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.** |