

**UCPath Update:** Tracking UCI employees who are working remotely.

UCPath now provides the ability for campus and medical centers to track employees who are working remote. Going forward, UCI departments will be able to request their local UCPath transactors to update work locations via their HR business partners or their CPOs. UCPath will be the source to track employees who are working remotely.

There are two **Location** code options for remote work.

- **REMOTE** – **Majority of work** is from home or other location that is not on UCI premises or in any space affiliated with UCI. Employees who are fully or partially remote where the employee may access UCI premises fall under this category.
- **REMOTE100%** – Will not ever work on UCI premises or space affiliated with UCI until further notice. This includes not coming in for periodic meetings or even picking up work materials at UCI.

Department supervisor/managers will work with their leadership team and request whether transactors should enter REMOTE or REMOTE100% in PayPath.

#### Instructions for UCPath Transactors:

- 1) Navigate to PayPath Actions (UC Customization > UC Extensions > PayPath Actions).
- 2) Enter employee ID and position number.
- 3) Enter today's dates for the effective date under Position Data tab.
- 4) Enter Position Change Reason "**MCD**" for Update Mail/Location Code.
- 5) In Location field, change to "**REMOTE**" or "**REMOTE100%**" as directed by the requestor.
- 6) Click on Additional Pay Data tab and submit request for UCI approval.
- 7) After UCPC processes, go to Job Data or Workforce Job Summary and validate. Alternatively go to **UCI Cognos Employee Roster Report (RUCI03)** to validate data.

For schools or administrative units who have more than 50 employees who need to be updated to a remote location code, you may submit a **Mass PayPath Transaction Support Request** – available via EEC [Service Catalog Item - Employee Experience Center \(service-now.com\)](https://service-now.com). The UCI HRIS team will contact you to coordinate the request.

[Favorites](#) > [Main Menu](#) > [UC Customizations](#) > [UC Extensions](#) > **PayPath Actions**

**ORACLE**

## PayPath Actions

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Empl ID    
 Empl Record    
 Name    
 Last Name    
 Business Unit    
**Position Number**    
 Department    
 Job Code    
 Employee Classification    
 Employee Status    
☐ Case Sensitive

[Basic Search](#)

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[Position Data](#) | [Job Data](#) | [Additional Pay Data](#)

Employee Empl ID Empl Record 1

[Position Data](#)

Position Number:    
 Effective Date:

Action: POS Position Change  
Position Change Reason: **MCD**

**New Values to update**

Business Unit:   
 Department ID:   
 Location: **REMOTE100%**  Remote Worksite 100%  
 Job Code:   
 Union Code:   
 FLSA Status:   
 Reports To Position:   
 Sal Admin Plan:   
 Salary Grade:   
 Standard Hours:   
 FTE:  1.000000

Mail Drop:   
 Position Pool:    
 Employee Relations Code:   
 Classified Indicator: Professional & Support Staff

**Existing Values**

Current Effective Date:   
 Business Unit:   
 Department:   
 Location:   
 Job Code:   
 Union Code:   
 FLSA Status:   
 Reports To Position:   
 Sal Admin Plan:   
 Salary Grade:   
 Standard Hours:   
 FTE:

Adds to FTE Actual Count: ☐  
 Include FTE: ☒  
 Representation Code: Covered Worksite ID

[Position Data](#) | [Job Data](#) | [Additional Pay Data](#)

Oracle HR Cloud Interface - Job Data

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | UC Job Data

Employee: [Redacted] Empl ID: [Redacted] Empl Record: 0

**Work Location**

Effective Date: [Redacted] Action: Position Change  
 Effective Sequence: 0 Reason: Update Mail/Location Code  
 HR Status: Active Job Indicator: Primary Job  
 Payroll Status: Active Current

Position Number: [Redacted] [Override Position Data](#)

Position Entry Date: [Redacted] ☒ Position Management Record

Regulatory Region: [Redacted]  
 Company: [Redacted]  
 Business Unit: [Redacted]  
 Department: [Redacted]  
 Department Entry Date: [Redacted]

Location: REMOTE100% Remote Worksite 100%  
 Establishment ID: UCI UC Irvine

Last Start Date: 10/20/2014  
 Expected Job End Date: 12/31/2022 ☐ End Job Automatically

Job Data | Employment Data | Earnings Distribution

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | UC Job Data

## UCPath work location information:

- 1) Job Data
- 2) Workforce Job Summary

Oracle HR Cloud Interface - Workforce Job Summary

Workforce Administration | Job Information | Review Job Information | Workforce Job Summary

EMP Empl ID: [Redacted]

Empl Status: Active Hire Date: [Redacted]

Go To Job Data

**Job Information**

General | Job Information | **Work Location** | Salary Plan | Compensation | UC Job

Organizational Relationship	Empl Record	Effective Date	Seq	Position Number	Description	Company	Dept ID	Department Description	Location	Business Unit
EMP	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	REMOTE100%	[Redacted]
EMP	0	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]