

Pay Administrator (PA)

All web-based training (WBT) courses will be available in the UCI Learning Management System (LMS) and some will be also be available as instructor-led training (ILT). The courses are shown in the recommended order of completion. The links to each course will be available in November on the Training page of the UCI UCPath website. Invitations to register for ILT trainings will be delivered via email. This flyer can be used as a checklist to track the completion of your curriculum. Your department will receive reports identifying those who have completed their curriculum.

Core Training Courses (C) are required before being granted access to these roles in UCPath. Elective Training Courses (E) are highly recommended.

Training Course	Delivery Method	Duration (Hours)	Initiator	Approver	Inquiry
Introduction to UCPath	WBT	1	C	C	C
UCPath Basics & Navigation	WBT	1	C	C	C
Position Control	ILT	4	E	E	E
Template Transactions 1	ILT	2	C	E	
Template Transaction 2	ILT	4	C	E	
AWE Overview & Approval	ILT & CBT	3	C	C	C
WFA Overview	WBT	1	C	C	C
PayPath 1	ILT	4	C	E	E
PayPath 2	ILT	2	C	E	
Additional Compensation & Pay Adjustments	ILT	4	C	E	E
Employee Data Inquiry	WBT	1	C	C	C
Employee Accrual Adjustment	ILT	2	C	E	E
Absence Management Inquiry	WBT	.75	C	C	C
Experienced Based Pay	ILT	2	E	E	
Mass Updates in PayPath	ILT	2	E	E	
Cognos Reports	TBD	.5	E	E	E

Course Type	Initiator	Approver	Inquiry
Core	25.75 hours	7.75 hours	7.75 hours
Elective	8.5 hours	26.5 hours	14.5 hours
Total	34.25 hours	34.25 hours	24.25 hours