

UCPath Transactor Instructions

Entering Pay for Family Care + Bonding (PFCB) Additional Pay

NAVIGATION PeopleSoft > UC Customizations > Extensions > PayPath Actions > **Additional Pay Tab**

Navigate to the Additional Pay tab in PayPath and review the “Current Additional Pay” section on the right side of the screen.

Current Additional Pay Find | View All First 1 of 1 Last

Earnings Code: SAS Stipend-Admin-Staff

Effective Date Find | View All First 1 of 1 Last

Effective Date: 02/01/2021

Payment Details Find | View All First 1 of 1 Last

Addl Seq #: 1

End Date: 01/31/2022 Reason: Not Specified

Pay Period Amt: \$2,039.12

Goal Amount: Goal Balance: OK to Pay

Applies To Pay Periods

First Second Third

STEPS In the “New Additional Pay” section on the left side of the screen:

1. Enter earnings code **SAS**
2. Enter current **effective BEGIN date** of additional pay
3. Click ‘**Override Data**’

New Additional Pay Find | View All First 1 of 1 Last

1 *Earnings Code: SAS Stipend-Admin-Staff

2 *Effective Date: 02/01/2021

3 **Override Data**

Payment Details Find | View All First 1 of 1 Last

Addl Seq #: 1

End Date: 01/31/2022 Reason: Not Specified

Pay Period Amt: \$2,039.12

Goal Amount: Goal Balance: Prorate Additional Pay

Applies To Pay Periods

First Second Third

4. After clicking "Override Data," change the end date to:
the day BEFORE the PFCB leave begins

New Additional Pay Find | View All First 1 of 1 Last

*Earnings Code: SAS Stipend-Admin-Staff

Effective Date Find | View All First 1 of 1 Last

*Effective Date: 02/01/2021

Payment Details Find | View All First 1 of 1 Last

Addl Seq #: 1 **Override Data**

4 End Date: 06/25/2021 **3** Reason: Not Specified

Pay Period Amt: \$2,039.12

Goal Amount: Goal Balance:

Prorate Additional Pay

Applies To Pay Periods

First Second Third

In this example, if the PFCB leave begins on Monday, June 28, 2021, the last day the employee is on pay status, including additional pay is **Friday, June 25, 2021**.

Returning to Pay Status after PFCB Leave

To reinstate the additional pay, create a new additional pay with the new begin and end dates.