UCPath INSTRUCTIONS

ADDING ERIT to an Employee’s Job Record

- **STEP 1:** To enter 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 adding 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 Beginning Effective 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 ERT – ERIT-EE Reduction in Time.
STEP 7: Use the Earnings Distribution Type dropdown menu to select ‘By Percent.’

STEP 8: In the Earning Distribution box on the REG pay row enter the distribution percentage of REG pay.

STEP 9: In the Earnings Distribution section click the ‘+’ box to add a new row.

STEP 10: In the new row enter the earn code of ERT and the distribution percentage of the ERIT.

STEP 11: In the UC Job Data section enter the end date of the ERIT.

STEP 12: Add comments to the Job Data Comments box telling the approver why you created the transaction.
Please be aware that the system will calculate the percentage of REG and ERIT regardless of the employee being paid hourly or monthly.

For Positions with job codes designated as FLSA Exempt, the reduced compensation reflecting the ERIT reduction must be at least $47,476 annually to maintain the FLSA Exempt status.

If the ERIT percentage reduces the compensation below $47,476 annually, the FLSA status of the position must change from Exempt to Non-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 Exempt to Non-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 monthly to bi-weekly.
- The Job Data Update form is NOT required **IF** the position update/FLSA override process is completed at the beginning of a new hire/rehire transaction.
  - **Instead,** use the comment box of the New Hire/Rehire Template to inform the UCPath Center the override is complete, the reason for the override, and request the update of the pay group from monthly to bi-weekly.
  - Remember, for the UCPath Center to see the comments, use the comment box in the template and not the initiator or approver comment boxes.