

PayPath Component

Job Aid: Summer Research Additional Compensation

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 UCPATH 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.

The screenshot shows the PeopleSoft user interface for Matundan Marion. The top header displays the user's name and details: Primary Title: Ind Contractor/Consultnt, Employee ID: 10123593, and Service Date: 01/01/2018. Below the header is a navigation menu with several columns. The 'PeopleSoft Menu' is highlighted with a blue box. Under 'Enterprise Components', 'UC Customizations' is highlighted. Under 'UC Customizations', 'UC Extensions' is highlighted. Under 'UC Extensions', 'PayPath Actions' is highlighted. A yellow callout box points to the 'PayPath Actions' link with the text: 'PeopleSoft Menu > UC Customizations > UC Extensions > PayPath Actions'. Another yellow callout box at the bottom right says 'Remember to Bookmark!' with a blue bookmark icon and the word 'Bookmark' next to it.

PayPath Component

Job Aid: Summer Research Additional Compensation

Position Data 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.

The screenshot shows the UCPath Position Data page. It features a top navigation bar with 'Position Data', 'Job Data', and 'Additional Pay' tabs. The main content area is divided into several sections:

- Position Data:** Includes fields for Position Number, Effective Date (07/01/2019), Action (POS), and Position Change Reason (TRT - Temporary Reduction in Time).
- New Values to update:** A list of fields to be updated, including Business Unit (SBCMP), Department ID (APER), Location (B477-103), Job Code (003205), Union Code (FX), FLSA Status (Exempt), Reports To Position, Sal Admin Plan (T012), Salary Grade (1), Standard Hours (21.05), and FTE (0.526300).
- Existing Values:** A list of current values for comparison, including Current Effective Date (07/01/2019), Business Unit (SBCMP), Department (APER), Location (B477-103), Job Code (003205), Union Code (FX), FLSA Status (Exempt), Reports To Position, Sal Admin Plan (T012), Salary Grade (1), Standard Hours (40.00), and FTE (1.000000).
- Additional Fields:** Includes Mail Drop, Position Pool, Employee Relations Code (All Others, Not Confidential), Representation Code (Covered), and Classified Indicator (Academic).

Three yellow callout boxes provide instructions:

- Step 1:** Enter 7/1/19 in the Effective Date. Notice the hire date and the effective date match.
- Step 2:** Select the appropriate Position Change Reason, TRT.
- Step 3:** Adjust to the approved FTE, 0.5263.

At the bottom, there is a 'Return to Search' button and a breadcrumb trail: Position Data | Job Data | Additional Pay Data.

PayPath Component

Job Aid: Summer Research Additional Compensation

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.

The screenshot shows the UCPath Job Data page. At the top, there are tabs for 'Position Data', 'Job Data', and 'Additional Pay Data'. The 'Job Data' tab is active. A yellow callout box points to the 'Effective Date' field, which is set to '07/01/2019', with the text 'Review the Effective Date!'. Below this, there are fields for 'Effective Sequence' (3), 'Current Effective Date' (07/01/2019), and 'Current Eff Sequence' (1). To the right, there are dropdown menus for 'Action' and 'Action Reason', both set to 'JED'. A yellow callout box points to the '+ -' button next to the 'Action' dropdown, with the text 'Step 4: Click the Add New Row button to add additional Job Data updates with the same Effective Date.' Below the dropdowns, there are fields for 'Current Action' and 'Current Action Reason'. At the bottom, there are fields for 'Establishment ID' (UCSB), 'Step' (empty), 'Employee Class' (10), and 'End Job Automatically' (checked). A yellow callout box points to the 'Action' and 'Action Reason' fields, with the text 'Step 5: Select JED in both the Action and Action Reason field.'

PayPath Component

Job Aid: Summer Research Additional Compensation

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].

The screenshot shows the UCPATH Job Data page with the following fields and values:

- FTE: 0.526300
- Employee Class: 10
- Academic: Non Faculty
- Date: 09/30/2019
- End Job Automatically:
- Earnings Distribution Type: By Percent
- Comp Rate: 13,794.907778
- Standard Hours: 21.05
- Pay Frequency: UC_9M
- UC 1/9th Rate

Pay Components

Rate Code	Comp Rate	Compensation Frequency
1 UCABVE	235,900.000000	Annual

Earnings Distribution

*Earnings Code	Comp Rate	Distribution %
1 ACR Additional Comp-Research	13,794.907778	100.000

Job Data Comments:

Return to Search

Position Data | Job Data | Additional Pay Data

Callout Boxes:

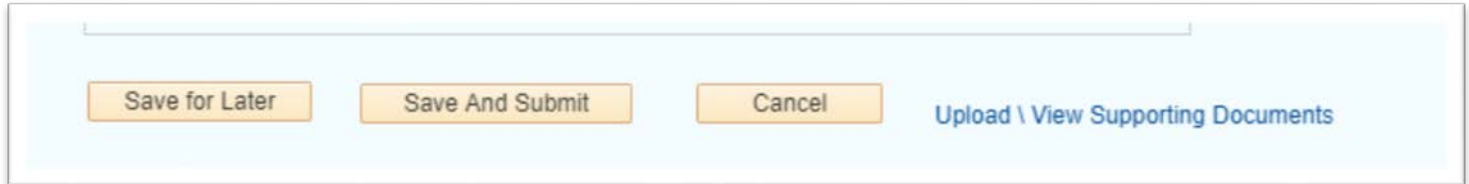
- Step 6:** Select By Percent.
- Step 7:** Select ACR.
- Step 8:** Enter 100.00.
- Step 9:** Enter comments here.
- Note:** This amount will be charged to the designated ACR funding line.

PayPath Component

Job Aid: Summer Research Additional Compensation

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.