Getting Started

UCPath enables you to update employee data for the following job related pages: Position Data, Job Data, and Additional Pay.

NOTE: This job aid is specific to UCSB Summer Research Additional Compensation. Please contact ap-path@ucsb.edu with questions.

Transactions initiated and approved in the PayPath Actions component are written directly onto the data base and onto the UCPath employee data pages. These transactions do not route to the UC Path Center for processing. Please review your transaction thoroughly. AP does not validate Summer Salary pay or FTE when approving transactions.

Begin by navigating to the PayPath Actions page.
Use the Position Data page to update an employee’s position information. In this example an employee requests 10 days of Summer Research Additional Compensation to be paid in July 2019.

Step 1: Enter the Effective Date for the first month of Additional Comp. You may only choose from the following payroll dates; 6/1/19, 7/1/19, 8/1/19, 9/1/19. Service dates are tracked offline by the hiring department.

Step 2: Select the appropriate Position Change Reason, either TRT or TIT. For descriptions of the Position Change Reasons please see Job Aid: PayPath Transactions—Action Codes, Reason Codes and Descriptions (Academic).

Step 3: Update the FTE field with the approved FTE. Updating the FTE will insert a row into the Job Data page. Proceed to the Job Data page to continue.
Job Data Page

Upon entering this page verify the **Effective Date**. If the date is not correct, please cancel your action and start over. The steps below are continued from the previous page.

**NOTE:** Job Earning Distribution information is entered during the Hire transaction. Steps 4-8 will only be required if the information in **Job Data** needs to be corrected. Otherwise, only steps 1-3 in the previous page are required.

Step 4: Once in the **Job Data** page, click the plus sign to add a new **Action**.

Step 5: Enter **JED** for the **Action** and **Action Reason Code**. If another **Action/Action Reason** code is selected you will not be able to complete the succeeding steps. Scroll to the bottom of the **Job Data** screen to continue.
Job Data Page

Step 6: In the Earnings Distribution Type field select By Percent. This will make the Earnings Distribution section editable.

Step 7: In the *Earnings Code field, select Additional Comp-Research (ACR).

Step 8: Enter 100.00 in the Distribution % field. This will assign the Comp Rate to the ACR Earnings Code. This field requires the percent value, 1.0 will not pay correctly.

Step 9: Enter Job Data Comments directed to the Academic Personnel UCPath Team. Example: Summer compensation for the month(s) of [ month(s) ] at [ FTE value ].

Note: This amount will be charged to the designated ACR funding line.
Additional Pay Page

No entry required for this page. The options below will appear at the bottom of the Additional Pay page once you have navigated through each of the tabs of the PayPath component.

If you need to save your work to return to it later, click the **Save for Later** button. Otherwise, please go back and review the changes you have made, everything looks good? Great! You have now completed entering your transactions, click the **Save and Submit** button to route your transactions for review and approval to the AP Path team. Once approved by the AP Path team, you can confirm your updates on the Job Data Component or Work Force Summary.

**Navigation:** PeopleSoft > Workforce Administration > Job Information > **Job Data**

**Navigation:** PeopleSoft > Workforce Administration > Job Information > Review Job Information > **Workforce Job Summary**

**Another Month of Additional Comp?** To enter another month of Summer Research Additional Compensation follow the steps above excluding steps 4-8. No JED entry is needed since the ACR Earnings Code will continue until it is removed from the job.

**Questions**

Please contact the Academic Personnel team at **ap-path@ucsb.edu** with questions.