PURPOSE:
COHS has employees that require Compensation plans that may include Prime, Prime X, Negotiated pay, Above Scale, or Off Scale (Multiple Components of Pay (MCOP)). This document focuses on the correct setup of the MCOP and Job Earnings Distribution (JED) specifically to achieve...

- Accurate payment to the employee
- Accurate Job Earnings Distribution to be able to set up funding correctly.
- Please note: there is a separate Job Aid to address the Funding Entry.

Important Steps:
Set up new Position (if required) with appropriate
- Job Code
- Salary Plan
- Salary Grade

Set up Smart Hire Template (New Hire, Rehire, or Concurrent Hire, as appropriate).
- Job Data- Compensation
- Job Earnings Distribution (JED)
- Submit for Approval and Processing Pay Path Actions
- Updates if/when required.

Scenarios
The following scenarios will be addressed in this document, under the Set Up of the Smart Hire Template, and in PayPath Actions as appropriate.

- Multiple Components of Pay (MCOP) and Job Earnings Distribution (JED) are created on the Smart HR Templates, and updated in PayPath.

<table>
<thead>
<tr>
<th>Components of Pay</th>
<th>Salary Step</th>
<th>Compensation Codes</th>
<th>JED</th>
</tr>
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<tbody>
<tr>
<td>Scenario 1</td>
<td>X and X Prime</td>
<td>Select Salary Step</td>
<td>X and X Prime are derived from Salary Step</td>
</tr>
<tr>
<td>Scenario 2</td>
<td>X, X Prime, and Negotiated</td>
<td>Select Salary Step</td>
<td>X and X Prime are derived from Salary Step Add Row for Negotiated</td>
</tr>
<tr>
<td>Scenario 3</td>
<td>X, X Prime, Off Scale, and Negotiated</td>
<td>Select Salary Step</td>
<td>X and X Prime are derived from Salary Step Add Rows for Off Scale, and Negotiated</td>
</tr>
<tr>
<td>Scenario 4</td>
<td>Above Scale X, Above Scale X Prime, and Negotiated</td>
<td>Leave Salary Step Blank</td>
<td>Add Rows for Above Scale X, Above Scale X Prime and Negotiated (X and X Prime are not derived)</td>
</tr>
<tr>
<td>Scenario 5</td>
<td>Pay Path Change- Example FTE Job Change</td>
<td>No Change</td>
<td>No Change</td>
</tr>
</tbody>
</table>
Position: Special Instructions for HCOMP - MCOP

1. **Position Control: Set UP**
   A. **Key Elements for Creating a Position for H-COMP.**
      1. Job Code (a) - Job Codes for H-COMP have the H-COMP in the description, ensure you have selected the correct Job Code.
      2. Salary Plan (b) - Salary Plans that are associated with the Job Code selected will be available to select.
      3. Salary Grade (c) - Salary Grades that are associated with Salary Plan and Job Code selected will be available to select.
      4. FTE (d) - is used in calculating the total compensation for the Job.

*Navigation: PeopleSoft Menu > UC Customizations > UC Extensions > Position Control Request*
a. Job Code- Select the appropriate Job Code for HCOMP (See Table Below)

![Job Code Image]

b. Salary Plan- Select the Salary Plan APU0 through APU9 (See Table Below)

c. Salary Grade- Select the appropriate Grade (See Table Below)

![Salary Plan Information Image]

d. FTE-Enter the FTE for this Position.

![FTE Image]

Current Job Codes

![Current Job Codes Image]

NOTE: To identify HCOMP Job Codes, Select the Advanced Lookup and in the Description Select “Contains” and Type HCOMP. Then select the appropriate Job Code.
2. Smart HR Template (New Hire, Rehire, or Concurrent Hire)

B. Key Elements for creating the HR Template with the appropriate Compensation Codes (MCOP) and Job Earnings Distribution (JED)

1. Position # for HCOMP Position: Select Vacant Position
2. Salary Step: Select appropriate, the X and X Prime Compensation Codes and Rates will be derived from the Salary Step.
   NOTE: Leave Blank if Above Scale, you will be creating the Compensation Codes Manually for Above Scale X and Above Scale X Prime
3. Compensation Codes and Compensation Amount: These will be derived from the Salary Step for the X and X Prime.
   NOTE: Add Rows for Negotiated, Off Scale, Above Scale X, and Above Scale X Prime as appropriate. Compensation Amount should be the Annual amount. Do NOT calculate Annual Amount based on the FTE, UCPath will do that calculation as appropriate.
5. Submit for Approval
   i. Once Job is approved and processed by UCPC- JED will appear in Funding Entry, and position can now be funded for the MCOP.

Navigation: PeopleSoft Menu > Workforce Administration > Smart HR Template > Smart HR Transactions

1. Position Number- Select the correct position number.

NOTE: The Key Elements from the Position populate, and are not available to be updated.
### Employee Information

**Work Location - Position Data**
- Position Number: 40205120

**Job Information - Job Code**
- Job Code: 00721

**Job Information - Standard Hours**
- Standard Hours: 40.000000
- FTE: 1.000000

**Job - Salary Plan**
- Salary Administration Plan: APU3
- Salary Grade: 1

This document can be found on the UCPath website. [https://ucpath.uci.edu/user-type/transactional-users.html]
Scenario 1: Components of Pay- X and X Prime

2. Enter the Salary Step- Based on the appropriate Compensation Rate.

3. Comp Rate Code, Compensation Rate will automatically populate, based on the Salary Step.
   NOTE: the Rate Code Source indicates the Comp Rate Code and the Compensation Rate came from the Salary Step. If you attempt to change the Rate Amount, you will receive an error message, and will have to address, see Scenario 4 for an example.
4. Job Earnings Distribution (JED) - Derives from UCH** Compensation Rate Codes
   i. Earnings Distribution Type- “By Amount” is the Default
   ii. Aggregate Comp Rate is derived based on the Compensation Rate Annual Amounts and FTE. This amount is the monthly amount the employee will receive for this compensation plan. This does not include additional pay, or pay from any other jobs.
   iii. Earn Codes are derived from Comp Rate Codes. (See Table below)

<table>
<thead>
<tr>
<th>Comp Rate Code</th>
<th>Comp Rate Code Description</th>
<th>Earn Code</th>
<th>Earn Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCHSP</td>
<td>HSCP &quot;X Prime&quot; - Annual Rate</td>
<td>HSP</td>
<td>HSCP-Differential (X Prime)</td>
</tr>
<tr>
<td>UCHSX</td>
<td>HSCP &quot;X&quot; - Annual Rate</td>
<td>HSR</td>
<td>HSCP-Regular (X)</td>
</tr>
<tr>
<td>UCHSN</td>
<td>HSCP Negotiated [NOT FIRM]</td>
<td>HSN</td>
<td>HSCP-Negotiated (Y)</td>
</tr>
<tr>
<td>UCHSAP</td>
<td>HSCP Above Scale - X Prime</td>
<td>HSP</td>
<td>HSCP-Differential (X Prime)</td>
</tr>
<tr>
<td>UCHSAX</td>
<td>HSCP Above Scale - X</td>
<td>HSR</td>
<td>HSCP-Regular (X)</td>
</tr>
<tr>
<td>UCHSO1</td>
<td>HSCP Off Scale 1 (Eligible)</td>
<td>HOS</td>
<td>HSCP Off-Scale X Earnings</td>
</tr>
<tr>
<td>UCHSO2</td>
<td>HSCP Off Scale 2 (Ineligible)</td>
<td>HOS</td>
<td>HSCP Off-Scale X Earnings</td>
</tr>
<tr>
<td>UCHSO3</td>
<td>HSCP Off Scale 3 (Decrease)</td>
<td>HOS</td>
<td>HSCP Off-Scale X Earnings</td>
</tr>
<tr>
<td>UCHSY</td>
<td>HSCP Negotiated [FIRM]</td>
<td>HSN</td>
<td>HSCP-Negotiated (Y)</td>
</tr>
<tr>
<td>UCHSMA</td>
<td>HSCP Min Scale - Above Scale X</td>
<td>HSR</td>
<td>HSCP-Regular (X)</td>
</tr>
<tr>
<td>UCHSMP</td>
<td>HSCP Min Scale - X Prime</td>
<td>HSP</td>
<td>HSCP-Differential (X Prime)</td>
</tr>
<tr>
<td>UCHSMX</td>
<td>HSCP Min Scale - X</td>
<td>HSR</td>
<td>HSCP-Regular (X)</td>
</tr>
<tr>
<td>UCHMAP</td>
<td>HSCP Min - Above Scale X Prime</td>
<td>HSP</td>
<td>HSCP-Differential (X Prime)</td>
</tr>
</tbody>
</table>

5. Submit the Transaction for Approval.
   NOTE: Approval must be completed, and UCPC must have processed the transaction prior to MCOP Funding Entry can be completed.
Scenario 2: Add Negotiated Amount

1. Enter Position Number
2. Enter the Salary Step - Based on the appropriate Compensation Rate.
3. Enter Compensation Code - Add Negotiated Amount
   X and X Prime are both derived from the Salary Step
   Add a row (+) and enter the Comp Rate Code (UCHSN) and Compensation Rate Annual Amount.
   NOTE: The Rate Code Source is “Manual” for the rows added.

4. Job Earnings Distribution (JED) - Derives from UCH** Compensation Rate Codes
   i. Earnings Distribution Type - “By Amount” is the Default
   ii. Aggregate Comp Rate is derived based on the Compensation Rate Annual Amounts and FTE. This amount is the monthly amount the employee will receive for this compensation plan. This does not include additional pay, or pay from any other jobs.
   iii. Earn Codes are derived from Comp Rate Codes
5. Submit the Transaction for Approval.
   NOTE: Approval must be completed, and UCPC must have processed the transaction prior to MCOP Funding Entry can be completed.
Scenario 3: Add Off Scale and Negotiated Amount

1. Enter Position Number
2. Enter the Salary Step - Based on the appropriate Compensation Rate.
3. Enter Compensation Code - Add Off Scale and Negotiated Amount X and X Prime are both derived from the Salary Step
   Add a row (+) and enter the Comp Rate Code (UCHSO* and UCHSN) and Compensation Rate Annual Amounts for each.
   NOTE: The Rate Code Source is “Manual” for the rows added.

4. Job Earnings Distribution (JED) - Derives from UCH** Compensation Rate Codes
   i. Earnings Distribution Type- “By Amount” is the Default
   ii. Aggregate Comp Rate is derived based on the Compensation Rate Annual Amounts and FTE. This amount is the monthly amount the employee will receive for this compensation plan. This does not include additional pay, or pay from any other jobs.
   iii. Earn Codes are derived from Comp Rate Codes

5. Submit the Transaction for Approval.
   NOTE: Approval must be completed, and UCPC must have processed the transaction prior to MCOP Funding Entry can be completed
Scenario 4: Above Scale X and X Prime Components of Pay

1. Enter Position Number
2. DO NOT Enter the Salary Step
   Do NOT enter a Salary Step, if this for Above Scale. The Components of Pay will be manually entered.

3. Enter Compensation Code- Above Scale X, Above Scale Prime X and Negotiated Amount
   X and X Prime are not derived, as the Step is left blank.
   Add a row (+) and enter the Comp Rate Code (UCSHAP, UCHSAX, UCHSN) and Compensation Rate Annual Amount for each.
   NOTE: The Rate Code Source is “Manual” for the rows added.
4. Job Earnings Distribution (JED) - Derives from UCH** Compensation Rate Codes

i. Earnings Distribution Type- “By Amount” is the Default

ii. Aggregate Comp Rate is derived based on the Compensation Rate Annual Amounts and FTE. This amount is the monthly amount the employee will receive for this compensation plan. This does not include additional pay, or pay from any other jobs.

iii. Earn Codes are derived from Comp Rate Codes

5. Submit the Transaction for Approval.

NOTE: Approval must be completed, and UCPC must have processed the transaction prior to MCOP Funding Entry can be completed
Scenario 5: Update Job FTE (PayPath Action)

Please review the UPK, for any additional information, if required.

UPK Link: https://sp.ucop.edu/sites/ucpathhelp/LocationUsers/LOCplayer/index.html?Guid=79b4276e-d4f9-4493acfa2-f84231b88345

Step 1. Position Tab: Enter Effective Date, JFT as Action Reason Code, and “Unclick” the Include FTE.

Step 2. Job Data Tab: Update the FTE. Note, the Aggregate Compensation and the JED Comp Rates automatically update, when you tab out of the FTE field.

Prior to Update
After Update

3. Submit the Transaction for Approval.

**NOTE:** Once Local AWE Approval is complete, MCOP Funding can be updated, if required.