Getting Started

UCPath enables you to update employee data for the following job related pages: Position Data, Job Data, and Additional Pay.

You can update just one page (for example, Position Data only) or more than one page (for example, Position Data AND Job Data) on this component.

NOTE: You must navigate to the last tab (Additional Pay) in order to Save and Submit the transaction.

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 UCPath Center for processing.

Begin by navigating to the PayPath Actions page.
Position Data Page

Use the **Position Data** page to update an employee’s position information.

The right side of the page will display the employee’s existing **Position Data**. The **New Values to update** section will display the current/existing position information. These fields are editable and can be updated to reflect new changes. Update the fields in the **New Values to update** section as appropriate.

**NOTE**: If data you enter on this page affects the employee’s job data (for example, change the FTE information or the Salary Grade), the system will automatically add a new line on the **Job Data** tab to update the employee’s job data records.

**The Effective Date** will default to the system date (current date). Remember to update this field as appropriate.

**Select the appropriate Position Change Reason** from the list of options.

Remember: The **Effective Date** is the date the change/update will be effective.
Job Aid: PayPath Transactions

Job Data Page

If you entered new position data and the change affects the employee’s job data, UCPath will automatically add a row with the changes to the Job Data tab. In the screen shot example below, notice when the Job Data tab is selected, the Effective Date, Action, and Action Reason fields are not editable. This indicates that the data on this page was added as part of the updates made on the Position Data tab. When this transaction is saved, both employee Position and Job data will be updated.

If additional employee job data updates must be made, and the effective date is the same effective date as the current changes (from Position Data tab), you can add a new row(s) and enter the additional updates. If job data changes have a different effective date than what was carried over from position data changes, you must create a new PayPath Action transaction.

Click the Add new Row button to add additional Job Data updates with the same effective date as the ones just entered.

Update editable fields as appropriate.
If Position Data updates you enter do not affect the employee’s job record, the Job Data tab will display like the screen shot below. This will also be the same display if you only had a job data update transaction to enter.

Notice that the Effective Date, Action and Action Reason fields are editable. Proceed to enter the applicable data on this page to update an employee’s Job Data record.

**NOTE**: The Action selected will determine what Action Reason codes display in the list of options.

The Effective Date will default to the system date (current date). Remember to update this field as appropriate.
Additional Pay Page

Use the **Additional Pay** page to add additional pay earnings to an employee’s records. This page is used to enter recurring additional pay. Although one-time payments can be made on this page, UCSB best practice is to use the **One Time Pay** page to enter those types of transactions.

- **Effective Date**: The Effective Date will default to the system date (current date). Remember to update this field as appropriate.
- **Payment Details**:
  - *Earnings Code*:
  - *Effective Date*: 02/13/2019
  - *End Date*:
  - *Pay Period Amount*:
  - *Goal Amount*:
  - *Prorate Additional Pay*: Not Specified

- **Job Information**:
  - *Position*: 40077908, STDT 1
  - *Business Unit*: SBCMP, UC Santa Barbara Campus
  - *Department*: PERS
  - *Job Code*: 004922, STDT 1
  - *FTE*: 0.200000
  - *Employee Status*: Active

- **NOTE**: If both End Date and Goal Amount is entered, which ever event occurs first will take precedence.
Additional Pay Page

This page is the ONLY page on you can have multiple rows with different Effective Dates.

To add additional Earnings Codes, click the Add a New Row button in the New Additional Pay section. You can add additional codes with same effective dates or different effective dates.

To add different Effective Dates for recurring additional pays, click the Add a New Row button in the Effective Date section.

You can also add additional lines to the Payments Details section.

If you need to save your work to return to it later, click the Save for Later button. Otherwise, when you have completed entering your transactions, click the Save and Submit button to route your transactions for review and approval. Once approved, you can view your updates on the employee’s job data records.