WFA Approvers play a critical role in UCPath:

➢ Validate transaction data matches approvals
➢ Catch errors prior to data writing to the system
➢ Avoid negative impacts to employee pay & benefits due to data issues
➢ Ensure timely processing of transactions (catching errors within transactions can eliminate lengthy delays related to corrective action)
➢ Reduce the number of Cases to UCPC to process corrections
➢ Lower the number of campus and UCPC touch points needed with corrective action
➢ Provide training/support to Initiators – learning opportunities
UCPath Worklist

Transactions pending approval will appear in the UCPath Worklist of all authorized approvers.

The Worklist can also be accessed via the PeopleSoft Homepage > Workforce Administration page under the Approvals tile.

Transactions pending approval can be accessed directly on the UCPath Dashboard, or by selecting the Worklist option from the left menu.
UCPath Worklist

Transaction Link text includes:
- Action (paypath)
- Transaction # (Too1152166)
- Employee ID – if existing
- Employee Record (0)

Select the blue Transaction link from within the Worklist to open the transaction detail.

Note: Departments only approve PayPath transactions for Academic Student Employees.

Academic Non-Student Transactions route to AP for approval. Departments are only permitted to submit Location, Cubicle and Reports To changes via PayPath for academic non-students.
**PayPath - Position**

The Position Change Reason selected aligns with the primary change on the position.

Only ONE Reason can be entered on Position Changes – this should reflect the primary change when more than one change is being input in the transaction.

Data Changes (highlighted in blue) align with approved appointment changes.

Verify the Empl Record is correct.

If there is no Action/Position Change Reason, no changes were input on the Position tab.

Current Effective Date should precede the Effective Date on the transaction.

Data attributes on multi-headcount positions will be greyed out. Updates cannot be processed in PayPath.

Position updates to ASE multi-headcount positions should be requested via the AP Folio UCPaith Certification and Input form.

Once all Position data changes are validated, navigate to the Job Data tab.
PayPath – Job Data

Review each change (blue highlight) to ensure it aligns with an Action/Reason and corresponds with the expected appointment change.

Data changes carry forward from the Position and are highlighted in blue.

Action & Action Reason should align with each change.

If there is more than one change/Action-Reason Combo, use the “<” and “>” arrows to view each Effective Sequence.

*Job Data allows for there to be multiple changes with corresponding Reason Codes applied, these appear as an “Effective Sequence.”

Carefully review pay attributes to ensure all are correct.

Be sure to validate UC Job Data elements – these can differ by population.

Relevant comments can be added to the Job Data Comments box.
Position Action Reasons:
Only one Action Reason can be selected per transaction – apply the most relevant change reason.

Job Action/Action Reasons:
There are multiple action Types – Data Changes, Pay Changes, and Short Work Break Actions. Multiple Action/Reasons can be added to one transaction – this creates an effective sequence of the changes.

If the Action/Action Reason Code does not align with the changes being implemented, the transaction should be denied with instructions to the Initiator on corrections needed.
PayPath – Additional Pay Data

Approve or Deny the transaction.

Academic Student Employees do not typically qualify for recurring additional pay. Please refer questions to the AP Policy Analyst that supports the ASE population.

Once all data points are validated on all tabs where changes have been applied:

- **Approve** if correct.
- **Deny** if corrections are needed;
  
  *Notes in Approver Comments box are required for denials.*
Key Takeaways

- Approvers play a critical role in ensuring data is correct before it writes to the system; they serve as the first line of defense in ensuring employee pay and benefits are correctly applied in the system.
- The Effective Date drives the transaction; the system defaults to the date of entry – it is critical to validate the date is correct.
- Action/Reason(s) have downstream impacts, ensure what is entered on the transaction aligns with the actions/changes being made to the appointment.
- Only one Reason can be applied to Position changes in PayPath, even if multiple changes are input in a transaction – make sure the Reason entered aligns with the most relevant reason for the changes.
- Job Data allows for multiple changes with a separate entry with the corresponding Reason Code; ensure that a Reason that aligns with each change is input as a separate sequence.
- Review all data points on the transaction – this is your opportunity to catch other potential issues on the employee record and make needed corrections.