

Quick Reference: UCPath PayPath and Additional Pay Navigation

Component/Page	Use to...	Navigation Path
Position Data	Update position information such as: data correction, job reclassification, FTE changes, and transferring to a different department.	PeopleSoft Menu → UC Customizations → UC Extensions → PayPath Actions → Position Data tab
Job Data	Update job data information such as: data change, earnings distribution change, pay rate change, position change, short work break and reserve/faculty abeyance.	PeopleSoft Menu → UC Customizations → UC Extensions → PayPath Actions → Job Data tab
Additional Pay (PayPath)	Enter additional pay for an employee either one-time or recurring.	PeopleSoft Menu → UC Customizations → UC Extensions → PayPath Actions → Additional Pay Data tab
One-Time Payments	Submit one-time payments for approval.	PeopleSoft Menu → UC Customizations → UC Extensions → Self Service Transaction Links → One-Time Payments
Additional Pay	Submit recurring additional pay.	PeopleSoft Menu → UC Customizations → UC Extensions → Self Service Transaction Links → Additional Pay Or PeopleSoft Menu → UC Customizations → UC Extensions → Self Service Additional Pay
Final or Off Cycle Pay	Submit a Final or Off Cycle pay request	PeopleSoft Menu → UC Customizations → UC Extensions → Self Service Transaction Links → Payroll Requests