

# RETROACTIVE RECLASS PROCESS

## POST-SALARY INCREASE PROGRAM IMPLEMENTATION

### STEP 1 - MO 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 03/01/2021)
2. Action Code: POS = Position Change
3. Position Change Reason Code: JRU = Job Reclass Upward

The screenshot shows the 'Position Data' tab in the PayPath system. The 'Effective Date' field is set to 03/01/2021. The 'Action' is set to POS (Position Change) and the 'Position Change Reason' is set to JRU (Job Reclassification - Upward). The position is identified as PROJECT POLICY ANL 3.

### 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.

The 'New Values to Update' section displays the following fields and values:

- Business Unit: SBCMP UC Santa Barbara Campus
- Department ID: PERS HUMAN RESOURCES
- Location: SAASB-3101 Student Affairs & Admin Svs
- Job Code: 007395 PROJECT POLICY ANL SUPV 2
- Union Code: 99 Non-Represented
- FLSA Status: Exempt
- Reports To Position: 40031426
- Sal Admin Plan: CTSB
- Salary Grade: 23
- Standard Hours: 40.00
- FTE: 1.000000
- Mail Drop:
- Position Pool:
- Employee Relations Code: Supervisor, Confidential

## 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 it cascaded from the position data update

**Job Data** Person Org Summary Find | View All First

<b>Effective Date:</b> 03/01/2021	<b>Action:</b> POS Position Change
<b>Effective Sequence:</b> 0	<b>Action Reason:</b> JRU Job Reclassification - Upward

**Current Effective Date:** 07/01/2021 **Current Action:** PAY Pay Rate Change  
**Current Eff Sequence:** 0 **Current Action Reason:** ATB Across-The-Board

**Position Number:** 40078081 PROJECT POLICY ANL 3  
**Business Unit:** SBCMP UC Santa Barbara Campus  
**Department:** PERS HUMAN RESOURCES  
**Location Code:** SAASB-3101 Student Affairs & Admin Sys

<b>Job Code:</b> 007395 PROJECT POLICY ANL SUPV 2
<b>Union Code:</b> 99 Non-Represented

**Reports To Position Number:** 40031426  
**FLSA Status:** Exempt

<b>Salary Administration Plan:</b> CTSB	<b>Establishment ID:</b> UCSB UC Santa Barbara
<b>Salary Grade:</b> 23	<b>Step:</b>

### 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: 5,833.333333      Standard Hours: 40.00      Pay Frequency: M

**Pay Components** Personalize | Find | First

Rate Code	Comp Rate	Compensation Frequency
1 UCANNL	70,000.000000	Annual

**Earnings Distribution** Personalize | Find | First

Earnings Code	Comp Rate	Distribution %
1		

**UC Job Data**

ERIT/Phased Retirement End Dt:       Trial Employment End Date:   
Probation Code: None      PY Career Duration:   
Location Use End Date:       Probation End Date:   
Location Use Type:       Cubicle:

**Job Data Comments:** Employee reclassified effective 3/1/2021 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 - MO 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: 07/01/2021).
13. Action Code: PAY = Pay Rate Change
14. Action Reason Code: ATB = Across-The-Board

Position Data | **Job Data** | Additional Pay Data

Employee ID: [Redacted] Empl Record: 0  
Staff: Career HR Status: Active Payroll Status: Active

**Job Data** Find | View All

Effective Date: 07/01/2021  
Effective Sequence: 1

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** Pers

Rate Code	Comp Rate
1 UCANNL	72,100.000000

**Earnings Distribution** Per

Earnings Code	Comp Rate
1	

**UC Job Data**

ERIT/Phased Retirement End Dt: [Redacted] 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:** Adjust comp rate for the Salary Increase Program effective July 1, 2021 based on the reclass effective March 1, 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.
- The system should automatically calculate the retro pay. **No additional action needed**
  - Review the first paycheck after these types of comp rate changes to confirm the system properly issued retro pay.
  - IF the system did not issue retro pay due, 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