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](mailto:ap-path@ucsb.edu) with questions.

Transactions initiated and approved in the **PayPath Actions** component are written directly onto the database and onto the UCPath employee data pages. These transactions do not route to the UC Path Center for processing. Please review your transaction thoroughly.

Begin by navigating to the **PayPath Actions** page.
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.

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.
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:** Steps 4-8 will only need to be entered once to the Summer Salary Researcher job record. If future changes to FTE are needed, only steps 1-3 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.

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**Step 4:** Click the **Add New Row** button to add additional **Job Data** updates with the same **Effective Date**.

**Step 5:** Select **JED** in both the **Action** and **Action Reason** field.

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Review the **Effective Date**!
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.

**Step 6:** Select **By Percent**.

**Step 7:** Select **ACR**.

**Step 8:** Enter **100.00**.

**Step 9:** Enter comments here.
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 UCPath 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.