UCI UCPath — Effective Date

Effective Date is the most important feature in UCPath to use correctly.

1. The **Effective Date** [EFF_DT] is the date that an action takes place.
2. Data on a UCPath page is added or replaced by data from a transaction - at midnight on the **Effective Date** given on the transaction.
3. Data is stored in tables by Effective Date. History is created and can be retrieved by Effective Dates.
4. Do NOT ignore the Effective Date when working a transaction. Effective Date errors are almost always the result of ignoring the EFF_DT field when submitting a transaction. Only UCPC can change an EFF_DT once it has been written to the database. This requires an appropriate form.
   - The EFF_DT always defaults to the current date; therefore **if it is not changed**, the submit date becomes the EFF_DT of the transaction.
   - Initiators almost **never** work a transaction on the same day as the EFF_DT.
5. The same EFF_DT can be used for multiple actions on the same page if there is Effective Sequencing. Some pages do not use Sequencing.

Page	Action	Effective Date	Notes
Position Control Request	New	Use one month before actual is Best Practice.	This allows for changes before the position is needed, since Position Control does not use Sequencing.
Position Control Request	Updates	Can be one day after the previous EFF_DT	Same as above. Eff_Dt can only be used once.
Template Transactions	New & Updates	Actual date the event takes place, either in the past or future	Same EFF_DT can be used more than one time, since Template Transactions uses Sequencing.
PayPath - Position	Update	Actual date the event takes place, either in the past or future	EFF_DT can only be used once.
PayPath – Job Data	Update	Will be the same as Position Tab.	If position has not been given an EFF_DAT, then you can use any EFF_DT.
PayPath –Additional Pay	New	Actual Date of Add'l Pay. Independent from Position and /or Job Data Dates	The EFF_DT must be within the current Pay Period for ee; the Pay End Date must be a current or future Pay Period.
PayPath –Additional Pay	Retro	Backdated to the actual date the action took place	The Reason MUST be 'Retro Change'. See above for Pay End Date requirements.
Funding Entry	New & Updates	Date to charge payroll expenses to KFS Account/Fund entered	Date must fall in between the Budget Begin Date (7/1/##) and Budget End Date (6/30/##).
Extended Absences	New & Updates	These pages do not have a specific field for an Effective Date, however the actions are driven by the dates entered/used.	Use actual dates of leave elements
Direct Retro			Actual pay periods effected
Payroll Requests			Pay End Dates and Earnings Date

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