

# UCPath INSTRUCTIONS

## **REMOVE ERIT from an Employee's Job Record**

- ❑ **STEP 1:** To remove ERIT you need to process a PayPath transaction. **Navigation: PeopleSoft > UC Customizations > UC Extensions > PayPath Actions**
- ❑ **STEP 2:** Enter the name or employee ID number for the employee who is removing ERIT and click search.
- ❑ **STEP 3:** The first screen is the Position Data tab, move past this to the Job Data tab.
- ❑ **STEP 4:** Enter the Effective End Date for the ERIT (note: ERIT must begin on the first day and end on the last day of the pay period).
- ❑ **STEP 5:** Enter the action code of JED – Earnings Distribution Change.
- ❑ **STEP 6:** Enter the action reason code of RET – Return to Normal Hours/Dist.

The screenshot shows the UCPath interface for an employee's job record. At the top, there are three tabs: "Position Data", "Job Data", and "Additional Pay Data". The "Job Data" tab is selected. Below the tabs, there are fields for "Employee", "Empl ID", "Empl Record", "HR Status", and "Payroll Status". The "Job Data" section contains two main input areas: "Effective Date" (set to 04/01/2019) and "Effective Sequence" (set to 2). To the right, there are two dropdown menus: "Action" (set to JED) and "Action Reason" (set to RET). The "Action" dropdown is labeled "Earnings Distribution Change" and the "Action Reason" dropdown is labeled "Return to Normal Hours/Dist".

- ❑ **STEP 7:** Use the Earnings Distribution Type dropdown menu to select 'None.' Once you select 'None' the earnings distributions setting forth the ERIT percentages are no longer visible and the employee is restored to 100% REG pay. If an employee is a Staff Physician or other type of employee that does not use REG, make sure to use the appropriate earn code.

- ❑ STEP 8: Under the UC Job Data box, remove the ERIT end date.

- ❑ STEP 9: Add comments to the Job Data Comments box telling the approver why you created the transaction.

Pay Components		Personalize   Find   First 1 of 1 Last	
Rate Code	Comp Rate	Compensation Frequency	
1 UCANNL	90,649.000000	Annual	

Earnings Distribution		Personalize   Find   First 1 of 1 Last	
Earnings Code	Comp Rate	Distribution %	
1			

- ✓ IF the FLSA changed to non-exempt based on the reduced FTE percentage, please make sure to update the Position from Non-exempt to Exempt.

Instructions to update the FLSA status are below.

- ❑ **Navigation: PeopleSoft > UC Customizations > UC Extensions > PayPath Actions**
- ❑ Position Data tab – override the FLSA field from Non-Exempt to Exempt and submit the transaction for approval.
- ❑ Submit an inquiry (on behalf of the employee) to the UCPath Center attaching a completed Job Data Update form requesting a pay group update changing the pay cycle from bi-weekly to monthly.