UCI UCPath — Job Data

PURPOSE:

The Job Data Page is the repository of the updated employee data from Template Transactions, PayPath Actions and Extended Absences transactions submitted by initiators and completed by UCPC. This Job Aid explains how to view and understand the data contained on the Job Data page. It also identifies from which transactions the data comes.

Note: Use Previous and Next arrows to toggle through Employee history records.

Job Data - Employee Job Records [view only]

1. Employees are assigned Employee Record numbers based on the number of jobs they have.
2. An employee can have multiple jobs. The first job entered by WFA is given an Empl Record of 0; the remainder are numbered sequentially - 1, 2, etc.
3. **Always verify changes are made to the correct, active Empl Record Number**.
4. Each job has a position number found on the Work Location tab. Information from the Position Request page auto-fills to the Job Data page.
5. The Job Code from the Position Request page is on the Job Information tab.
6. Other data is auto-filled from Template Transactions and others pages. *See Job Changes per Transaction Type.*

Primary Job

- All employees have a Primary Job. For employees who have more than one job, the Primary Job Empl Record # is the one that has the highest FTE.
- The primary job may change throughout the life cycle of the employee. The system creates a history record of all changes – per Effective Date.
- Create a UCPC case if you need the Primary Job Empl Record Number changed.

View History

1. A second number is associated with the Empl Record Number...the Effective Sequence Number. The Effective Sequence Number indicates the sequence of entries made per a given Effective Date. [*See screen shot above*.]
2. By using the Effective Dates of an Empl Record and the Effective Sequence #, you can track the history of changes to the employee's job records.
3. When conducting a search, click the **Include History** button to view all Effective Dated rows.

Extended Absence and Job Data

Data from the Extended Absence Request page is located on the Work Location tab [Entered by UCPC].

- Action
- Action Reason
- Pay Status
- Expected Return Date
- Last Date Worked

The Eligibility Group on the Payroll tab determines the list of Leave-types displayed on the Leave drop-down list on the Extended Absence Request page.

- Union Codes on the Job Labor tab must also be in agreement with the Eligibility Group.
- Eligibility Group and Union Code changes can only be made by UCPC.

Compensation and Job Data

- Data on the Compensation tab auto-fills from Template Transactions or PayPath.

Expected Job End Date

- The Expected Job End Date auto-fills from Template Transactions or PayPath. [Appointment End Date equals Expected Job End Date.]

Other Changes to Job Data

Notable Fields	Where/how to change
Report to	PayPath > Position Tab
FTE	PayPath > Position Tab
Job Code	PayPath > Position Tab
Employee Class	PayPath > Job Data Tab
Expected Return Date	Administer Extended Absence

Job Data Changes per Transaction Type

Transaction Type	Position Related Job Data	Employee Job Related Data
PayPath [*Changes to fields not listed are changed using a UCPC Case.*]	Department Employee Relations Code FLSA Status FTE Job Code Location Reports to Position Salary Admin Plan Salary Grade	Appointment End Date Comp Rate Employee Class Establishment ID Probation Code Probation End Date Rate Code Step
Transaction Type	**Templates which change Job Data**	
Template Transactions	*All Templates change Job Data: Below are some key templates affecting HR and Pay Statuses, Worker/Job Type, Benefits, and Position Data/Job Code.* Concurrent Job [Secondary Job] Contingency Worker Rehire Retirement Termination Transfer	
Transaction Type	**Job Data changes per Extended Absence**	
Extended Absence	Action Action Reason Pay Status Expected Return Date Last Date Worked	