Workforce Administration

PayPath Actions
Critical Concept Training & Resources

rev. 10/29/2019

https://www.ucpath.ucsb.edu/functional-user-support/functional-user-resources
About this Course

Critical Concept Training & Resources

Today’s training session includes:

• The concepts of PayPath Actions

• The who, what, why, when, where, & how of the various actions processed in PayPath/UCPath

• Learning about all the resources available to you, including Job Aids, people, and UCPath itself
Introductions & Classroom Logistics

Instructors

- Name
- UC role
- UCPath role
- Years at UC
- Functional experience

Attendees

- Name
- University role
- Years at UC
- Expectations for this training

Safety and Housekeeping

- Emergency evacuation procedures
- Restrooms
- Course duration: 4 hours
- Breaks

Classroom Etiquette

- Please turn off cell phones
- No email or web surfing
- Return from breaks on time
- Please use trash receptacles in the room
Questions & Parking Lot

Questions

We encourage burning questions*. More than likely someone else in the room has the same burning questions.

• Please stop us and ask. Feel free.

• There is a lot of terminology. We use terms you will not understand.

• Let the instructors provide the answers.

Parking Lot

✓ Questions we can't answer right away

✓ Questions requiring a lengthy response

✓ Questions beyond the scope of this training

*We encourage burning questions. More than likely someone else in the room has the same burning questions.

• Please stop us and ask. Feel free.

• There is a lot of terminology. We use terms you will not understand.

• Let the instructors provide the answers.
We know who YOU Are

 Variety of experiences...

• Work mostly with Staff
• Work mostly with Academics
• Work with both Staff & Academics
• Long-time employee
• New employee
The UCPath System
Types of UCPath Transactions

- **Position Requests** - Use the Position Request Control Form for:
  - Requesting a new position
  - Updating a vacant position
  - Requesting / updating a multi-head count position

- **Smart HR Templates** are for employee onboarding and offboarding:
  - Hiring
  - Rehiring
  - Intra-Business Unit Transfers (within campus)
  - Inter-Business Unit Transfers (between campuses)
  - Termination
  - Retirement

- **PayPath** for employee maintenance – Use PayPath for:
  - Position Updates (filled positions only)
  - Job Data Updates
  - Additional Pay (Stipends, etc.)
Workforce Administration

Position Control
- Introductions & Logistics
- UCPath System
- Overview
- New Positions
- Update Positions
- Course Review

Template Transactions
- Introductions & Logistics
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- Full Hire
- Concurrent Hire
- Rehire
- Transfers
- Termination
- The Person
- Transaction Status
- Cloning a Transaction
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Initiating & Approving PayPath Transactions

Non-student Academics

INITIATOR | APPROVER
--- | ---
Job Data Change | AP | AP
Short Work Break | AP | AP
Additional Pay Recurring/Flat | AP | AP
Position Data PayPath Actions | AP | AP
Pay Rate Change | AP | AP

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UCSB UCPath

Human Resources & Academic Personnel

UC SANTA BARBARA
Initiating & Approving PayPath Transactions

Staff, Student, & ASE

Initiator

Approver

Job Data Change

Dept

Dept

Short Work Break

Dept

Dept

Additional Pay

Dept

Dept

Recurring/Flat

Position Data

Dept

Dept

PayPath Actions

Pay Rate Change

Dept

Dept

Write DIRECTLY to UCPath System

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UCSB

UCPath

Human Resources & Academic Personnel
UCPath Workflow Process

Workforce Administration

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Course Agenda

1: PayPath Transaction Overview
2: Position Data Changes
3: Job Data Changes
4: Additional Pay
5: Course Review
PayPath Actions
Overview
Module 1
PayPath Actions Overview

Initiate changes to position data, job data and additional pay, with tight integration between HR actions and funding requirements.

- Most position data changes to filled, single headcount positions use PayPath.
- If you make any job data changes via PayPath to a multi-headcount position, those changes impact only the incumbent.

* PayPath Actions are NOT used to hire, terminate, transfer to a new position or place employees on a leave of absence.
**Template Transactions vs PayPath Actions**

**TEMPLATES:**
- Initiated at UCSB
- Fulfilled by UCPath Center

**PAYPATH:**
- Initiated at UCSB
- Approved at UCSB

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**Template Transactions**
- Hires & Transfers
- Personal Data
- Contingent Workers
- Terminations

**PayPath Actions**
- Position Data Changes
- Job Data Changes
- Additional Pay

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*Filled Positions Only*
Examples of changes requested through **PayPath Actions:**

- Employee Reduction In Time (ERIT)
- FLSA Changes
- FTE Changes
- Probationary Status Changes
- Recurring Additional Pay Payments
- Comp Rate Changes
- Short Work Break / Return from Short Work Break
PayPath Actions are comprised of three tabs: Position Data, Job Data and Additional Pay Data. Navigate to the appropriate tab to enter the related update.
Think about **Effective Dates**

- There is only one effective date for each PayPath transaction.
- A transaction can include updates to fields on multiple tabs (position data, job data).
  - After you enter the **Effective Date** on one of the tabs, that field becomes view-only on the other tabs and for new rows.

1. **Position Data Tab**: It is possible to make more than one change per effective date so long as it is in the same transaction. Once you use an effective date, that date cannot be used again unless you formally request the UCPC to make a correction.

2. **Job Data Tab**: Allows **multiple transactions** per effective date

3. **Addl Pay Tab**: Multiple effective dates per transaction
Action Reason Codes

- **Action and Action Reason** codes further define the purpose of position data changes and job data changes.

- You must specify the appropriate **Action** and **Action Reason** codes when a PayPath transaction is initiated.
PayPath Important Notes

☑ After a PayPath transaction is submitted for approval, you cannot enter another PayPath transaction for that employee record until the first transaction has been approved by all Approvers.

☑ The system does not allow a change to position data if the same effective date was already used for an existing position change.

☑ PayPath allows current or future updates for Position Data and Job Data.

☑ If an employee has more than one job, each job record is updated separately.

☑ Additional Pay transactions may use multiple effective dates in the same PayPath Action.
Where to Get Help

1. Ask UCPath:
   Dashboard Menu > Help/FAQ > Ask UCPath

2. UPK – User Productivity Kit:
   Dashboard Menu > Help/FAQ > Self Service or Location Users

3. Functional User Resources:
   https://www.ucpath.ucsb.edu/functional-user-resources

4. ACADEMIC PERSONNEL: Send an email:
   AP-Path@UCSB.edu

5. STAFF: UCSB HR Website / UCPath Tab:
   https://www.hr.ucsb.edu/ucpath

6. STAFF: Submit a ticket to HR Service Now:
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   https://ucsb.service-now.com/global

7. E-mail questions re: Faculty and ASE

8. Find Job Aids, Handouts, Support Documents

9. Submit an Inquiry to UCPC or Search UCPath Help Library

Help and Resources

Ask Staff WFA Questions
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Ask UCPath Center
Position Data Changes

Module 2
Position Data and Effective Dates in PayPath

First, Think About …

**POS**

**ITION** It is possible to make more than one change per effective date so long as it is in the same transaction. Once you use an effective date, that date cannot be used again unless you formally request the UCPC to make a correction.
Use the **Position Data** tab to enter changes to position data.

The **Position Data** tab provides two areas: **Existing Values** and **New Values to update**.

This allows you to compare the existing position information while you enter the updated information.

If the employee is in a multi-headcount position the fields on the **Position Data** tab are view-only and you cannot enter changes; however, you can still enter **Job Data changes**.
Using PayPath for **Position Data Updates**

- **POSITION DATA** updates in PayPath are **only** initiated for **filled** positions with a **single** incumbent.
  - Position Data changes allow for **only one transaction per effective date**.
  - When a position data change is entered, PayPath automatically updates the **Job Data** tab displaying the updated position information.

**FYI**
The PayPath Actions search option does not allow access to **vacant positions**. The system displays an error message: "No matching values. You have entered a position number that is vacant."
PayPath Transaction System Process

**PayPath Initiator**
Navigate to PayPath Actions component

**PayPath Initiator**
Enter and Submit PayPath Transaction

**PayPath Approver**
Review/Approve PayPath Transaction

**PayPath Initiator / ALL**
View Employee Data

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**Workforce Administration**

**Position Control**
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Human Resources & Academic Personnel
Enter search criteria to locate the employee.
In this example, a search was performed on the Last Name Allen.
If only one employee matches the search criteria entered, the PayPath Actions component opens and displays the employee.
If multiple employees match the search criteria entered, those employees display in the Search Results.
For position data changes, the Action always defaults to POS. You only need to select the appropriate Position Change Reason code.
Use the Position Data tab to enter changes to position data. You must enter the Effective Date and the Position Change Reason fields before entering the update.

- The Effective Date cannot be the same date as any existing effective date for the employee in the Position Information component. This is because there is no effective date sequencing for position information. Use the Position Data link to review employee position information including existing effective dates.

Position information updated on this tab also updates the Job Data tab.
Help and Resources

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WFA Questions

UCSB HR
Staff-specific
Guidelines and Processes

Video Demos
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Position Data Change in PayPath Scenario

My student assistant is going to report to a different faculty member within our department. I need to update their record to reflect this change.

1. Can I do this in PayPath?

   Single headcount = YES
   Multi-headcount = NO – Use ServiceNow (staff)/ UCPC (AP)

2. What reason code is best?

   RTC

Go to Job Aid

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Job Data Changes

Module 3
JOB DATA and Effective Dates in PayPath

First, Think About …

Effective Dates!

JOB Data Changes allow Multiple transactions per effective date (sequencing)
Job Data Changes Overview

Use the **Job Data** tab for job-related updates.

- Job Data updates are initiated for employees in either **single** or **multi-headcount** positions.
- **Remember in multi-headcount positions, a change to the job data impacts only the incumbent.**
- If an employee has more than one job, each job must be updated individually.

**NOTE:**

- Some of the **Job Data** fields and values display **differently** for academic employees than they do for staff employees.
- Reason codes dictate which fields are either display-only or open for editing.
Job Data Update Key System Steps

PayPath Initiator
Navigate to PayPath Actions

PayPath Initiator
Review employee information

PayPath Initiator
Update job data

PayPath Initiator
Save and Submit

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Use the Job Data tab for various job data changes.

The fields and values available on the Job Data tab change depending on whether the employee selected from the search is an academic or staff employee.
The staff and academic versions are very similar; however, each version includes some fields and data that is **SPECIFIC** to either academic or staff employees.

**FOR EXAMPLE, FOR STAFF:**
- The data values available in the **Action** and **Action Reason** fields are specific to staff.
- The **Employee Class** field can be edited.
- The fields in the **UC Job Data** section are specific to staff.

If the employment is a short-term assignment or temporary hire, the date the position ends appears in the **Appointment End Date** field.

- Non-Academic employees - students [5] and limited [4] appointments - are automatically terminated in UCPath on this date.

Locations monitor expected job/appointment end dates and, if needed, update/extend the **Appointment End Date** to ensure the termination does not occur.
FOR ACADEMICS:

- The data values available in the **Action** and **Action Reason** fields are specific to academics.

- The **Employee Class** defaults and cannot be edited.

- The functionality of **Pay Components** and **Earnings Distribution** supports academic pay calculations.

- The fields in the **UC Job Data** section are specific to academics.

For Academic employees, the **End Job Automatically** check box also appears. This check box must be selected to automatically terminate the academic employee on the **Expected Job End Date**.
Non-Student Academics
Job Data Changes for Non-Student Academics?

STOP
(Departments) Can’t Touch This!

These are processed in AP
Email: AP-Path@UCSB.edu

Revised 10/29/2019
### Sequencing Multiple Job Data Changes

**Effective date sequence is important.**

- Enter job changes in the order they occur in a single PayPath Job Data update.
- Sequence number populates automatically.

<table>
<thead>
<tr>
<th>Effective Seq.</th>
<th>Notes</th>
<th>Action</th>
<th>Effective Date</th>
</tr>
</thead>
</table>
| 0              | First row  
                      * Defaults to 0  | Position Promotion  | 3/1/2019       |
| 1              | Second row  
                      * Added by user  | Pay Rate Change Promotion  | 3/1/2019       |
| 2              | Third row  
                      * Added by user  | Pay Rate Change Equity  | 3/1/2019       |

---

**Effective date sequence is important.**

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| 1              | Second row  
                      * Added by user  | Pay Rate Change Promotion  | 3/1/2019       |
| 2              | Third row  
                      * Added by user  | Pay Rate Change Equity  | 3/1/2019       |
Job Data Change Action Reason Codes

- The **Action** and the **Action Reason** fields are required.
- The **Action** and **Action Reason** codes further define the purpose of job data change transactions.
The values available in the **Action Reason** field are dependent on the selection made in the **Action** field.

<table>
<thead>
<tr>
<th>Action Reason Description</th>
<th>Action Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limited to Career</td>
<td>CAR</td>
</tr>
<tr>
<td>Correction - Non Pay Related</td>
<td>COR</td>
</tr>
<tr>
<td>Correction-Pay Rate</td>
<td>CPR</td>
</tr>
<tr>
<td>Change in Percent Time (FTE)</td>
<td>CPT</td>
</tr>
<tr>
<td>Update ERIT End Date</td>
<td>ERI</td>
</tr>
<tr>
<td>Extend Expected Return Date</td>
<td>EXP</td>
</tr>
<tr>
<td>Add/Extend Appointment</td>
<td>EXT</td>
</tr>
<tr>
<td>Update Location Use End Date</td>
<td>LUE</td>
</tr>
<tr>
<td>Update Phased Retiremnt End Dt</td>
<td>PHR</td>
</tr>
<tr>
<td>Update Probation Code/End Date</td>
<td>PRB</td>
</tr>
<tr>
<td>Update Auto Termination Flag</td>
<td>TMF</td>
</tr>
<tr>
<td>Update Trial Employment Date</td>
<td>TRL</td>
</tr>
</tbody>
</table>
Use the Job Data tab to enter updates to job-related data such as pay, earnings distribution and short work break. You must enter the Effective Date and the Action and Action Reason fields before entering an update.

Use the PayPath Job Data Comments to record details about the position and/or job changes. This note is stored directly in the notes feature of the Job Data component for the employee.

Click + to add multiple job data changes in the same transaction. Multiple changes can be entered only for the same Effective Date.

To review all job data rows for the employee (single employee assignment), click the Workforce Job Summary link. To review all current assignments (multiple employee assignments), click the Person Org Summary link.
There are several types of **Job Data** changes, most of which fall into the first three categories.

- **Data**
- **Pay Rate**
- **Job Earnings Dist (JED)**
- **Short Work Break (SWB)**
Pay Rate Updates

Common Reason Codes

REMEmber:

- Step lives on the job and is entered at hire.
- Pay components (comp rate, pay frequency...) auto-populate based on the salary step.
- Salary plan and grade live on the position.

QUICK-TIP:
Enter the comp rate before entering the reason code.

Action: PAY
Action Reason: 

Pay Rate Change

Search by: Action Reason begins with

View 100 First 1-12 of 12 Last

Action Reason Description
ACR Accretion to Bargaining Unit
ATB Across-The-Board
DEM Demotion
EQU Equity
JRD Job Reclass - Downward
JRL Job Reclass - Lateral
JRU Job Reclass - Upward
MER Merit
MIN Bring To Meet Minimum
PRO Promotion/Academic Promotion
REF Range Adjustment/Comp Refresh
STI Step Increase/Progression

Look Up Action Reason

Pay Rate

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Human Resources & Academic Personnel

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The Job Earnings Distribution (JED) is primarily used to distribute earnings by earn codes either by percentage or by amount.

- JED is commonly used when a STAFF employee is on ERIT (Employee Voluntary Reduction in Time).
- Summer Salary? See AP Toolkit [https://ap.ucsb.edu/resources.for.department.analysts/summer.research.additional.compensation.toolkit/](https://ap.ucsb.edu/resources.for.department.analysts/summer.research.additional.compensation.toolkit/)

Non-Exempt employees’ pay is generated based on their hours submitted to Kronos.
**Short Work Break Overview**

- **SWB stops pay** for an employee for a temporary period of time.
- This process applies to certain **staff** and **academic employees**.
- **Max length of SWB is four months**.
- Employee’s on SWB are monitored by the department on a regular basis.
- Departments are responsible for returning employees from SWB.

**NOTE**: Short Work Break is NOT a Leave of Absence.
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**UCSB UCPath**

**Human Resources & Academic Personnel**

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**Short Work Break Academic Examples**

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Students</td>
<td>Used to put academic students off pay status over the summer or in between quarters.</td>
</tr>
<tr>
<td>Variable Appointment</td>
<td>Used to put an exempt academic employee with a highly variable schedule off pay status in between periods of active employment.</td>
</tr>
<tr>
<td>Research Funding Bridge</td>
<td>Used to place an employee that is awaiting research funding on SWB.</td>
</tr>
</tbody>
</table>
## Short Work Break Staff Examples

<table>
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<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partial-Year Career Furlough</td>
<td>Used to place a partial-year career employee on furlough. <strong>Action Reason</strong> selection is based on the number of working months the partial-year career employee is scheduled to work: 9, 10 or 11 months. <em>(mostly in STHL)</em></td>
</tr>
<tr>
<td>Undergraduate Students</td>
<td>Used to put undergraduate students (covered under PPSM) off pay status over the summer or in between quarters.</td>
</tr>
</tbody>
</table>

Be sure to extend the appointment date through and beyond the return from SWB if needed.
Help and Resources

- **Ask Staff WFA Questions**
- **UCSB HR Staff-specific Guidelines and Processes**
- **Video Demos from UCOP (UPK)**
- **HR ServiceNow – for Staff**
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When I hired the student assistant in our department, they were going to leave their job at the end of Fall Quarter so I entered an expected Job End Date of 12/31/2019.

Things have changed.

The student assistant will now return to this job in the Spring after a SWB in Winter Quarter. I don’t want their job to be wrongly terminated!

What should I do??

Go to the Job Aid
Additional Pay

Module 4
Additional Pay and Effective Dates in PayPath

First, Think About …

Effective Dates!

Additional Pay allows multiple effective dates per transaction
Additional Pay for staff is any compensation above a University employee’s regular, base compensation.

- There are two types of additional pay transactions:
  - One-time – applies to a single pay cycle or non-consecutive pay cycles.
  - Recurring – payments are paid over multiple, consecutive pay periods in the same amount.

- Additional pay transactions entered in PayPath are routed for approvals and then transferred to a Payroll staging table to be processed automatically by UCPC Payroll additional pay batch upload process.
Entering Additional Pay

☑ Additional pay is entered as a flat per pay period amount.
  - All prorated payments should be calculated prior to entering the flat amount.

☑ An employee is not available in PayPath until the Hire Template is approved on campus and fulfilled by UCPC WFA Production.
  - An employee's additional pay data cannot be updated until the Payroll nightly process assigns the employee's pay group.
**Workforce Administration**

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**Additional Pay Key System Steps**

1. **PayPath Initiator**
   - Navigate to PayPath Actions
2. **PayPath Initiator**
   - Review employee information
3. **PayPath Initiator**
   - Enter Additional Pay data
4. **PayPath Initiator**
   - Save and Submit

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**Revised 10/29/2019**
Use the top portion of the Additional Pay Data tab to enter new additional pay information for an employee. If the employee has current additional pay information, it appears on the right side of the tab.

The middle section provides details about the employee’s current Job Information.

Use the bottom portion of this tab to:
- Upload or view supporting documents.
- Enter comments to the Approver.
- View the Transaction ID, Workflow Status and Request Status.

The buttons allow you to save the transaction for later processing, submit the transaction for approval or cancel the transaction.
Use the PayPath Actions Additional Pay Data tab to enter specific information about the payment.

If the employee has existing additional pay, it displays in the Current Additional Pay section. In this example, the employee does not have existing additional pay set up.

This section displays a summary of the employee’s current job data.

Enter comments you want the approver to see during the review of this request.

The options available are based on the employee’s pay cycle (for example, monthly or biweekly). For biweekly employees, you may select in which pay periods the amount should be paid.

Enter the Earnings Code, Effective Date and Pay Period Amount. You can also enter a Goal Amount or End Date.

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Enter the Earnings Code, Effective Date and Pay Period Amount. You can also enter a Goal Amount or End Date.
Example Current Additional Pay

This employee has existing additional pay, which displays in the Current Additional Pay section.

[Image of a screenshot showing the Current Additional Pay section in the UCPath system.]
Additional Pay Updates

Updates are made to existing recurring additional pay transactions.

The update must be for the same Earnings Code.

The update must have an Effective Date that is within the existing recurring pay Effective Date (start date) and End Date.

After you enter the Earnings Code and the new Effective Date, the current recurring information populates and the Override Data button appears. Click the Override Data button to open the recurring information fields for edit.
The steps for entering a retroactive additional pay transaction are similar to any other additional pay, with the exception of the **Effective Date**.

In the **Effective Date** field, enter the previous pay period date that the additional pay should have started.
Course Review
1: PayPath Transaction Overview
2: Position Data Changes
3: Job Data Changes
4: Additional Pay
5: Course Review
Points to Remember …

- All **Job Data** fields controlled by **Position Data** appear as display-only for Multi-Headcount positions.
- You cannot process a second PayPath transaction until any pending transaction is approved.
- When a **position data change** is entered, PayPath automatically inserts a new row with the same effective date into the **Job Data tab** and displays the updated position information.

- **Position Data** and **Job Data** changes can be entered in a single PayPath transaction; however, they must have the **same Effective Date**.
- For **Additional Pay** you can make multiple entries with **different Effective Dates** in a single PayPath transaction.
**Best Practices to Remember**

- When selecting your **Position Effective Date**…
  - Verify the date is available for use and has not already been used.

- Be mindful of where any PayPath effective date falls on the Payroll Processing calendar

**REVIEW...REVIEW...REVIEW...**

- **... Workforce Job Summary** or **Job Data** component to review your employee’s record **before** initiating a PayPath Action and **after** the PayPath Action is approved.

- ... data on every tab in a PayPath Action to ensure accurate and current information throughout the employee’s record.

- ... the employee’s **first paycheck** with the Additional Pay to verify correct processing.
**PayPath Scenarios**

**NOW what?**

1. My employee was granted an equity increase effective 5/1/2019. Where do I make updates?

   **PayPath**
   
   - Go to the Job Aid
   - Position Tab: Change to Exempt
   - Job Data: Submit Job Data Update Form to UCPC to change Pay Group to 8MH
   - see handout

2. My Staff Student assistant was just hired into a concurrent exempt Academic job. What do I need to do?

   **Position Tab:** Change to Exempt
   **Job Data:** Submit Job Data Update Form to UCPC to change Pay Group to 8MH
   - see handout
Putting It All Together

☑ As the Location WFA Initiator, you initiate position data changes, job data changes and additional pay transactions, which move through AWE to Location PayPath Approver(s) for approval.

☑ PayPath Actions allows historic, current or future updates in Position Data and Job Data. Retro corrections may require UC Path Center assistance.

☑ Open a case with UCPC when a position transaction is needed but the effective date is not available.

☑ Job Data changes can be made independent of a position data change. However, if a position data change is made, PayPath automatically updates the Job Data tab to display the new position information.

☑ Refer to the PayPath Transactions – Action Codes, Reason Codes and Descriptions job aid for a description of all Action and Action Reason code combinations.
Help and Resources

Ask Staff WFA Questions
- UCSB HR Staff-specific Guidelines and Processes
- Video Demos from UCOP (UPK)

HR ServiceNow – for Staff
https://ucsb.service-now.com/hr

HR Website – for Staff
https://www.hr.ucsb.edu/ucpath

UCSB UCPaPath Site
https://www.ucpath.ucsb.edu/functional-user-support/functional-user-resources

Academic Personnel UCPaPath Team
AP-Path@UCSB.edu

E-mail questions re: Faculty and ASE
Find Job Aids, Handouts, Support Documents
Submit an Inquiry to UCPC or Search UCPaPath Help Library

Where to Get Help
1. Ask UCPath:
   Dashboard Menu > Help/FAQ > Ask UCPath
2. UPK – User Productivity Kit:
   Dashboard Menu > Help/FAQ > Self Service or Location Users
3. Functional User Resources:
   https://www.ucpath.ucsb.edu/functional-user-support/functional-user-resources
4. ACADEMIC PERSONNEL:
   Send an email:
   AP-Path@ucsb.edu
5. STAFF:
   UCSB HR Website / UCPath Tab:
   https://www.hr.ucsb.edu/ucpath
6. STAFF:
   Submit a ticket to HR Service Now:
   https://ucsb.service-now.com/global
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UCPath Help
Within UCPath, use the “Help” link to find support documentation in the UCPath Help site specific to the page you are working on.
For all UCPath inquiries please follow the contacts listed below. This information can also be found under the Contact section of the UCPath website.

Functional Users:
- UCPath Human Resources: bhr@ucsb.edu or (805) 893-4752 (for staff employees)
- UC Path Academic Personnel: ap-path@ucsb.edu or (805) 893-5455 (for the faculty, academic employees, graduate students assistants, and staff)
- UC Payroll Office: payroll@ucsb.edu or (805) 893-1453 (for staff, students employees, and community employees)
- UCPath Payroll Office: payroll@ucsb.edu or (805) 893-1453 (for staff, students employees, and community employees)
- Please reference the UCPath Functional User Support document for more details.

Job Aids
- Added Machine-Aid User Productivity Kits (PART) on the UCPath Help Site:
- Resources are updated on a regular basis. Therefore, they are best viewed online rather than downloaded and saved to your computer or a shared drive. If you don't find the information you're looking for in one of the categories below, you can also search for content in the UCPath Help site.

https://www.ucpath.ucsb.edu/functional-user-support/functional-user-resources
Academic Personnel: AP-Path@ucsb.edu
• Tamara Berton
• Danica Acosta
• Monique Chaidez

Staff: www.hrhelp.ucsb.edu
• Amy Arnold
• Sarah Soto

PayPath Training
https://www.ucpath.ucsb.edu/functional-user-support/functional-user-resources