This document can be found on the UCPath website. [https://ucpath.uci.edu/user-type/transactional-users.html]

**PURPOSE:**
A Without Salary (WOS) Job Record does NOT receive ANY compensation *regardless* of the circumstances*.
- This includes no Additional Pay or Payroll Requests.
- This Job Aid details the ways a WOS job is used at UCI and their unique entries.

**Position and Compensation Set Up:**
*To pay an employee who has only a WOS job, they must be hired into a paying job. [Concurrent Hire.]*
- A step cannot be entered on WOS.
- If the job becomes paid, the Pay Group change requires a overnight process. This may effect payroll cutoffs.

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**Process to Hire a Person into a WOS Job:** *only the steps that involve WOS are noted*

**Note:** This is a two-phase process

<table>
<thead>
<tr>
<th>The Position</th>
<th>Select the Job Code, then select BYA from the drop down in Salary Admin Plan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code</td>
<td><img src="image" alt="Job Code" /></td>
</tr>
</tbody>
</table>

**The Job**
Create a Smart HR Template to hire *with* the Comp Rate Code of UCWOS

<table>
<thead>
<tr>
<th>Job Compensation - Pay Components</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Comp Rate Code" /></td>
</tr>
</tbody>
</table>

*Job Code can be designated as with or without a WOS.*