UNIVERSITY OF CALIFORNIA UCPath

PayPath Nuances in UCPath

There are certain issues in the UCPath PayPath module. Currently there are two details that can be high impact for many PayPath transactions. Specifically, PayPath adds a Data Change/SYS Update-PayPath Action row to all rows with a higher effective date for Job Actions. Also, PayPath has been drawing the Job Earnings Distribution (JED) from highest effective date transaction. This is a 1-2-3 Check to help mitigate issues as PayPath transactions are entered. A microlearning has been created to walk through these two nuances and the 1-2-3 Check process.

Step 1 - Before

Before the transaction, check the Workforce Job Summary and ask three questions:

- Is there a current or future JED distribution?
- Does a future dated row exist?
- Am I going to be inserting a row between two other rows which have already been entered?

Step 2 - After

If the answer to any of the question in "Step 1" was **YES:**

- After the transaction is submitted/approved, review the Workforce Job Summary to ensure that the JED and salary/comp fields are correct

If the answer to any of the question in "Step 1" was **NO:**

- Reviewing the Workforce Job Summary after approval is not necessary

Step 3 - Resolve

If there was an issue with any of the newly entered data rows in Workforce Job Summary:

- Add a new row as a PayPath Transaction

or

- Submit a case/inquiry on behalf of the employee with the appropriately attached Position Update or Job Data Update form

Notes:

- The Workforce Job Summary link allows the submitter to review existing job rows. It should be used for EVERY PayPath Transaction.
- Additional known issues related to PayPath are listed in the Known Issues Log on the Berkeley Transactional User Page
- For more general information on how to submit UCPath PayPath Transaction, please review the UCPath PayPath Transactions tip sheet