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
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.

Remember: Effective Dates on position changes can only be used once. Additional position changes on the same effective date require a Case with UCPC.
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 %**.

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.
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 IF 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.

Step A: Click the Add New Row button to add additional Job Data updates with the same Effective Date as a Position change.

Step B: Select JED in both the Action and Action Reason field.
PayPath Component

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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 ].

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

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