

# RETROACTIVE RECLASS PROCESS

## POST-SALARY INCREASE PROGRAM IMPLEMENTATION

### STEP 1 - BW Employees

Initiate a PayPath Action for the Reclass

Navigate to **POSITION DATA** Tab in PayPath

#### Position Data Section

1. Enter the effective date of the Reclass (Example 03/7/2021)
2. Action Code: POS = Position Change
3. Position Change Reason Code: JRU = Job Reclass Upward

Position Data | Job Data | Additional Pay Data

Employee [ ] Empl ID [ ] Empl Record 0

**Position Data**

Position Number: 40074139 ADMIN OFCR 2

Effective Date: 03/07/2021

Action: POS Position Change

Position Change Reason: JRU Job Reclassification - Upward

#### New Values to Update Section

4. Enter the new job code in the Job Code field.
  - a. If the FLSA designation is changing, entering the new job code causes all job attributes to cascade through the position, including FLSA, Salary Plan and Grade.

**New Values to update**

Business Unit: SBCMP UC Santa Barbara Campus

Department ID: PERS HUMAN RESOURCES

Location: SAASB-3101 Student Affairs & Admin Svs

Job Code: 007725 COMPENSATION ANL 2

Union Code: 99 Non-Represented

FLSA Status: Nonexempt

Reports To Position: 40031426 COMPENSATION ANL 3

Sal Admin Plan: CTSB

Salary Grade: 21

Standard Hours: 40.00

FTE: 1.000000

## Navigate to **JOB DATA** Tab in PayPath

### Job Data Section

- You do not need to enter the effective date of the Reclasp or the action/action reason codes because the effective date and all other updates cascaded to job data from the position data update

Position Data **Job Data** Additional Pay Data

Employee Empl ID [REDACTED] Empl Record 0  
 Staff: Career HR Status: Active Payroll Status: Active  
[Funding Entry Page](#)  
[Work Force Job Summ](#)  
[Person Org Summary](#)

**Job Data** Find | View All | First

Effective Date: 03/07/2021  
 Effective Sequence: 0

Action: POS Position Change  
 Action Reason: JRU Job Reclassification - Upward

Current Effective Date: 06/27/2021  
 Current Eff Sequence: 0  
 Current Action: PAY Pay Rate Change  
 Current Action Reason: ATB Across-The-Board

Position Number: 40074139 ADMIN OFCR 2  
 Business Unit: SBCMP UC Santa Barbara Campus  
 Department: PERS HUMAN RESOURCES  
 Location Code: SAASB-3101 Student Affairs & Admin Sys

Job Code: 007376 ADMIN OFCR 2  
 Union Code: 99 Non-Represented

Reports to Position Number: 40074120 PRESIDENT OFFICE ANL SERV 2  
 FLSA Status: Nonexempt

Salary Administration Plan: CTSB Establishment ID: UCSB UC Santa Barbara  
 Step: [REDACTED]

### Pay Components Section / UC Job Data Section

- Enter the new comp rate based on the approved Reclasp
  - Update the Comp Rate Code as applicable
  - Change the Pay Frequency as applicable.
- In the Job Data Comments box, enter the reason for the comp rate change.

Earnings Distribution Type: None Comp Rate: 30.480000 Standard Hours: 40.00 Pay Frequency: [H] Hourly

**Pay Components** Personalize | Find | First 1 of 1

Rate Code	Comp Rate	Compensation Frequency
1 UCHRLY	30.480000	Hourly

**Earnings Distribution** Personalize | Find | First 1 of 1

Earnings Code	Comp Rate	Distribution %
1		

**UC Job Data** Personalize | Find | First 1 of 1

ERIT/Phased Retirement End Dt: 01/09/2021 Trial Employment End Date: [REDACTED]  
 Probation Code: None PY Career Duration: [REDACTED]  
 Location Use End Date: [REDACTED] Probation End Date: [REDACTED]  
 Location Use Type: [REDACTED] Cubicle: [REDACTED]

Job Data Comments: Employee received a reclass effective 3/7/2021 with a 10% increase.

Navigate to **ADDITIONAL PAY** Tab at top of page

### Initiator Comments / Save and Submit

8. Scroll to the bottom of the page to where you see the **initiator's comments box** and the **Save and Submit** button
9. Enter the initiator's comments indicating to your approver the reason for this PayPath Action
10. Click on the Save and Submit button.

*This sends the Reclass-increase PayPath transaction through AWE to the department approver.*

### Approval Workflow Engine (AWE)

11. Once the department approver approves the transaction, the increase writes directly to the UCPath system.

Proceed to STEP 2

*Recalculate the annual increase from the Salary Increase Program.*

## STEP 2 - BW Employees

After the department approver approves the first PayPath transaction (Reclass increase), a second PayPath transaction is required to adjust the comp rate to reflect the Salary Increase Program based on the retro reclass.

### Navigate to **JOB DATA** Tab in PayPath

#### Job Data Section

12. Enter the effective date of the Salary Increase Program (Ex: 06/27/2021).
13. Action Code: PAY = Pay Rate Change
14. Action Reason Code: ATB = Across-The-Board

Job Data Personalize Find | View All

Effective Date: 06/27/2021

Action: PAY Pay Rate Change

Action Reason: ATB Across-The-Board

#### Pay Component Section & UC Job Data Section

15. Calculate the general salary increase\* on top of the salary that was equity adjusted and enter it as the new comp rate.
16. Scroll down the page to the Job Data Comments box and enter the reason for the comp rate change.

Pay Components Personalize Find | [?] [x]

Rate Code	Comp Rate	Compensation Frequency
1 UCHRLY	31.390000	Hourly

Earnings Distribution Personalize Find | [?] [x]

Earnings Code	Comp Rate	Distribution %
1		

UC Job Data

ERIT/Phased Retirement End Dt: 01/09/2021

Trial Employment End Date:

Probation Code: None

PY Career Duration:

Location Use End Date:

Probation End Date:

Location Use Type:

Cubicle

Job Data Comments: Adjust reclass based on Salary Program Increase of 3% effective June 27, 2021.

## Initiator Comments / Save and Submit

17. Follow Steps 8, 9, and 10 above.

## Approval Workflow Engine (AWE)

18. Once the department approver approves the transaction, the increase writes directly to the UCPath system.

## Review Pay

19. After the department approver approves the Salary Increase Program adjustment, please verify that retro pay issued.
  - a. The system should automatically calculate the retro pay.  
*No additional action needed*
  - b. Review the first paycheck after these types of comp rate changes to confirm the system properly issued retro pay.
  - c. **IF** the system did not issue retro pay, submit a one-time payment request via ServiceNow to BFS.

## \*How to Calculate the **General Salary Increase** (NOT Merit)

**For any non-represented employee eligible to receive an increase through a general increase program (not a merit increase).**

- Calculate the percentage increase based on the monthly salary for MO paid and, *based on the hourly rate for BW paid.*
- Once you add the percentage increase to the monthly rate, you must **round UP** to the whole dollar (not down). THEN, multiply by 12 to get the new comp rate to input into UCPath.
- *For hourly paid, add the percentage increase and **round UP** to the cent to get the new comp rate to input into UCPath.*

- **MONTHLY EXAMPLE based on 3%:**  
 $\$12,345.67/\text{MO} \times 1.03 = \$12,716.04$  -- round up to \$12,717  
then multiply by 12 = \$152,604
- **HOURLY EXAMPLE based on 3%:**  
 $\$32.45/\text{HR} \times 1.03 = \$33.4235$  -- round up to \$33.43

End of Process