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.

**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’
4. After clicking “Override Data,” change the end date to: 
\[\text{the day BEFORE the PFCB leave begins}\]

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.