

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.

Process to Hire a Person into a WOS Job: <i>only the steps that involve WOS are noted</i> Note: This is a two-phase process									
The Position	<p>Select the Job Code, then select BYA from the drop down in Salary Admin Plan.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Job Information</p> <p>*Business Unit <input type="text" value="IRCMP"/> UC Irvine Campus</p> <p>Job Code <input type="text" value="003488"/> ASSOC PROJ SCIENTIST (WOS)</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Salary Plan Information</p> <p>Salary Admin Plan <input type="text" value="BYA"/> Grade <input type="text"/> Step <input type="text"/></p> <p>Standard Hours 0.01 Work Period <input type="text" value="W"/> Weekly</p> <p>Mon <input type="text"/> Tue <input type="text"/> Wed <input type="text"/> Thu <input type="text"/> Fri <input type="text"/> Sat <input type="text"/> Sun <input type="text"/></p> </div> <p style="text-align: right;"><i>Job Code can be designated as with or without a WOS.</i></p>								
The Job	<p>Create a Smart HR Template to hire with the Comp Rate Code of UCWOS</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Job Compensation - Pay Components Personalize Find View All </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Comp Rate Code</th> <th>Compensation Rate</th> <th>Compensation Frequency</th> <th>Rate Code Source</th> </tr> </thead> <tbody> <tr> <td>1 <input type="text" value="UCWOS"/></td> <td><input type="text"/></td> <td>A</td> <td>Manual</td> </tr> </tbody> </table> </div>	Comp Rate Code	Compensation Rate	Compensation Frequency	Rate Code Source	1 <input type="text" value="UCWOS"/>	<input type="text"/>	A	Manual
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