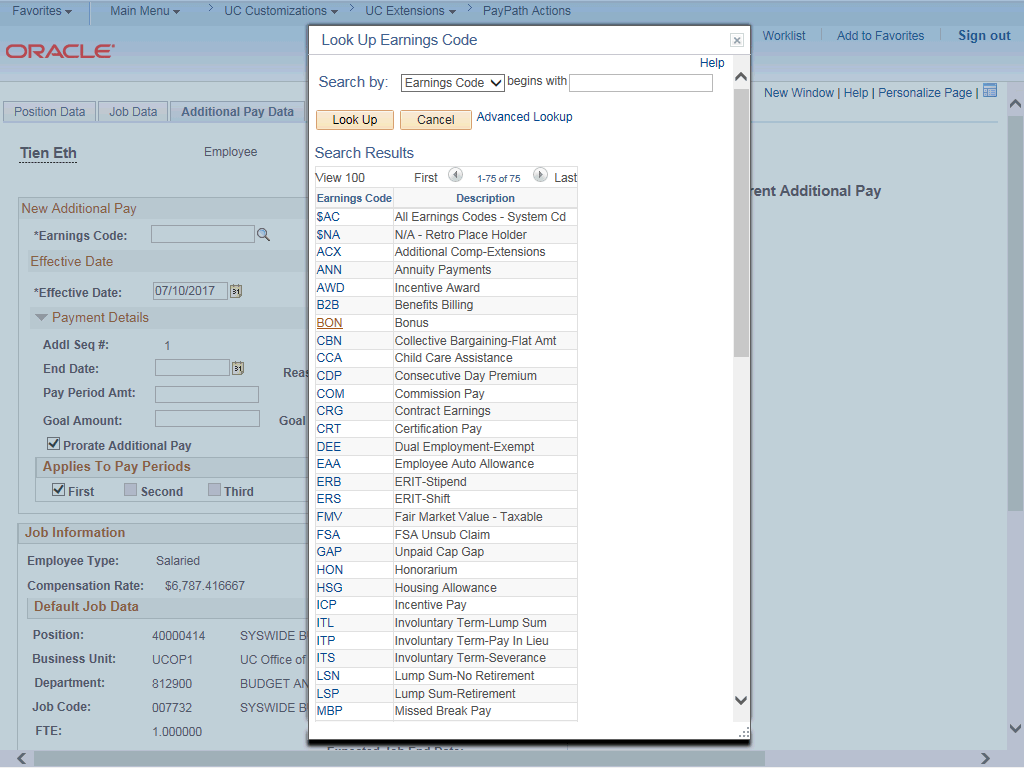
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| **Step** | **Action** |
| 25. | Click in the **Comp Rate** field. |
| 26. | Enter the desired information into the **Comp Rate** field. |
| 27. | Click in the **Job Data Comments** field. |
| 28. | Enter the desired information into the **Job Data Comments** field. |



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| **Step** | **Action** |
| 29. | Click the scroll bar. |
| 30. | Click the **Additional Pay Data** tab. |

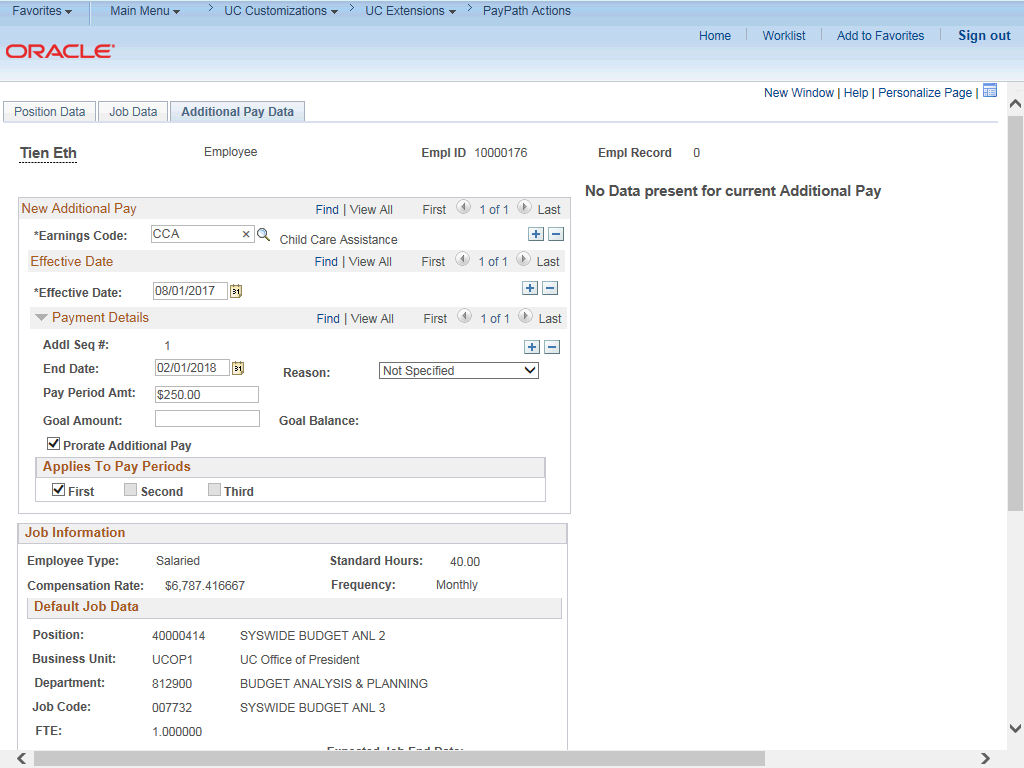


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| **Step** | **Action** |
| 31. | Use the **Additional Pay Data** page to enter specific information about the payment.  **New Additional Pay** is entered on the left. If the employee has existing additional pay, it appears on the right. This employee has **No Data present for current Additional Pay**. |
| 32. | 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. |
| 33. | Click the **Look up Earnings Code** button. |

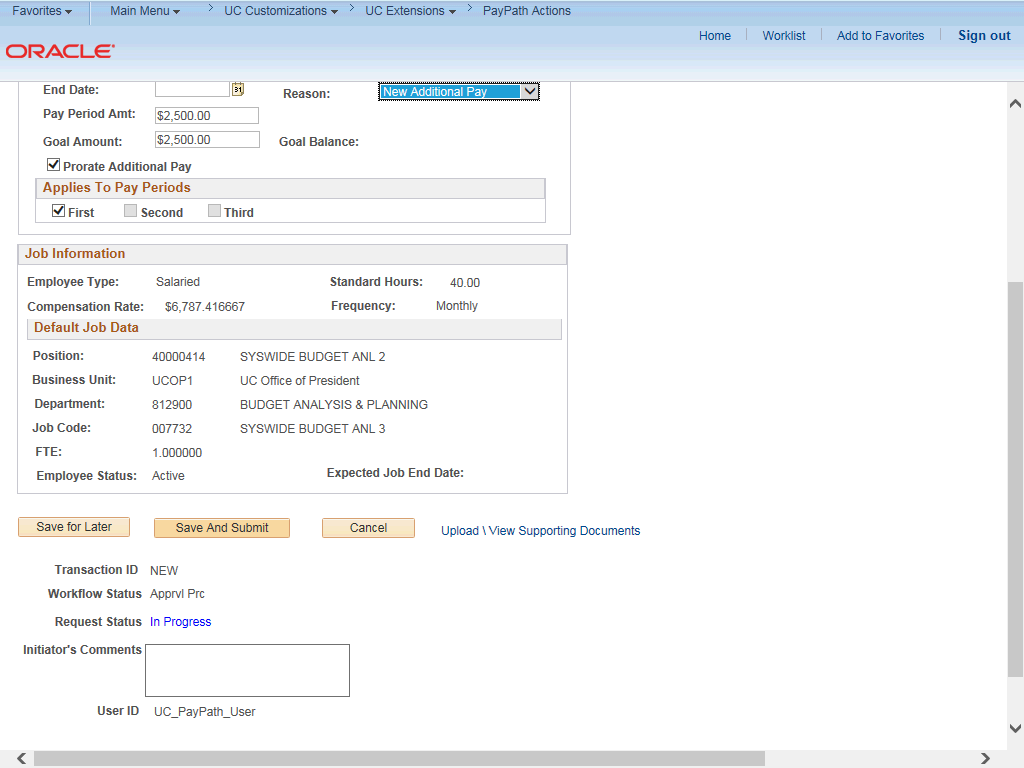


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| **Step** | **Action** |
| 34. | The **Earnings Codes** that appear are based on the earnings program tied to the employee's paygroup. Select the appropriate **Earnings Code**.  For this example, click the **CCA** (Child Care Assistance) list item. |
| 35. | The **Effective Date** field defaults to the system date (today's date). If needed, change the date to reflect the first day of the pay period that the additional pay should begin.  Click in the **Effective Date** field. |
| 36. | Enter the desired information into the **Effective Date** field. |
| 37. | Enter the per pay period amount of the additional pay. Click in the **Pay Period Amt** field. |
| 38. | Enter the desired information into the **Pay Period Amt** field. |

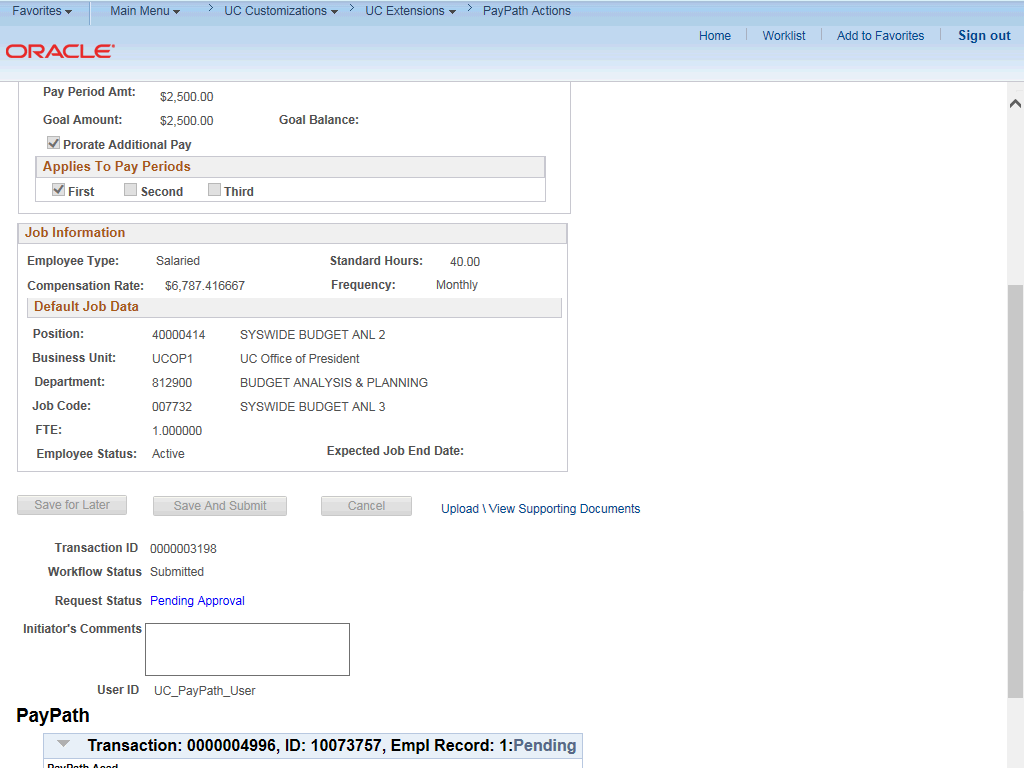
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| **Step** | **Action** |
| 39. | The system continues to pay the amount indicated in the **Pay Period Amt** field until the **End Date** or **Goal Amount** is reached.  Click in the **End Date** field. |
| 40. | Enter the desired information into the **End Date** field. |
| 41. | 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** |
| 42. | Click the scroll bar. |



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| **Step** | **Action** |
| 43. | Use the **Upload \ View Supporting Documents** link to attach supporting documentation, if applicable. |
| 44. | Use the **Initiator's Comments** field, to further explain the transaction for the Approver, if applicable. |
| 45. | Click the **Save And Submit** button. |



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| **Step** | **Action** |
| 46. | The transaction is submitted for approval. |
| 47. | You have initiated a position data change, job data change and an additional pay change PayPath transaction.  **End of Procedure.** |