

**PayPath Checklist**

**PayPath Actions Checklist Initiation**

□ Check Person Organizational Summary if you are changing FLSA or FTE field (Note: EMPL 5, 9 10 frequently have concurrent jobs)

□ Identify if the PayPath transaction is a position, job data change or additional pay transaction

□ Navigate to PayPath page and search for the Employee

□ Enter the effective date *(Please note effective date defaults to today’s date, please ensure you are entering the correct effective date)*

□ Identify and enter **ACTION** and **REASON** for the type of transaction (Action Reason Codes: [Academic](https://sp.ucop.edu/sites/ucpathhelp/LocationUsers/LOCjobaids/UCPC_PHCMWFAL270JA_PayPathTransactions_ActionReasonCodesDescriptionsACAD_D1Rev02.pdf) / [Staff](https://sp.ucop.edu/sites/ucpathhelp/LocationUsers/LOCjobaids/UCPC_PHCMWFAL270JA_PayPathTransactions_ActionReasonCodesDescriptionsSTFF_D1Rev02.pdf))

□ Update required fields to initiate the PayPath action data change. If Transaction is a PAY, JED or FTE change initiator must provide attachments via ServiceLink/Snapshot request. *(Initiator will ensure to capture the Paypath transaction number in the ServiceLink/SnapShot request OR capture the ServiceLink/SnapShot request number in the Paypath transaction comments.)*

□ Enter standard initiator comments *(Best practice is to* ***always*** *enter comments even though the system does not require it. Be elaborate include ticket numbers, case numbers etc.)*

□ Save and submit transaction for AWE approval *(Please keep in mind that you won’t be able to transact on your current employee until approval is complete i.e. until pending transaction is approved)*

**PayPath AWE Approval**

□ SSC AWE approver reviews, approves (or denies) transaction and data is committed to database

□ Review attachments for any PAY, JED or FTE changes

□ If SSC AWE approver denies the transaction, the Transactional Unit initiator needs to resubmit a corrected transaction

□ SSC will be available to answer questions from the Transactional Unit initiator for any denied transactions

□ SSC will reach out to the Transactional Unit to advise on transactions that are not saved to the database to let them know that the transaction didn’t save.

**PayPath Audit Process**

□ After approval, confirm what was initiated and approved is actually reflected in PayPath

□ Transactional Units are responsible for auditing all transactions for their accountability structure.

If there are inaccuracies Department/Org/Transactional Units are responsible for ensuring that they are fixed by either correcting them directly or by working with their SSC (per the on behalf of case management matrix or the transaction matrix)

□ POSSC, CITRUS and HARVEST will do a 2ND level audit on select transaction types and will work with the transactional units on identified issues