# PAYPATH



**PayPath** Actions is a custom component designed to streamline updates to employee data in UCPath. This component offers a one-stop for processing various types of position, job data and additional pay transactions.

- The PayPath Actions page is a customized component (CEMLI E-102) designed just for UC that offers a one-stop shop for processing various types of transactions, and the flexibility to submit multiple actions in a single transaction.
- Paypath Actions is a component that contains a subset of the Fields on POSITION and JOBDATA. And, is a clone of the "Recurring" ADDITIONAL PAY PAGE.
- There are two PayPath Actions components:
  - •1.) one for ACADEMIC 2.) one for STAFF
  - •The appropriate component displays based on the type of employee selected.

## **ROLES FOR PAYPATH**

## CENTRAL OFFICE (OPTIONAL)

Responsible for process design, and policy guidelines
Provide subject matter exper-

tise in policy related questions

# TRANSACTIONAL UNIT (REQUIRED)

- Transactional Unit initiates PayPath Actions
- Transactional Unit resubmits
   PayPath Transaction when transaction has been denied by SSC AWE
   Approver
- Represent the needs of the individual Transactional Unit and ORG as appropriate
- •Transactional Unit is responsible for auditing all transactions

## SSC AWE APPROVER (REQUIRED)

- Responsible for AWE approval
- SSC's will do a 2nd level audit on select transaction types

#### UCPC (REQUIRED)

• Process corrections if applicable

## **PAYPATH MAP**

Roadmap presents the most common business case. Additional business cases and details are available in the appendix.

The Employee or **Transactional Unit** identifies need for job



record update or additional pay request.





Transactional Unit Initiator validates the need for job record update or additional pay request.



Transactional
Unit Initiator
inputs change
via PayPath.
Updates Position
Data, Job Data,
Additional
Pay Data



Shared Services Center checks attachments, reviews and approves or denies PayPath transaction.



Transactional Unit Initiator submits PayPath transaction.

Transactional Unit Initiator attaches documents for pay impacting correction (JED, Pay, FTE, addl pay) via ServiceLink/Snapshot. The RITM/snapshot # should be included in the paypath transaction comments.

Please note, an individual may assume one or many roles.



=Handoff

#### MASS PAYPATH ACTION: PAY IMPACTING NEED

The Department or **Transactio- nal Unit** identifies pay



impacting need for mass PayPath actions & Sends file



Shared Service Center reviews and sends updated data for mass



data for mass PayPath actions.\*



csc validates and uploads mass PayPath Transaction Transaction is completed and committed to the database in UCPath.

\*If necessary, the SSC will consult with the Central Office.



=Handoff

#### MASS PAYPATH ACTION: NON-PAY IMPACTING NEED

The Department or **Transactional Unit** identifies non-pay impacting need for mass PayPath actions & Sends file



**CSC** validates and uploads mass PayPath Transaction Transaction is completed and committed to the database in **UCPath**.

