UCPath Step Translation Chart

Issue:	UCPath contains two step fields: "Step" and "UC Step." The "Step" field is configured as a whole number and doesn't accept decimals. Some titles have both whole and half steps which requires the use of numbers with a decimal. Therefore the "UC Step" field was added to reflect the correct whole or half step. The "UC Step" field is automatically derived from the "Title Code" and "Step" fields, and is not editable by the user. To ensure employees are paid correctly, the chart below should be referenced to determine the correct whole number to be entered into the "Step" field in order to derive the correct "UC Step" and corresponding hourly amount.
Process:	(1) Identify the correct step that corresponds with the rate the employee should be paid (steps and rates are located in TCS by Title Code.) (2) Determine the corresponding whole number under the "Step" column and enter this number into the "Step" field in UCPath (see illustration below). (3) UCPath will automatically derive and display the half-step equivalent in the "UC Step" field.

(1)	(2)	(3)
	UCPath Fields	
Step in TCS	**Step (whole # only)**	**UC Step (derived)**
1.0	1	none
1.5	2	1.5
2.0	3	2.0
2.5	4	2.5
3.0	5	3.0
3.5	6	3.5
4.0	7	4.0
4.5	8	4.5
5.0	9	5.0
5.5	10	5.5
6.0	11	6.0
6.5	12	6.5
7.0	13	7.0
7.5	14	7.5
8.0	15	8.0
8.5	16	8.5
9.0	17	9.0
9.5	18	9.5
10.0	19	10.0

(1)	(2)	(3)
	UCPath Fields	
Step in TCS	**Step (whole # only)**	**UC Step (derived)**
10.5	20	10.5
11.0	21	11.0
11.5	22	11.5
12.0	23	12.0
12.5	24	12.5
13.0	25	13.0
13.5	26	13.5
14.0	27	14.0
14.5	28	14.5
15.0	29	15.0
15.5	30	15.5
16.0	31	16.0
16.5	32	16.5
17.0	33	17.0
17.5	34	17.5
18.0	35	18.0
18.5	36	18.5

UCPath Screen Shot (Job Data)

| Work Location | Job Information | Job Labor | Payroll | Salary Plan |

Employee

Salary Plan ?

Effective Date

Effective Sequence 0

HR Status Active

Payroll Status Active

Salary Admin Plan UCTX   ↻ TX Salary Plan
Grade 105   ↻ 006102

Whole Number → Step 5   UC Step 3.0

☐ Includes Wage Progression Rule

Derived Half Step