Use this task to initiate a Job Data FTE override PayPath transaction. This action makes the Position FTE and Job Data FTE independent so that the Position FTE does not update Job Data FTE. This example demonstrates a temporary change in Job Data FTE and applies to either staff or 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, a position change, stay on the **Position Data** tab. |
| 6. | Notice, the current **FTE** value for the Position is **1.0**. By default, UCPath automatically copies the FTE value entered on the **Position** to the **Job Data** FTE. In this example, the employee is reducing their FTE temporarily so you can disconnect the automatic update from **Position** to **Job Data** so that the **Job Data** FTE can be temporarily changed without changing the **Position** FTE. |
| 7. | When the **Include FTE** check box is selected the FTE value is automatically copied from **Position** to **Job Data**. This check box is selected by default and is view-only. When you enter the proper **Position Change Reason** code on this page, the check box becomes editable. When you clear the check box, the FTE values on **Position** and **Job Data** are independent of each other. |
| 8. | Before you enter the update, you must identify the **Effective Date** and**Position Change Reason**. |
| 9. | 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.For this example, accept the default. |
| 10. | Click in the **Position Change Reason** field. |

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| **Step** | **Action** |
| 11. | Enter the desired information into the **Position Change Reason** field.  |
| 12. | After you enter the **Job Data FTE Override** value in the **Position Change Reason**field, the **Include FTE** check box becomes editable. |
| 13. | Click the **Include FTE** option to clear the check box. |



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| **Step** | **Action** |
| 14. | Click the **Job Data** tab. |



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| **Step** | **Action** |
| 15. | UCPath automatically inserts the position **Action** and **Action Reason** on the **Job Data** page. |
| 16. | Click the scroll bar. |



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| **Step** | **Action** |
| 17. | Notice the **Comp Rate**, **Standard Hours**, and **Earnings Distribution** fields currently display information based on a **1.0 FTE**. |
| 18. | Notice the **Job Data FTE** field is now editable because it is no longer controlled by the **Position FTE**.Click in the **FTE** field. |
| 19. | Enter the desired information into the **FTE** field.  |



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| **Step** | **Action** |
| 20. | Now that the **Job Data FTE** has been changed, the **Comp Rate**, **Standard Hours**and **Earnings Distribution** fields display information based on the updated FTE. |
| 21. | For **Job Data** updates, enter a comment explaining the update. Click in the **Job Data Comments** field. |
| 22. | Enter the desired information into the **Job Data Comments** field.  |

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| **Step** | **Action** |
| 23. | Click the scroll bar. |
| 24. | Click the **Additional Pay Data** tab. |



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| **Step** | **Action** |
| 25. | Click the scroll bar. |



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| **Step** | **Action** |
| 26. | Use the **Supporting Documents** link to attach supporting documentation, if applicable. |
| 27. | Use the **Initiator's Comments** field, to further explain the transaction for the Approver, if applicable. |
| 28. | Click the **Save And Submit** button. |



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| **Step** | **Action** |
| 29. | The transaction is submitted for approval. |
| 30. | You have initiated a Job Data FTE override PayPath transaction.**End of Procedure.** |