UCSB UCPath

PayPath Component
Job Aid: Summer Research Additional Compensation

Getting Started

UCPath enables updates to employee job related data for **Position Data**, **Job Data**, and **Additional Pay** via **PayPath Actions**.

NOTE: This job aid is specific to UCSB Summer Research Additional Compensation. Questions specific to these transactions can be addressed to ap-path@ucsb.edu.

Transactions initiated and approved in the **PayPath Actions** component are written directly onto the UCPath database and immediately appear on the employee **Job Data** pages. These transactions do not route to the UCPath Center for processing.

Transactions should be reviewed thoroughly prior to submission to ensure accuracy and avoid pay related issues.

Navigate to the **PayPath Actions** page. (Traditional Navigation: PeopleSoft Menu > UC Customizations > UC Extensions > **PayPath Actions**

Fluid Navigation: *Workforce Administration > HR Tasks* tile > *PayPath and Additional Pay* folder

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Position Data Tab

Use the **Position Data** tab to update an employee's FTE related to their Summer Comp. 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/XX, 7/1/XX, 8/1/XX, 9/1/XX. Service dates are tracked offline by the hiring department.

Step 2: Select the appropriate **Position Change Reason**, either **TRT** (reduction) or **TIT** (Increase). For detailed 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 on the **Position** tab automatically updates the information on the **Job Data** tab. Proceed to the **Job Data** tab to continue.

Job Data Tab

Step 4: Verify that all other data points are correct, including **Effective Date, FTE** (matches entry on the Position tab), **Appointment End Date, End Job Automatically** checkbox, **Earnings Distribution Type** (By Percent), **Pay Components: Rate Code(s)** & **Comp Rate(s), Earnings Code** and **Distribution %.**

Note: **Comp Rate** will calculate the monthly amount to be paid under that **Earnings Code**, and should match department calculations for that month's pay*.

Corrections to any of the above data points can be made on the same transaction.

If the Comp Rate does not align with the department calculations of Summer Compensation for that month, please verify if the pay rate(s) and FTE are correct on the transaction, and initiate any corrections needed.

Note: Corrections to the **Earnings Distribution** fields require the use of the "JED" **Action** and **Reason Code**; see the *JED Corrections* section below for detailed instructions.

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Additional Pay Tab

No entry is 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.
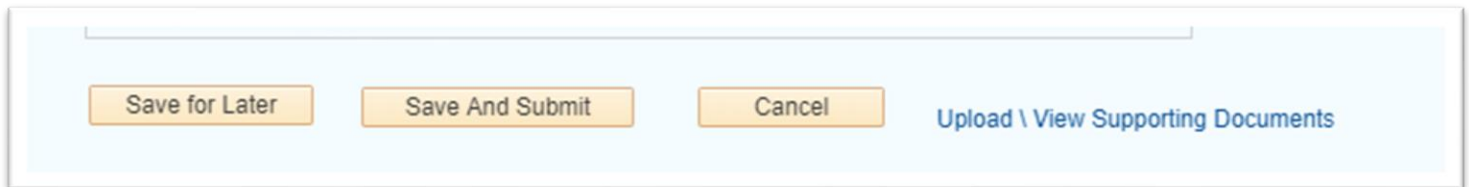
Step 5: Select the **Save and Submit** button to route your transactions for review and approval to the AP Path team. If you need to save your work to return to it later, select the **Save for Later** button.

Once approved by the AP UCPath team, updates can be viewed on the **Job Data** component.

> Traditional Navigation: PeopleSoft > Workforce Administration > Job Information > **Job Data**
> Fluid Navigation: Peoplesoft Homepage > HR Tasks tile > Job Data Related folder > **Job Data**

Another Month of Additional Comp?

To enter an additional month of Summer Research Additional Compensation, follow steps 1 through 5 above for each month of Summer Comp to adjust the **FTE**, update salary components, or extend the appointment, etc. to set the record up for each month of additional compensation.

Terminating the Job

The **Expected Job End Date** and **End Job Automatically** checkbox should be set to automatically terminate the job record at the end of the Summer Research Additional Compensation. If the auto termination process is not utilized, the department will need to submit a **Termination** template.

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JED Corrections

NOTE: Summer Research Additional Comp **Hire** transactions include the **Earnings Distribution** data points and this should remain the same for the duration of the Summer Compensation appointment. The following steps are only necessary <u>IF</u> the JED information is incorrect (e.g. the **Earnings Code** defaulted to **DEF**), or to add Salary Cap/GAP (see [Job Aid Summer Salary - Not Filling the Gap](#)).

*The **DEF** code usually occurs when a record is updated via PayPath on the same day the Hire is fulfilled. Best practice is to hold any PayPath processing until the day after the Hire is fulfilled.*

Step A: IF the JED changes are being entered on the same transaction as an FTE change on the position, click the plus sign to add a new **Action** sequence on the **Job Data** tab. If this transaction is being applied separately, enter the **Effective Date** of the JED change on the **Job Data** tab.

Step B: Enter **JED** for the **Action** and **Action Reason Code** to open the **Earnings Distribution** fields for editing. Scroll to the bottom of the **Job Data** tab to continue.

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Step C: In the **Earnings Distribution Type** field select **By Percent**. This will open the **Earnings Distribution** fields.

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

Step E: Enter **100.00** in the **Distribution %** field. This will calculate the monthly **Comp Rate** to be paid under the ACR Earnings Code. If more than one Earn Code applies, the total of all lines must = 100%.

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

Step C: Select **By Percent**.

Note: This amount will be charged to the designated **ACR** funding line.

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   Personalize | Find | 🔲 | 🔢   First ◁ 1 of 1 ▷ Last

	Rate Code	Comp Rate	Compensation Frequency	
1	UCABVE 🔍	235,900.000000	Annual	➕ ➖

Earnings Distribution   Personalize | Find | 🔲 | 🔢   First ◁ 1 of 1 ▷ Last

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

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🗓   Academic Duration of Appt: Te   ▾
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Step D: Select **ACR**.

Step E: Enter **100.00**.

Job Data Comments: [   ]

Return to Search

Position Data | Job Data | Additional Pay Data

Step F: Enter comments here.

Step G: Navigate to the **Additional Pay** tab and **Submit** the transaction for approval.