## Multiple Components of Pay for H-COMP and Job Earnings Distribution

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 is focused on the correct setup of the MCOP and Job Earnings Distribution (JED) specifically.

<u>Purpose:</u> Accurate payment to the employee, and 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 and 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 Updates if/when required.

The following scenarios will be addressed in this document, under the Set Up of the Smart Hire Template, and in PayPath, as appropriate. Multiple Components of Pay (MCOP) and Job Earnings Distribution (JED) are created on the Smart HR Templates, and updated in PayPath.

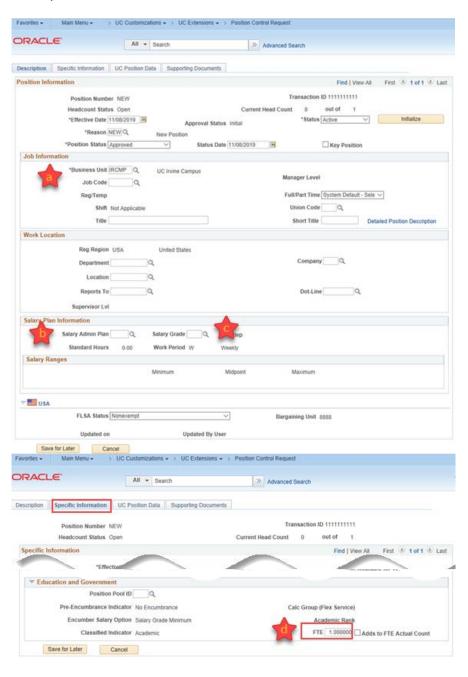
	Components of Pay	Salary Step	Compensation Codes	JED
				JED is derived from
			X and X Prime are derived from Salary	Compensation
Scenario 1	X and X Prime	Select Salary Step	Step	Codes
			X and X Prime are derived from Salary	JED is derived from
	X, X Prime, and		Step	Compensation
Scenario 2	Negotiated	Select Salary Step	Add Row for Negotiated	Codes
			X and X Prime are derived from Salary	
			Step	JED is derived from
	X, X Prime, Off Scale,		Add Rows for Off Scale, and	Compensation
Scenario 3	and Negotiated	Select Salary Step	Negotiated	Codes
	Above Scale X, Above		Add Rows for Above Scale X, Above	JED is derived from
	Scale X Prime, and	Leave Salary Step	Scale X Prime and Negotiated	Compensation
Scenario 4	Negotiated	Blank	(X and X Prime are not derived)	Codes
	Pay Path Change-			JED is derived from
	Example FTE Job			Compensation
Scenario 5	Change	No Change	No Change	Codes

### 1. Position Control:

### 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)



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



d. FTE-Enter the FTE for this Position.



#### Current Job Codes



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. Look Up Job Code Search by: Joe Code - begins with Look Up Cancel Advanced Lookup Look Up Job Code Set ID Look Up Cancel Basic Lookup Search Re Only the fo be displayed Hace who is the

Current Salary Plans - based Job Code Selected



Salary Grade- based on Salary Plan and Job Code Selected



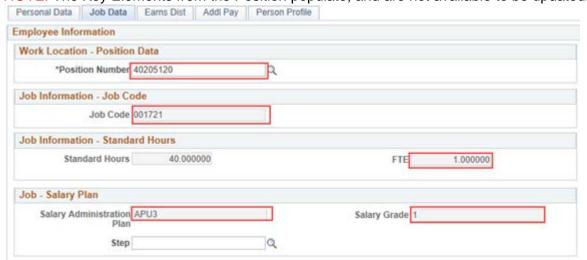
### 2. Smart HR Template (New Hire, Rehire, or Concurrent Hire)

- 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.
  - 4. Job Earnings Distribution (JED): Derived from Compensation Codes entered.
  - 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

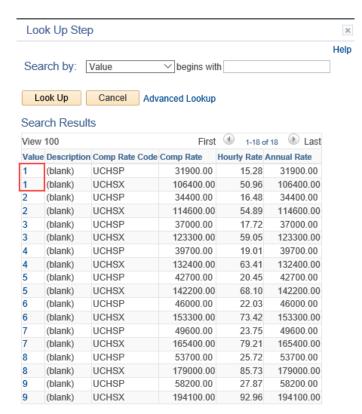
1. Position Number- Select the correct position number.

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



### Scenario 1: Components of Pay- X and X Prime

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



NOTE: There will be 2 rows for each step, you can select either one, and you do NOT need to select both. Both the X and X Prime will populate in the Job Compensation- Pay Components

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)



		Earn	
Comp Rate Code	Comp Rate Code Description	Code	Earn Code Description
UCHSP	HSCP "X Prime" - Annual Rate	HSP	HSCP-Differential (X Prime)
UCHSX	HSCP "X" - Annual Rate	HSR	HSCP-Regular (X)
UCHSN	HSCP Negotiated [NOT FIRM]	HSN	HSCP-Negotiated (Y)
UCHSAP	HSCP Above Scale - X Prime	HSP	HSCP-Differential (X Prime)
UCHSAX	HSCP Above Scale - X	HSR	HSCP-Regular (X)
UCHSO1	HSCP Off Scale 1 (Eligible)	HOS	HSCP Off-Scale X Earnings
UCHSO2	HSCP Off Scale 2 (Ineligible)	HOS	HSCP Off-Scale X Earnings
UCHSO3	HSCP Off Scale 3 (Decrease)	HOS	HSCP Off-Scale X Earnings
UCHSY	HSCP Negotiated [FIRM]	HSN	HSCP-Negotiated (Y)
UCHSMA	HSCP Min Scale - Above Scale X	HSR	HSCP-Regular (X)
UCHSMP	HSCP Min Scale - X Prime	HSP	HSCP-Differential (X Prime)
UCHSMX	HSCP Min Scale - X	HSR	HSCP-Regular (X)
UCHMAP	HSCP Min - Above Scale X Prime	HSP	HSCP-Differential (X Prime)

### 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**

UCHSY

HSCP Negotiated [FIRM]

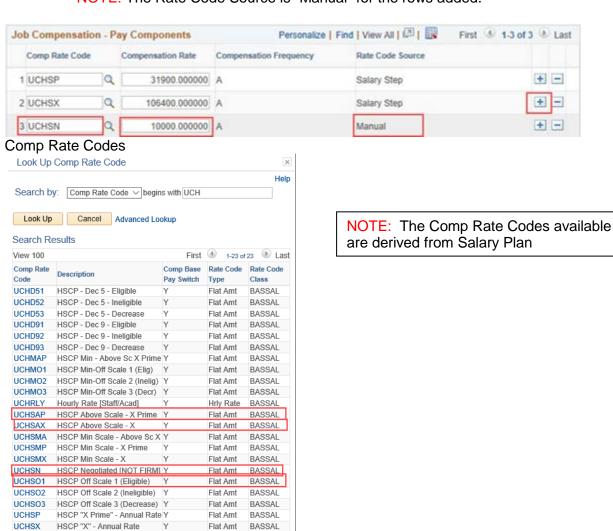
Flat Amt

BASSAL

- 1. Enter Position Number
- 2. Enter the Salary Step-Based on the appropriate Compensation Rate.
- 3. Enter Compensation Code- Add Negotiated Amount

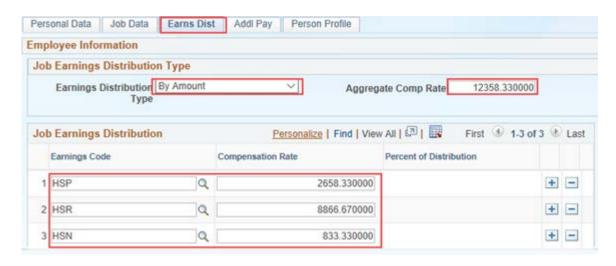
X and X Prime are both derived from the Salary Step Add a row (+) and enter the Comp Rate Code (UCHSN) and Compensation Rate Annual Amount.

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.

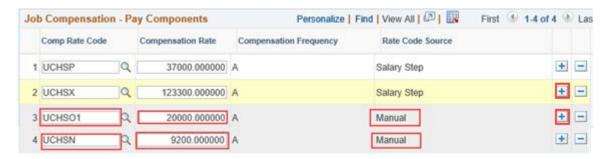
### Scenario 3: Add Off Scale and Negotiated Amount

- 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.

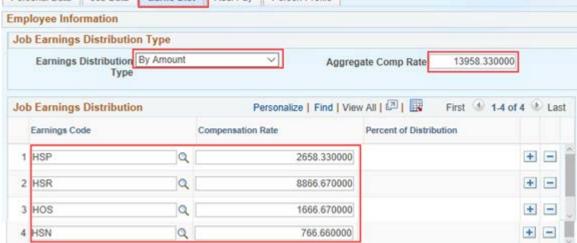
NOTE: The Rate Code Source is "Manual" for the rows added.



### 4. Job Earnings Distribution (JED) - Derives from UCH\*\* Compensation Rate Codes

- i. Earnings Distribution Type- "By Amount" is the Default
- Aggregate Comp Rate is derived based on the Compensation Rate Annual ii. 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.

Earn Codes are derived from Comp Rate Codes iii. Personal Data | Job Data Earns Dist | Addl Pay | Person Profile



### 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.

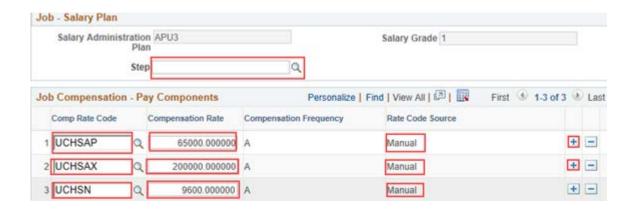


## 3. Enter Compensation Code- Above Scale X, Above Scale Prime X and Negotiated Amount

X and X Prime are not derived, as the Step is left blank.

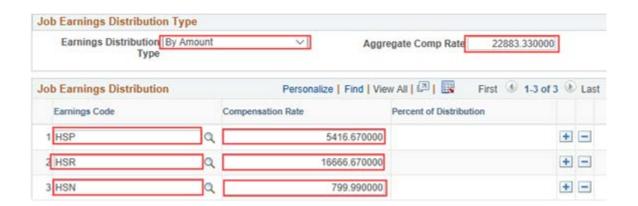
Add a row (+) and enter the Comp Rate Code (UCSHAP, UCHSAX, UCHSN) and Compensation Rate Annual Amount for each.

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)

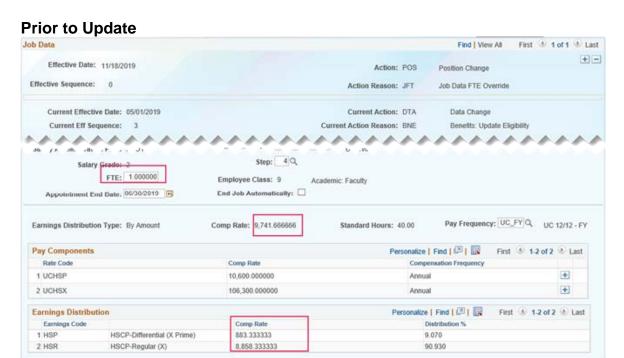
Please review the UPK, for any additional information, if required.

UPK Link: <a href="https://sp.ucop.edu/sites/ucpathhelp/LocationUsers/LOCplayer/index.html?Guid=79b4276e-d4f9-4493-acf2-f84231b88345">https://sp.ucop.edu/sites/ucpathhelp/LocationUsers/LOCplayer/index.html?Guid=79b4276e-d4f9-4493-acf2-f84231b88345</a>

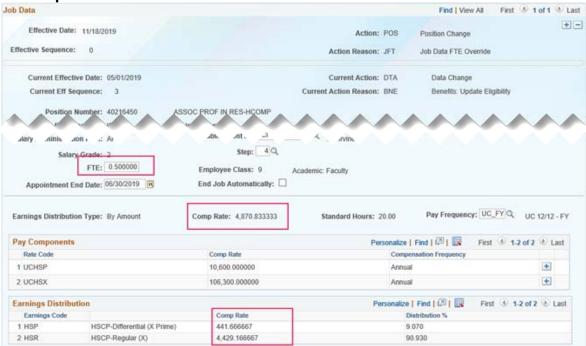
Step 1. Position Tab: Enter Effective Date, JFT as Action Reason Code, and "Unclick" the Include FTE.



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.



**After Update** 



## 3. Submit the Transaction for Approval.

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