

PayPath Transactions Part 2

Introductions

Instructor

- Name
- UCI role
- UCPath role
- Years at UC
- Functional experience

Attendees

- Name
- University role
- Years at UCI
- Expectations for this training



Training Logistics

Safety & Housekeeping

- Emergency evacuation procedures
- Restrooms
- Course duration:
- Breaks

Classroom Etiquette

- Please turn off cell phones
- No email or web surfing
- Return from breaks on time
- Please use trash receptacles in the room



Parking Lot

- Parking Lot
 - Capture any questions or concerns that cannot be addressed during class
 - Provide follow up to all attendees of this class



Course Agenda



1: Combination Changes



2. Retroactive PayPath Transactions



Course Objectives



By the end of this course, you should be able to:

- Initiate Various PayPath Combination Transactions
- Understand How To Process Retroactive Transactions using PayPath





Review

PayPath Transactions Part 1



PayPath Transactions Part 1 - Review

As a recap from Part 1 of this course, **PayPath** is a set of online pages in UCPath designed to streamline updates to employee data (position, job and additional pay).



PayPath provides intuitive, compliant functionality that is designed to meet UC's academic and staff requirements. These pages offer a one-stop-shop for processing various types of transactions and the flexibility to submit multiple actions in a single transaction.

- **PayPath** integrates changes to positions, jobs and additional pay, providing a tight integration between Human Resources (HR) actions and funding requirements.
 - **PayPath** cannot be used to hire, terminate, transfer or place employees on a leave of absence.



Transactions Processed in PayPath Actions

The following types of transactions are processed for staff and academic employees using **PayPath Actions**.

PayPath Actions Transactions

Position Data Changes

Job Data Changes

Additional Pay

- Position data changes can be made only for positions that have a single active incumbent.
 - New or vacant positions must be created/updated using a **Position Control Request**.
- **PayPath Actions** is not used to hire, terminate, transfer to a new position or place employees on a leave of absence.



PayPath Actions AWE

All **PayPath Actions** transactions are routed for approval using the Approval Workflow Engine (AWE).

The AWE approval routing for a **PayPath Actions** transaction is based on:

- Security role tied to the PayPath Initiator (for example: Central vs. Department).
- Approval routing configuration by Location (Business Unit). For example, number of approval levels required.

AWE security role assignment and approval routing configuration is determined by each Location's business process.

Note that AWE will only be triggered once when a PayPath transaction is submitted, even if all 3 pages have updated data.

As soon as the transaction has been approved the changes are visible in the system (except for Additional Pay which needs to be processed by UCPC)



Timing and Deadlines

The UCPATH Production Processing Schedule is used to reference when tasks performed by locations and/or the UCPATH Center teams are needed to complete a payroll. This schedule will be standard across all locations.*

Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule	Location						UCPath Center				
		Begin	End		Campus			Med Center Only			Pay Confirm	AM Post Confirm	GL Post Confirm	Pay Statements on UCPATH	Leave Accrual Available on UCPATH (After 5pm)
					* PayPath * Mass Hire * HR Template * Leave Transaction (3pm) * Retro Pay (4pm)	* I-156: FICA (3pm)	* Inbound Files Due*** (2:30pm) * Msg Error Log Distribution (5pm)	* Location Corrections To Msg Error Log (2pm) * E-703 Funding Upload	* Inbound Files Due**** (4am) * Msg Error Log Distribution (8am)	* Location Corrections To Msg Error Log (2pm)					
MO	Mon 07-01-19	06-01-19	06-30-19	190630MOX	Wed 06-19-19	Thu 06-20-19	Thu 06-20-19	Fri 06-21-19	Thu 06-20-19	Fri 06-21-19	Tue 06-25-19	Mon 07-01-19	Thu 06-27-19	Sat 06-29-19	Mon 07-01-19
B1	Wed 07-10-19	06-16-19	06-29-19	190629B1X	Fri 06-28-19	Mon 07-01-19	Tue 07-02-19	Wed 07-03-19	Wed 07-03-19	Wed 07-03-19	Fri 07-05-19*	Mon 07-08-19*	Tue 07-09-19*	Mon 07-08-19	Tue 07-09-19
B2	Wed 07-24-19	06-30-19	07-13-19	190713B2X	Fri 07-12-19	Mon 07-15-19	Tue 07-16-19	Wed 07-17-19	Wed 07-17-19	Wed 07-17-19	Thu 07-18-19	Mon 07-22-19	Mon 07-22-19	Mon 07-22-19	
MO	Thu 08-01-19	07-01-19	07-31-19	190731MOX	Mon 07-22-19	Tue 07-23-19	Tue 07-23-19	Wed 07-24-19	Tue 07-23-19	Wed 07-24-19	Fri 07-26-19	Thu 08-01-19	Tue 07-30-19	Tue 07-30-19	Thu 08-01-19
B1	Wed 08-07-19	07-14-19	07-27-19	190727B1X	Fri 07-26-19	Mon 07-29-19	Tue 07-30-19	Wed 07-31-19	Wed 07-31-19	Wed 07-31-19	Thu 08-01-19	Mon 08-05-19	Mon 08-05-19	Mon 08-05-19	Mon 08-05-19
B2	Wed 08-21-19	07-28-19	08-10-19	190810B2X	Fri 08-09-19	Mon 08-12-19	Tue 08-13-19	Wed 08-14-19	Wed 08-14-19	Wed 08-14-19	Thu 08-15-19	Mon 08-19-19	Mon 08-19-19	Mon 08-19-19	Mon 08-19-19
MO	Fri 08-30-19	08-01-19	08-31-19	190831MOX	Tue 08-20-19	Wed 08-21-19	Wed 08-21-19	Thu 08-22-19	Wed 08-21-19	Thu 08-22-19	Mon 08-26-19	Mon 09-02-19	Wed 08-28-19	Wed 08-28-19	Tue 09-03-19
B1	Wed 09-04-19	08-11-19	08-24-19	190824B1X	Fri 08-23-19	Mon 08-26-19	Tue 08-27-19	Wed 08-28-19	Wed 08-28-19	Wed 08-28-19	Thu 08-29-19	Tue 09-03-19	Mon 09-02-19	Mon 09-02-19	Tue 09-03-19
B2	Wed 09-18-19	08-25-19	09-07-19	190907B2X	Fri 09-06-19	Mon 09-09-19	Tue 09-10-19	Wed 09-11-19	Wed 09-11-19	Wed 09-11-19	Thu 09-12-19	Mon 09-16-19	Mon 09-16-19	Mon 09-16-19	
MO	Tue 10-01-19	09-01-19	09-30-19	190930MOX	Thu 09-19-19	Fri 09-20-19	Fri 09-20-19	Mon 09-23-19	Fri 09-20-19	Mon 09-23-19	Wed 09-25-19	Tue 10-01-19	Fri 09-27-19	Sun 09-29-19	Tue 10-01-19
B1	Wed 10-02-19	09-08-19	09-21-19	190921B1X	Fri 09-20-19	Mon 09-23-19	Tue 09-24-19	Wed 09-25-19	Wed 09-25-19	Wed 09-25-19	Thu 09-26-19	Mon 09-30-19	Mon 09-30-19	Mon 09-30-19	Mon 09-30-19
B2	Wed 10-16-19	09-22-19	10-05-19	191005B2X	Fri 10-04-19	Mon 10-07-19	Tue 10-08-19	Wed 10-09-19	Wed 10-09-19	Wed 10-09-19	Thu 10-10-19	Mon 10-14-19	Mon 10-14-19	Mon 10-14-19	
B3	Wed 10-30-19	10-06-19	10-19-19	191019B3X	Fri 10-18-19	Mon 10-21-19	Tue 10-22-19	Wed 10-23-19	Wed 10-23-19	Wed 10-23-19	Thu 10-24-19	Mon 10-28-19	Mon 10-28-19	Mon 10-28-19	Mon 10-28-19
MO	Fri 11-01-19	10-01-19	10-31-19	191031MOX	Tue 10-22-19	Wed 10-23-19	Wed 10-23-19	Thu 10-24-19	Wed 10-23-19	Thu 10-24-19	Mon 10-28-19	Fri 11-01-19	Wed 10-30-19	Wed 10-30-19	Fri 11-01-19
B1	Wed 11-13-19	10-20-19	11-02-19	191102B1X	Fri 11-01-19	Mon 11-04-19	Tue 11-05-19	Wed 11-06-19	Wed 11-06-19	Wed 11-06-19	Thu 11-07-19	Mon 11-12-19	Tue 11-12-19	Mon 11-11-19	
B2	Wed 11-27-19	11-03-19	11-16-19	191116B2X	Fri 11-15-19	Mon 11-18-19	Tue 11-19-19	Wed 11-20-19	Wed 11-20-19	Wed 11-20-19	Thu 11-21-19	Mon 11-25-19	Mon 11-25-19	Mon 11-25-19	Mon 11-25-19
MO	Wed 11-27-19	11-01-19	11-30-19	191130MOX	Fri 11-15-19*	Mon 11-18-19*	Mon 11-18-19	Tue 11-19-19	Mon 11-18-19**	Tue 11-19-19	Fri 11-22-19*	Mon 12-02-19*	Tue 11-26-19*	Mon 11-25-19*	Mon 12-02-19
B1	Wed 12-11-19	11-17-19	11-30-19	191130B1X	Wed 11-27-19*	Mon 12-02-19*	Tue 12-03-19	Wed 12-04-19	Wed 12-04-19	Wed 12-04-19	Thu 12-05-19	Mon 12-09-19	Mon 12-09-19	Mon 12-09-19	
B2	Mon 12-23-19	12-01-19	12-14-19	191214B2X	Thu 12-12-19*	Fri 12-13-19*	Mon 12-16-19*	Tue 12-17-19*	Tue 12-17-19*	Tue 12-17-19*	Wed 12-18-19*	Mon 12-23-19*	Fri 12-20-19*	Thu 12-19-19*	Mon 12-23-19
MO	Thu 01-02-20	12-01-19	12-31-19	191231MOX	Thu 12-19-19	Fri 12-20-19	Fri 12-20-19	Mon 12-23-19	Fri 12-20-19	Mon 12-23-19	Fri 12-27-19	Thu 01-02-20	Mon 12-30-19	Mon 12-30-19	Thu 01-02-20
B1	Wed 01-08-20	12-15-19	12-28-19	191228B1X	Thu 12-26-19*	Fri 12-27-19*	Mon 12-30-19*	Thu 01-02-20*	Thu 01-02-20*	Thu 01-02-20*	Fri 01-03-20*	Mon 01-06-20*	Tue 01-07-20*	Mon 01-06-20	

The UCPATH Payroll Processing Schedule is stored on UCPATH online. To access it, navigate to: Quick links -> Payroll Calendars for [MO](#) or [BW](#) and [Schedules](#)

* Dates adjusted due to holiday payroll processing.

** Indicates 10am deadline.

** Indicates 5pm deadline.

** Indicates 5pm deadline.

Note: Direct Retro process (aka Salary Cost Transfer) runs daily except the scheduled Payroll Confirm and GL Post Confirm dates.

*** Inbound Files - Description	Observed Holidays				Benefit Holiday	
	Run ID	Check Date	Run ID	Check Date	Run ID	Check Date
E-084: Manage Accruals E-330: Batch Load Additional Pay -160: Tuition Reimbursement -176: Parking Deductions -181: Regular Time Entry	E-353: Batch Load One-Time Payments I-171: Recurring General Deductions I-178: Parking Deductions Corrections I-378: One Time General Deductions I-618: Flat Dollar Amount.	Monday, December 24, 2018	Winter Holiday	Thursday, July 4, 2019	Independence Day	190518B3X 05-29-2019
		Tuesday, December 25, 2018	Winter Holiday	Monday, September 2, 2019	Labor Day	191019B3X 10-30-2019
		Monday, December 31, 2018	New Year Holiday	Monday, November 11, 2019	Veterans Day	
		Tuesday, January 1, 2019	New Year Holiday	Thursday, November 28, 2019	Thanksgiving Day	
		Monday, January 21, 2019	Martin Luther King, Jr. Day	Friday, November 29, 2019	Friday following Thanksgiving Day	
		Monday, February 18, 2019	Presidents Day	Tuesday, December 24, 2019	Winter Holiday	
		Friday, March 29, 2019	Cesar Chavez Day	Wednesday, December 25, 2019	Winter Holiday	
		Monday, May 27, 2019	Memorial Day	Tuesday, December 31, 2019	New Year Holiday	

*Deadlines for time & attendance or pay file processing for Medical Centers may differ from deadlines for other UC locations.



Additional Info on PayPath Transactions



Please refer to the PayPath Transactions Part 1 course for additional information on:

- **Position Changes**
- **Job Data Changes**
- **Additional Pay**
- **Key Concepts & Vocabulary**



Person Organizational Summary Overview

- Before navigating to UCPATH pages, use the **Person Org Summary** page to view a summary of an employee's current organizational relationships, including HR and payroll status, primary job assignment and other current job assignment details.
- This page displays current employee information for all organizational relationships: Employee, Contingent Worker (CWR) and Person of Interest (POI).
 - An employee may have more than one organizational relationship concurrently. For example, the person may be an employee at one UC Location and a CWR at another.
- This page does not have row-level security. If you have access to this page, you can view job assignment information for all employee records across all locations.
- *This page does not display historical or future-dated employment details.* See **Workforce Job Summary** to view employee's within your row-level security.



Person Organization Summary

Navigation: PeopleSoft Menu > Workforce Administration > Personal Information > **Person Organizational Summary**

If there is more than one row of data, click the **View All** link to view all current information.

Person Organizational Summary

Person Organizational Summary

David Johnson

Person ID 10015018

Benefit Eligibility Hours
Limited Hours Career
Floater Hours Career

▼ **Employment Instances** Find | View 1 First 1-2 of 2 Last

ORG Instance 0 HR Status Inactive Last Hire 01/29/2016
 Primary Job: Payroll Status Terminated Termination Date 03/23/2018 Resign - No Reason Given

Assignments Personalize | Find | First 1 of 1 Last

Empl Record	Business Unit	Position Number	Dept ID	Department Description	Job Code	Description	Expected Job End Date	FTE	Employee Class	Union Code	FLSA Status	Pay Group	Employee Type	Probation Code	Probation End Date
0	ASLA1	40011782	152	MTW	004921	STDT 2		0.100000	Student: Casual/Restricted	99	N	AST	H	None	

ORG Instance 1 HR Status Inactive Last Hire 01/29/2016
 Primary Job: Payroll Status Terminated Termination Date 03/14/2019 Resign - No Reason Given

Assignments Personalize | Find | First 1 of 1 Last

Empl Record	Business Unit	Position Number	Dept ID	Department Description	Job Code	Description	Expected Job End Date	FTE	Employee Class	Union Code	FLSA Status	Pay Group	Employee Type	Probation Code	Probation End Date
1	ASLA1	40011803	207	Catering	004922	STDT 1	10/31/2019	0.100000	Student: Casual/Restricted	99	N	AST	H	None	



Things to Remember ...

- **Position Data** and **Job Data** changes can be entered in a single PayPath transaction; however, they must have the same **Effective**

Position Data | Job Data | Additional Pay Data

Susan Green Employee

Position Data

Position Number: 40294657 ADMIN SPEC

Effective Date: 09/20/2019

Position Data | Job Data | Additional Pay Data

Susan Green Employee Empl ID: 10304998 Empl Record: 0

Staff: Career HR Status: Active Payroll Status: Active

Job Data Find | View All First 1 of 1

Effective Date: 09/20/2019

Effective Sequence: 0

Action: POS Position Change

Action Reason: LOC Update Location Code

[Funding Entry Page](#)
[Work Force Job Summary](#)
[Person Org Summary](#)



Things to Remember ...

- When a position data change is entered, a new row is automatically inserted in the **Job Data** page and displays the updated position data fields.

Position Data Change

Reports To Position: <input type="text" value="40292980"/>	ADMIN ANL SUPV NEX	Reports To Position: 40292980	ADMIN ANL SUPV NEX
Sal Admin Plan: <input type="text" value="IR"/>		Sal Admin Plan: IR	
Salary Grade: <input type="text" value="I"/>		Salary Grade: I	
Standard Hours: 20.00		Standard Hours: 40.00	
FTE: <input type="text" value="0.500000"/>		FTE: 1.000000	

Job Data Change

Salary Grade: I	Step: <input type="text"/>	
FTE: 0.500000	Employee Class: <input type="text" value="2"/>	Staff: Career
Appointment End Date: <input type="text"/>		
Earnings Distribution Type: None	Comp Rate: 23.480000	Standard Hours: 20.00



Things to Remember ...

- You can enter multiple **Additional Pay** entries with different details in the same transaction.
- Certain details in the **Earnings Code, Effective Date** and **Payment Details** will have specified criteria when stacking transactions.

New Additional Pay Find | View 1 First 1-2 of 2 Last

Earnings Code: SAS Stipend-Admin-Staff

Effective Date Find | View All First 1 of 1 Last

*Effective Date: 09/20/2019

Payment Details Find | View All First 1 of 1 Last

Addl Seq #: 1

End Date: 06/30/2020 Reason: New Additional Pay

Pay Period Amt: \$100.00

Goal Amount: \$1,200.00 Goal Balance:

Prorate Additional Pay

Applies To Pay Periods

First Second Third

New Additional Pay Find | View All First 1 of 1 Last

Earnings Code: BON Bonus

Effective Date Find | View All First 1 of 1 Last

*Effective Date: 10/01/2019

Payment Details Find | View All First 1 of 1 Last

Addl Seq #: 1

End Date: 10/31/2019 Reason: New Additional Pay

Pay Period Amt: \$250.00

Goal Amount: 500.00 Goal Balance:

Prorate Additional Pay

Applies To Pay Periods

First Second Third



Things to Remember ...

- All **Job Data** fields that are controlled by **Position Data** appear as display-only.
- After a PayPath transaction is submitted for approval (Pending Approval status), you cannot enter another PayPath transaction for that employee record until the pending transaction has been processed by Location AWE.
- PayPath transactions do not require UCPC approval. Transactions are written to the database upon Location approval. Transactions may take an additional business day to appear in ODS/Reports.



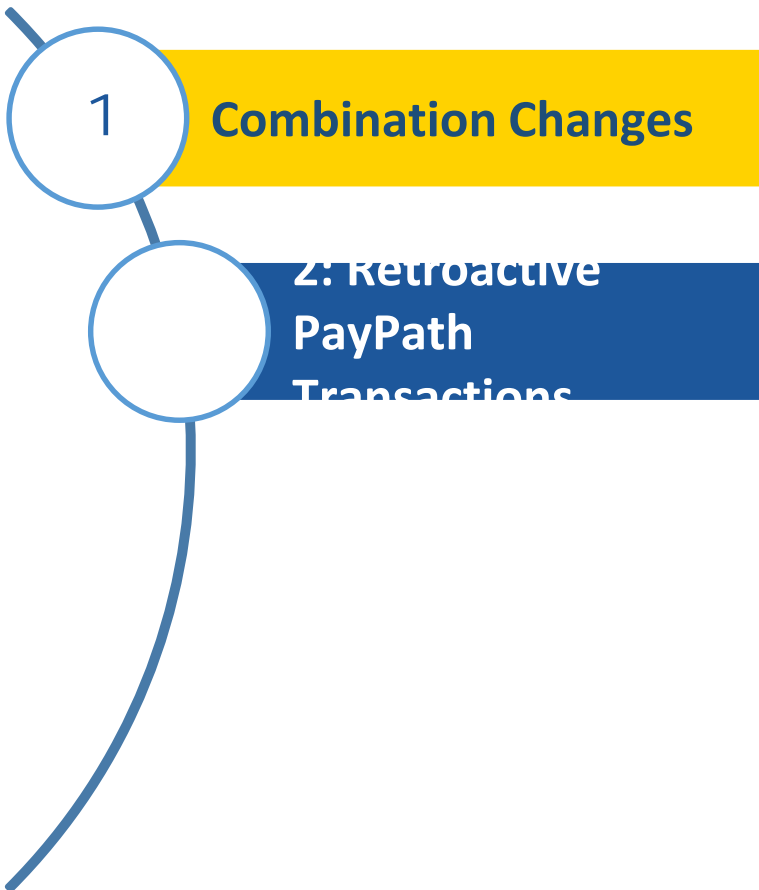


Lesson 1

Combination Changes



Lesson Objectives



In this lesson you will learn how to:

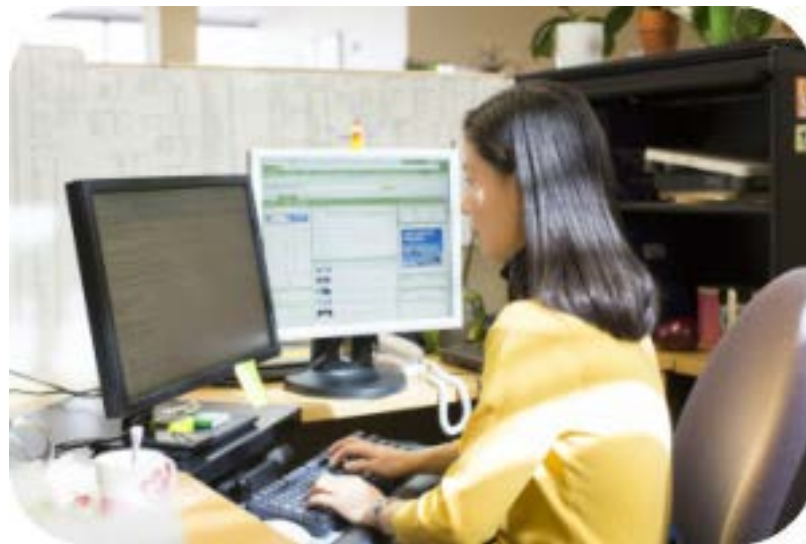
- Initiate Various PayPath Combination Changes



Combination Changes – Overview

There are many circumstances where a combination of changes are needed between position, job data and additional pay.

The following slides provide direction for additional practice on some of the common combination changes.





Initiate Position Data + Job Data Change PayPath Transaction

- ◆ Watch as your instructor demonstrates how to initiate a combination change PayPath transaction in UCPATH.
- ◆ Follow along using the UCPATH Help topic.
 - ◆ **Academic:** Open the UCPATH Help site and refer to the *Initiate Position Data + Job Data Change PayPath Transaction (Acad)* topic.
 - ◆ **Academic Health Sciences Compensation Plan (HSCP):** Open the UCPATH Help site and refer to the *Initiate Position Data + Job Data Change PayPath Transaction (Acad HSCP)* topic.
 - ◆ **Staff:** Open the UCPATH Help site and refer to the *Initiate Position Data + Job Data Change PayPath Transaction (Staff)* topic.
- ◆ Launch the **Print It** version of the topic.
- ◆ At the end of the demonstration, you will have the opportunity to practice this task.



Exercise 1

Initiate Position Data Change PayPath Transaction

- This is your opportunity to practice this task on your own.
 - **Academic:** Select the *Initiate Position + Job Data Change PayPath Transaction (Acad)* topic.
 - **Academic (HSCP):** Select the *Initiate Position + Job Data Change PayPath Transaction (Acad HSCP)* topic.
 - **Staff:** Select the *Initiate Position + Job Data Change PayPath Transaction (Staff)* topic.
- Ask your instructor for assistance, if needed.

Navigation:

PeopleSoft Menu
> UC Customization
> UC Extensions
> PayPath Actions





Initiate Job Data Change + Additional Pay PayPath Transaction

- ◆ Watch as your instructor demonstrates how to initiate a combination change PayPath transaction in UCPATH.
- ◆ Follow along using the UCPATH Help topic.
 - ◆ **Academic:** Open the UCPATH Help site and refer to the *Initiate Job Data Change + Additional Pay PayPath Transaction (Acad)* topic.
 - ◆ **Staff:** Open the UCPATH Help site and refer to the *Initiate Job Data Change + Additional Pay PayPath Transaction (Staff)* topic.
- ◆ Launch the **Print It** version of the topic.
- ◆ At the end of the demonstration, you will have the opportunity to practice this task.



Exercise 2

Initiate Job Data Change + Additional Pay PayPath Transaction

- This is your opportunity to practice this task on your own.
 - **Academic:** Select the *Initiate Job Data Change + Additional Pay PayPath Transaction (Acad)* topic.
 - **Staff:** Select the *Initiate Job Data Change + Additional Pay PayPath Transaction (Staff)* topic.
- Ask your instructor for assistance, if needed.

Navigation:

PeopleSoft Menu
> UC Customization
> UC Extensions
> PayPath Actions





Initiate Position Data + Job Data + Additional Pay Change PayPath Transaction

- ◆ Watch as your instructor demonstrates how to initiate a combination change PayPath transaction in UCPATH.
- ◆ Follow along using the UCPATH Help topic.
 - ◆ **Academic:** Open the UCPATH Help site and refer to the *Initiate Position Data + Job Data + Additional Pay Change PayPath Transaction (Acad)* topic.
 - ◆ **Staff:** Open the UCPATH Help site and refer to the *Initiate Position Data + Job Data + Additional Pay Change PayPath Transaction (Staff)* topic.
- ◆ Launch the **Print It** version of the topic.
- ◆ At the end of the demonstration, you will have the opportunity to practice this task.

Exercise 3

Initiate Position Data + Job Data Change (2) + Additional Pay PayPath Transaction

- This is your opportunity to practice this task on your own.
 - **Academic:** Select the *Initiate Job Data Change + Additional Pay PayPath Transaction (Acad)* topic.
 - **Staff:** Select the *Initiate Job Data Change + Additional Pay PayPath Transaction (Staff)* topic.
- Ask your instructor for assistance, if needed.

Navigation:

PeopleSoft Menu
> UC Customization
> UC Extensions
> PayPath Actions





Initiate Job Data FTE Override PayPath Transaction

- ◆ Watch as your instructor demonstrates how to initiate a job data FTE override PayPath transaction in UCPATH.
- ◆ Follow along using the UCPATH Help topic.
 - ◆ Open the UCPATH Help site and refer to the *Initiate Job Data FTE Override PayPath Transaction (Staff/Acad)* topic.
- ◆ Launch the **Print It** version of the topic.
- ◆ At the end of the demonstration, you will have the opportunity to practice this task.



Exercise 4

Initiate Job Data FTE Override PayPath Transaction

- This is your opportunity to practice this task on your own.
 - **Academic or Staff:** *Initiate Job Data FTE Override PayPath Transaction.*
- Ask your instructor for assistance, if needed.

Navigation:

PeopleSoft Menu
> *UC Customization*
> *UC Extensions*
> *PayPath Actions*



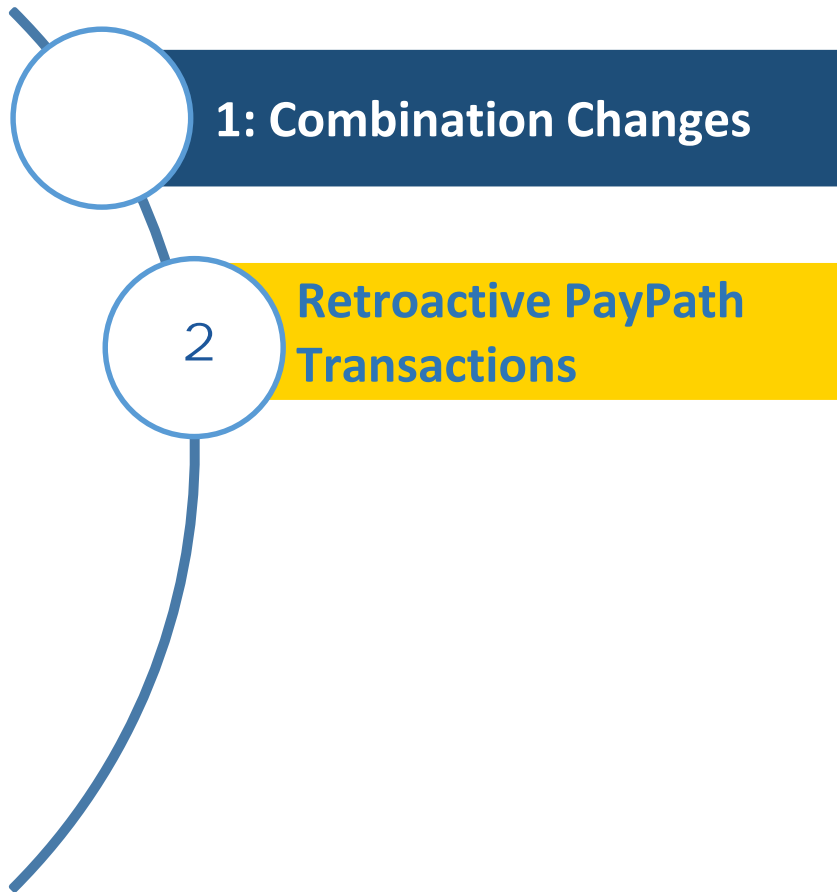


Lesson 2

Retroactive PayPath Transactions



Lesson Objectives



1: Combination Changes

2

Retroactive PayPath Transactions

In this lesson you will learn how to:

- Initiate a Retroactive Data Change
- Impacts of Effective Date



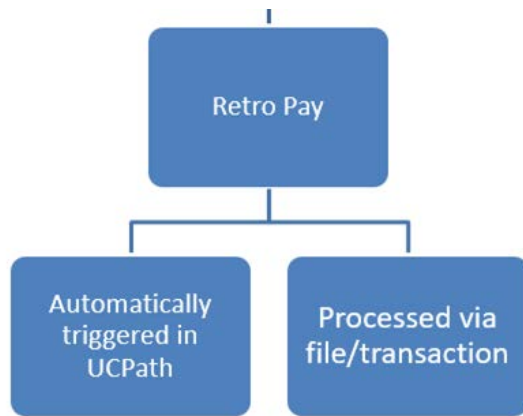
Retroactive Transactions

Overview

- Retroactive transactions are used to initiate an action or to correct a previous action. The **Effective Date** of a retroactive transaction is prior to the Effective Date of the transaction.
- Retroactive transaction may result in the need for a pay adjustment. The UCPC will evaluate the transaction and process the pay adjustment, if necessary.
- Retroactive pay adjustments are processed on the employee's regular on-cycle pay period.



Process Overview – Retro Pay



Retro pay adjustments and overpayments are processed at the UCPATH Center.

- Retro pay is not considered missed pay and is processed on-cycle
- Transactions that result in overpayment are processed via Payroll Requests. More details provided in the *Payroll Requests* course.

The UCPATH Center defines these types of transactions as follows:

Adjustment Type	Overview	Example
Retro Pay	A pay adjustment that occurs as a result of a retro transaction that impacts prior earnings.	A retro pay increase is entered for an employee. A retro pay adjustment is triggered in UCPATH to pay the difference in rates from what was paid and what should have been paid.
Overpayment (reviewed in Payroll Requests)	A pay adjustment that occurs as a result of an employee receiving more earnings than he/she was entitled to. An overpayment can also be the result of a retroactive transaction.	A retroactive unpaid leave of absence effective date is entered for an employee, and they have already been paid for the period after the effective date. The result is an overpayment and has to be recovered from the employee.



Process Overview

Responsibilities by party in the Retro Pay process:

Employee	Location	UCPath Center WFA	UCPath Center Benefits	UCPath Center Payroll
<ul style="list-style-type: none"> • Monitors his/her pay regularly to identify any issues • Initiates Inquiries for pay issues 	<ul style="list-style-type: none"> • Submits Job Data and/or Additional Pay transaction via PayPath or Smart HR template • Reviews retro reports and reaches out to the UCPath Center with any issues 	<ul style="list-style-type: none"> • Approves Job Data and Additional Pay Requests submitted via Smart HR Template* and commits them to UCPath <p><i>*Changes submitted via PayPath are not reviewed by WFA.</i></p>	<ul style="list-style-type: none"> • Ensures that eligibility and enrollments are updated if retro transaction results in changes • Makes premium adjustments based on enrollment changes • Manually manages vendor interface submissions for retro enrollment dates • Retro transactions to Job Data trigger a retro transaction for accruals 	<ul style="list-style-type: none"> • Reviews pay requests in Retro module for validity and provides the Loaded Retro Results report to locations • Processes inbound files via on-cycle and off-cycle payrolls • Manages the overpayment recovery process



Retroactive Transaction – No Impact to Pay

- Here are some examples of PayPath Actions that do not result in a retroactive pay:

- Reports To (Position Data)
- Department Location (Position Data)
- Probation Code/Probation End Date (Job Data)

The screenshot displays a UCPath system interface with the following sections and fields:

- Position Data:**
 - Position Number: 40294657
 - ADMIN SPEC
 - Effective Date: 09/20/2019
- New Values to update:**
- UC Job Data:**
 - ERIT/Phased Retirement End Dt: [calendar icon]
 - Trial Employment End Date: [calendar icon]
 - Probation Code: Probation Completed (circled in red)
 - PY Career Duration: [dropdown]
 - Location Use End Date: [calendar icon]
 - Probation End Date: 09/03/2015 (circled in red)
 - Location Use Type: [dropdown]
- Job Data Comments:** [text area]
- Reports to Position:** (circled in red)
- ADMIN ANL SUPV NEX
- Sal Admin Plan: IR [search icon]
- Salary Grade: I [search icon]
- Standard Hours: 40.00
- FTE: 1.000000



Retroactive Transaction – Impact to Pay

Here are some examples of PayPath Actions that result in a retroactive pay:

- Job Code – Promotion/Reclassification (Position Data)
- Salary Admin Plan (Position Data)
- FTE (Position or Job Data)
- Compensation Rate (Job Data)
- Change of Effective Date or Pay Period Amount (Additional Pay)

Additional Pay Data tab
Position Data tab

New Additional Pay Find | View All First 1 of 1 Last

*Earnings Code: SAS Stipend-Admin-Staff

Effective Date Find | View All First 1 of 1 Last

*Effective Date: 09/20/2019

Payment Details Find | View All First 1 of 1 Last

Addl Seq #: 1

End Date: 06/30/2020 Reason: Not Specified

*Pay Period Amt: \$100.00

Goal Amount: 1200.00 Goal Balance:

Prorate Additional Pay

Applies To Pay Periods

First Second Third

FTE: 1.000000



Additional Info on Retroactive Transactions



- The effective date for a change on the Position Data page cannot be the same as the original effective date or a previously used effective date. This change can only be made by UCPC via Case Management.

Position Data

Position Number: 40294657 ADMIN SPEC

Effective Date: 09/20/2019

New Values to update



Initiate Retroactive PayPathTransaction

- ◆ Watch as your instructor demonstrates how to initiate a retroactive additional pay transaction in UCPATH.
- ◆ Follow along using the UCPATH Help topic.
 - ◆ Open the UCPATH Help site and refer to the *Initiate Retroactive Additional Pay PayPath Transaction (Staff/Acad)* topic.
- ◆ Launch the **Print It** version of the topic.
- ◆ At the end of the demonstration, you will have the opportunity to practice this task.



Exercise 5 A/B

Initiate Retroactive PayPath Transaction

- This is your opportunity to practice this task on your own.
 - Use your PayPath Workbook to complete the following tasks:
 - (A) Initiate retroactive PayPath transaction with no impact to pay
 - (B) Initiate retroactive PayPath transaction with impact to pay.
- Ask your instructor for assistance, if needed.

Navigation:

PeopleSoft Menu
> *UC Customization*
> *UC Extensions*
> *PayPath Actions*



Lesson Objectives Review



Having completed this lesson, you should now be able to:

1: Combination Changes

2: Retroactive
PayPath
Transactions

- Initiate various PayPath combination transactions.
- Process Retroactive Transactions in PayPath.



Putting It All Together



- As the Location PayPath Initiator, you initiate position data change, job data change and additional pay transactions, which are workflowed to Location PayPath Approver(s) for approval.
- **PayPath Actions** allows historic, current or future updates in **Position Data** and **Job Data**.
- The position data change **Effective Date** cannot be the same date as any existing effective date for the employee in the **Position Information** component because there is no sequence field for same-date actions.
- **Job Data** changes can be made independent of a position data change. However, if a position data change is made, PayPath automatically updates the **Job Data** page to display the new position information.
- Retroactive transaction may result in the need for a pay adjustment. The UCPC will evaluate the transaction and process the pay adjustment, if necessary.
- Refer to the *PayPath Transactions – Action Codes, Reason Codes and Descriptions* job aid for a description of all **Action** and **Action Reason** code combinations.



Key Takeaways



- Multiple **position data** and **job data** changes with the same **effective date** can be entered in a single PayPath transaction
- Multiple **additional pay** entries with different **effective dates** can be entered in a single PayPath transaction.
- When a position change is entered, a new row is automatically inserted in the **Job Data** page and displays the updated position data information.
- All **job data** fields that are controlled by **position data** appear as display-only.
- After a PayPath transaction is submitted for approval (Pending Approval status), you cannot enter another PayPath transaction for that employee until the pending transaction has been processed by all Approvers.
- Use the UCPATH Payroll Processing Schedule to reference when transactions will be processed by UCPC.



Parking Lot

- Review parking lot
 - Have all questions been answered during our class?
 - Are there any new questions to add to the list?



Where to Get Help

1. Your training materials are available to use as reminders for navigation, codes, and page processing information.
 - ◆ UPKs
 - ◆ Job Aids
 - ◆ Presentation decks
2. Who do you ask for Help now?
 - ◆ Continue to do so. Specially trained users (Points of Contact, POCs) are ready to help you within your departments and divisions.
 - ◆ Many of the POCs are those you have already worked with.
3. You or the POC contacts the Employee Experience Center (EEC or Service Now) via phone or website to view knowledge base articles and/or open a ticket.
4. The **UCPath Help** site is your last level of support. Search for conceptual content, job aids or step-by-step instructions for UCPath tasks.
 - ◆ From the UCPath portal homepage, expand the **Help / FAQ** section on the left side of the page, click the appropriate link.
 - ◆ From any UCPath page or component, click the **Help** link in the upper right corner of the page to find help topics specific to the page/component.





THANK YOU

UCPath Training



Appendix



Reference Material for Review

Review Business Process Guides related to Workforce Administration transactions and discuss changes associated with the transition to the new processes:

- WFA.03 Job Data Changes
- WFA.06 Job Earnings Distribution
- WFA.07 Job Record End Date Monitoring
- WFA.50 Position Management
- WFA.55 PayPath



Additional UCPath Pages

Below is a list of UCPath pages that may need to be completed as part of the hire process. It includes the steps listed in the onboarding overview plus some additional pages related to the hire process.

Page	Purpose	Navigation	Course
Position Control Request	Create/ Update a Position	PeopleSoft Menu > UC Customizations > UC Extensions > Position Control Request	Position Control ILT
Funding Entry	Add or update position funding.	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry	Funding & Budget Distribution ILT
Budget Distribution Page	Assign permanently budgeted portions of the position.	PeopleSoft Menu > Set Up HCM > Product Related > Commitment Accounting > Budget Information > UC Customizations > Budget Distribution	Funding & Budget Distribution ILT
Person Profile	Update employee's qualifications, education, oath & patent signature dates and UC Student Status.	PeopleSoft Menu > Workforce Development > Profile Management > Profiles > Person Profile	Template Transactions Part 1 (this course)
Security Clearance Page	Update different types of Security Clearances for an employee. For example, I9 completion.	PeopleSoft Menu > Workforce Administration > Personal Information > Security Clearance	
Employee checklist	Update or add a new checklist for an employee.	PeopleSoft Menu > Workforce Administration > Personal Information > Organizational Relationships > Person Checklist	Template Transactions Part 1 (this course)

