

## Job Aid: Manage Job - Job Data Modernization

This document outlines the processes for phase 1 of the **Manage Job** pages that are part of **Job Data Modernization**. The guidelines will assist you when making changes to:

Work Location, Job Information, Labor Information, Salary and Compensation, and Payroll transactions, UC Job Data, and Attachments.

Navigation: Workforce Administration > Manage Job (tile) > Search Existing

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- Validate
- <u>Summary</u>
- Submit Confirmation



### PayPath vs. Manage Job

PayPath	Manage Job	No Change
System is unavailable during payroll cut-off times (component lockdown).	System is unavailable during payroll cut-off times (component lockdown).	
Supports retro Transactions entry.	The current phase of <b>Manage Job</b> does not support retro transactions (transactions prior to the latest effective date row).	
Transactors can enter multiple changes/entries in one transaction.	Each transaction is entered separately. For example: Manage Job entries are based on an *Action/ *Reason. Only select fields are enabled for entry per *Action/ *Reason change, and remaining fields remain disabled (grayed out). This means it may require multiple entries/changes if a transaction requires multiple fields to be updated.	
Changes/entries made at the Location go through an Approval Workflow Engine (AWE) process.	No Approval Workflow Engine (AWE) process. Changes/entries made in Manage Job commit to UCPath in real-time.	
<b>Navigation</b> : Workforce Administration > HR Tasks (tile) > PayPath/Additional Pay> <b>PayPath</b> Actions.	Navigation: Workforce Administration > Manage Job (tile) > Search Existing.	
Search results display below <b>Search Criteria</b> . Once transactor <b>Drills in</b> on a search result, to navigate back to previous search results, transactor clicks on <b>Return to Search</b> button.	Search results display in <b>My Recent</b> Searches. Once a transactor clicks on a transaction to View Job Details, to go navigate back to previous search results, transactor clicks back button.	
The <b>Rate Code</b> changes require UCPath for approval.	The <b>Rate Code</b> changes do not require UCPath approval. Updates to made commit to UCPath in real-time.	



PayPath	Manage Job	No Change
When a transactor enters a <b>Step</b> in the <b>Step</b> field for a step-based position, the <b>Compensation Rates</b> amounts update automatically.	When a transactor enters a <b>Step</b> in the <b>Step</b> field for a step-based position, the transactor needs to click on the <b>Default Pay Components</b> and <b>Calculate Compensation</b> buttons for the correct salary amounts and <b>Pay</b> <b>Rates</b> to display as the amounts do not automatically calculate.	

### Manage Job

Location transactors with the new initiator role **ULSHR\_HR\_MODERN\_JOB\_INIT** (provisioned at the location) will have access to the **Manage Job Tile** and the **Create Job Action** button enabled.

Location transactors with access to current or classic **Job Data** or with the following roles will have access to the new **Manage Job** tile.

- ULSHR\_HR\_ WFA\_INQUIRY,
- ULSHR\_HR\_WFA\_INQUIRY\_NO\_PII
- ULSHR\_HR\_JOBDATA\_NO\_COMP

Note: There is no change to the existing Job Data page accessed through HR Tasks.

Click the **Manage Job** tile to navigate to the **Search Existing** component.

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orkforce Administration ~				
	Manage Job	HR Tasks	Position Management	Approvals
	\$	<u>A</u> <sup>≜</sup> A		
	Absence Administration	Benefits Administration	Payroll Tasks	Mass Upload
	Experience Based Pay	Person of Interest		Employee Services



# Job Aid: Manage Job - Job Data Modernization

In Manage Job, use the Search Existing component to search using Search Criteria including:

- Empl ID
- Empl Record
- Name
- Legal Last Name
- Legal First Name
- Legal Middle Name
- HR Status
- Payroll Status
- Position Number
- Business Unit
- Department
- Job Code

### Search Existing

To search for an individual person's record or an entire **Business Unit**, enter the corresponding data in the respective field. For example, you can search for a person's records using an **Empl ID**, **Name**, **Legal Last Name**, **Legal First Name**, or **Legal Middle Name**.

In addition, you can search for a person's record or Business Unit's records using a combination of search parameters including **HR Status**, **Payroll Status**, **Position Number**, **Business Unit**, **Department**, and **Job Code**.

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Mana	age Job							
Sea	rch Existing							
~ <b>S</b>	earch Criteria							
	My Saved Searches		~					
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	Empl Record	= •	Payroll Status	begins with v	~			
	Name	begins with V	Position Number	begins with v	Q			
	Legal Last Name	begins with 🗸	Business Unit	begins with 🗸	٩			
	Legal First Name	begins with 🗸	Department	begins with 🗸	٩			
	Legal Middle Name	begins with 🗸	Job Code	begins with 🗸	Q			
		Include History						
		Search Clear Save Search	]					
Basi	Basic Search							
	Recent Searches	he displayed						
There	are no recent searches to t	be displayed.						



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For example, you can search for an employee using an **Empl ID**.

Enter the employee's ID in the **Empl ID** field and click the **Search** button. It is recommended that you check the **Include History** check box to include current and future job history rows. If check box is unchecked, search results will display top of the stack row.

←   ⊙ ♡			Q. Search in	Menu
Manage Job		1	1998 IN 18. 19. 1997   1	
Search Existing				4
✓ Search Criteria				
My Saved Searches		~		
Empl ID	begins with V	HR Status	begins with 🗸	<b></b>
Empl Record	= •	Payroll Status	begins with v	<b>~</b>
Name	begins with 🗸	Position Number	begins with 🗸	Q
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Legal First Name	begins with 🗸	Department	begins with 🗸	٩
Legal Middle Name	begins with 👻	Job Code	begins with v	Q
-	Include History			
	Search Clear Save Search			
Basic Search				
✓ My Recent Searches				
There are no recent searches to	be displayed.			

#### **Job Action Summary**

The search results display on the **Job Action Summary** page with the current row at the top of the stack.

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1060 - 0 - Employee TEACHG ASST-GSHIP									
Job Actions Summary								Create Jo	b Action
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Effective Date / Sequence A	Action / Reason	Last Updated By / Date	Job Code	Position	Reports To	Employee Classification	Actions		
	Hire Hire - No Prior UC Affiliation	10/01/2022	002310 TEACHG ASST-GSHIP	409 TEACHG ASST-GSHIP	407 FINANCIAL SVC ANL 2	11 Academic: Academic Student	Ø	J.	>
					Conc. They				

If you do not see the **Create Job Action** button, your location has not provisioned the new initiator role.



- Transactors with the new initiator role (ULSHR\_HR\_MODERN\_JOB\_INIT), will see the Create Job Action button and can update or make changes from Job Action Summary.
- Transactors without the new initiator role (ULSHR\_HR\_MODERN\_JOB\_INIT), Create Job Action button will not be visible and the results in the Job Action Summary page will be read-only.

#### Search Results

UNIVERSITY

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OF

UCPath

The search results display in a horizontal row beneath the **Search Criteria** component.

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Legal Middle Name	begins with v		Job Code begins	s with 🖌	٩						
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Empl ID:106											
Empl ID 11 Empl Record	I ↑↓ Name ↑↓ Legal Last Nam	e ↑↓ Legal First Name ↑↓ Le	egal Middle Name î↓ Pa	ayroll Status ↑∖	U Organizational Relationship ↑↓	Position Number 1	Business Unit ↑↓	Department ↑↓	Job Code ↑↓	Business Title ↑↓	1 row
106 0		-	Ad	ctive	Employee	40	SDCMP	000204	002310	TEACHG ASST-GSHIP	>
						-			~		

To review the employee's job data row, click on the ">" icon to access the **Job detail** page.

Effective Date / Sequence	Action / Reason	Last Updated By / Date	Job Code	Position	Reports To	Employee Classification	Actions	
					407			
10/01/2022	Hire		002310	409	EINANCIAL OVO ANIL 2	11		
)	Hire - No Prior UC Affiliation	10/01/2022	TEACHG ASST-GSHIP	TEACHG ASST-GSHIP	FINANCIAL SVC ANL 2	Academic: Academic Student	$\odot$	12



#### Job Details

The Job Details page is in read-only view and displays employee information by category, Work Location, Job Information, Labor Information, Salary and Compensation, Payroll, Employment Data, Benefits Program, UC Job Data, Attachments, Validate, and Summary.

Clicking on the **Expand All** button displays all data from each category, and **Collapse All** minimizes all the categories. A user can expand or collapse each category by clicking on each category.

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Job Details			
106 - 0 - Employee TEACHG ASST-GSHIP			
Effective Date Sequence		Action Reason	Hire Hire - No Prior UC Affiliation
Expand All			
✓ Work Location			
HR Status	Active	Payroll Status	Active
Job Indicator	Primary Job	Status	Completed
Position Number	409: TEACHG ASST-GSHIP	Override Details	No
Position Entry Date	10/01/2022	Position Managed Record	No
Regulatory Region	USA United States	Company	UCS University of California
Business Unit	and a second second		
Department	000204 CHEMISTRY & BIOCHEMISTRY	Department Entry Date	10/01/2022
Location	VCAA VC-ACADEMIC AFFAIRS	Establishment ID	CONTRACTOR OF AN AND
Date Created	09/26/2022		
Last Start Date	10/01/2022	Expected Job End Date	12/31/2028
End Job Automatically	Yes		
> Job Information			
> Labor Information			
> Salary and Compensation			
> Payroll			
> Employment Data			

To navigate back to the **Job Action Summary** page, click the back button to access the search results.

	Q Search in Menu
Job Details	
106 - 0 - Employee TEACHG ASST-GSHIP	
Effective Date 10/01/2022 Sequence 0	Action Hire Reason Hire - No Prior UC Affiliation



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To navigate back to the Manage Job page from the Job Details page, click the back button.

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	Include History									
	Search Clear Save Search	]								
Basic Search										
✓ Search Results										
Empl ID:10604118										1 row
Empl ID 1 Empl Record	↑↓ Name ↑↓ Legal Last Name ↑↓ Legal First	Name î↓ Legal Middle Name	↑↓ Payroll Status	↑↓ Organizational Relationship ↑↓	Position Number 1	Business Unit ↑↓	Department 🔱 Jo	b Code ↑↓	Business Title 1↓	
106 0			Active	Employee	409		000204 00	02310	TEACHG ASST-GSH	

#### Save Search

To save the search previously performed, click the **Save Search** button. A pop-up window with a prompt to **Enter a New Name** displays. You can enter a name in the field, or you can click save to accept the default text.

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Empl ID	begins with 🗸	106	HR Status	begins with	/		
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Name	begins with 🗸		Position Number	begins with	م		
Legal Last Name	begins with 🗸		Business Unit	begins with V	۰		
Legal First Name	begins with 🗸		Departn Can	cel	Save Search	Save	
Legal Middle Name	begins with 🗸		Job C	Enter a New Name	106		
8	Include History						
	Search	ear Save Search					
Basic Search							



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### **My Saved Searches**

A saved search displays in the My Saved Searches drop-down on the Manage Job page.

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Search	n Existing						
∽ Sear	ch Criteria						Ì
	My Saved Searches	106	✓ ⊖				1
	Empl ID	begins with 🗸 106		HR Status	begins with	•	~
L	Empl Record		Pa	yroll Status	begins with	•	·

### **My Recent Searches**

A list of **Recent Searches** display below the **Search Criteria** component on the **Manage Job** page.

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Empl ID	begins with	HR Status	begins with v	· · · ·							
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Basic Search											
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	the row(s) to be deleted and select 'Done' to refre	sh the section.									
Θ	Empl ID:101			Today 08:1	17 AM Search Again						
Selected for deletion											
Θ	HR Status:Active +2 more			1 Day(s) a	go Search Again						
Selected for deletion	Saved Search:A-BKCM-000667										
Θ	HR Status:Active +2 more			1 Day(s) a	go Search Again						
Selected for deletion											
Θ	HR Status:Active +1 more			1 Day(s) a	go Search Again						
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#### **Create Job Action**

**Create Job Action** current phase of **Modernized Job Data** does not support entering transactions prior to the latest effective date row. This means transactors can enter current and future dated transactions. historic rows cannot be entered using **Create Job Action**.

The **Create Job Action** button is enabled for transactors granted the new initiator role (ULSHR\_HR\_MODERN\_JOB\_INIT) provisioned at the location.

0 🗢		Q Sear	rch in Menu					<u> </u>
Actions Summary								
- 3 - Employee AY								
							1	Create Job Acti
Actions Summary								
								19
Effective Date / Sequence	Action / Reason	Last Updated By / Date	Job Code	Position	Reports To	Employee Classification	Actions	
4/11/2023	Return from Work Break	10000	001100	401	400	9		
	Return from Short Work Break	04/11/2023	PROF-AY	PROF-AY	DEPARTMENT CHAIR	Academic: Faculty	$\odot$	<i>i</i> >
0/01/2022	Data Change	No. of Concession, Name	001100	401	400	9		
	Correction-Pay Rate/Frequency	12/05/2022	PROF-AY	PROF-AY	DEPARTMENT CHAIR	Academic: Faculty	$\odot$	<i>d</i> * >
	Pay Rate Change		001100	401	400	9		
0/01/2022					DEPARTMENT CHAIR			<i>i</i> >

Click the **Create Job Action** button to enter the **\*Action** and **\*Reason** for an employee record. The **Effective Sequence** field is grayed out and displays a number starting out with **"0**". Entries entered using Job Data Modernizations with the same **Effective Date** will be effective sequenced.

To enter the **\*Action** and **\*Reason** codes use the lookup function to select the appropriate **\*Action** and **\* Reason** code from the lookup list.

If a disallowed **\*Action** is entered in the **\*Action** field, a hard error will display, and the transactor cannot proceed until a correct entry is made.

							18 ro
		Cancel Create Job	Action Continue				Ţ,
Effective Date / Sequence	Action / Reason	Note: If a Payroll is currently in process for this employ Please review the transaction specific details and update	ee, data will not be processed until next payroll. te the effective date correctly on this page.	Employee Classification	Actions		
10/01/2022 ?	Data Change Correction-Pay Rate/Frequency	*Effective Date 04/11/2023 Effective Sequence 0		9 Academic: Faculty	⊘	F	>
0/01/2022	Pay Rate Change Range Adjustment/Comp Refresh	"Action RWB "Reason RWB	Return from Work Break	9 Academic: Faculty	Ø	ľ	>
0/01/2022	Pay Rate Change Range Adjustment/Comp Refresh			9 Academic: Faculty	O	ľ	>

Click the **Continue** button to proceed with the transaction.



## Job Aid: Manage Job - Job Data Modernization

Depending on the **\*Action** and **\*Reason** selected, the transactor will have access to data fields related to the **\*Action** and **\*Reason**.

Navigation in modernized job data includes activity guides.

There is no requirement to navigate sequentially or view all activity guides. Transactors can access the guides in any order and after making an entry, can **Validate** and **Submit** the transaction.

### Work Location

All fields in **Work Location** are grayed out for this example where the **\*Action** and **\*Reason** are for **Return from Work Break** – **Return from Short Work Break**.

× Exit Return from Work Break - F	Return from Short Work Bre	ak				V ~ G. Co.
100 - 3 - Employee PROF-AY						
Work Location • Visited	Work Location				Related Informat	
Job Information O Not Started	Effective Date HR Status		Effective Sequence Payroll Status		Reference Links	، د
Labor Information O Not Started	Job Indicator Position Number	Secondary Job	Override Details	No	Maintain Teleworkers	U
Salary and Compensation O Not Started		PROF-AY	Override Details Position Managed Record		View Job Details	
Payroll O Not Started	Regulatory Region	USA United States	Company	UCS University of California		
UC Job Data O Not Started	Business Unit	UC Campus				
Attachments O Not Started	Department	erenti Roman Tong Tongo Re	Department Entry Date	12/01/2017		
Validate O Not Started	Location	32	Establishment ID	UC		
Summary O Not Started	Date Created				-	
	End Job Automatically		Expected Job End Date			

Click the **Next** button or click on the activity guide to advance to the **Job Information** page.



### Job Aid: Manage Job - Job Data Modernization

#### **Job Information**

The **Job Information** page fields are grayed out based on the **\*Action** and **\*Reason** used. In this example, the **\*Action** and **\*Reason** used was for a **Data Change (DTA)** and a **Change In Percent Time (FTE) (CPT)**, the **FTE** field.

X Exit						:
Data Change - Change in Per	rcent Time (FTE)					6 T 68 , CM T 6
Anternation internation						
					C Constant	No.4 N
					< Previous	Next >
Work Location  Visited	Job Information				Related Informat	
Job Information	Effective Date	06/14/2023	Effective Sequence	0		0
Visited	Job Code	003276	Job Entry Date	09/19/2022	✓ Reference Links	2
Labor Information O Not Started	Supervisor Level	GSR-PARTIAL FEE REM	Supervisor ID		Maintain Teleworkers View Job Details	
Salary and Compensation O Not Started	Reports To	40039690 PROF-HCOMP	Reports To Manager	1000 1000 to	View Job Details	
Payroll O Not Started	Regular/Temporary	Not Applicable 🗸	Full/Part	System Default - Select Value 👻		
UC Job Data	*Employee Class	Ac Student 🗸	*Officer Code	None 🖌		
O Not Started	Regular Shift	Not Applicable 🗸	Shift Rate			
Attachments O Not Started	Classified Ind	Academic 🗸	Shift Factor			
Validate	Standard Hours					
O Not Started	Standard Hours	17.60	Work Period	Weekly		
Summary	FTE	0.440000	Adds to FTE Actual Count?	Yes		
O Not Started	-		Encumbrance Override	No		
	>USA					

Click the **Next** button or click on the activity guide to advance to the **Labor Information** page.

### **Labor Information**

The Labor information fields are grayed out for this transaction.

× Exit						:
Data Change - Change in Per	cent Time (FTE)					8 G. S. C. C.
Reserve tolk Taul' Second						
					< Previous	Next >
Work Location  Visited	Labor Information				Related Informati	on
Job Information	Effective Date	06/14/2023	Effective Sequence	e 0		0
<ul> <li>Visited</li> </ul>	Bargaining Unit				∼ Reference Links	2
Labor Information <ul> <li>Visited</li> </ul>	Labor Agreement		Labor Agreement Entry Date	e	Maintain Teleworkers	
Salary and Compensation	Employee Category		Employee Subcategory	У	View Job Details	
O Not Started	Employee Subcategory 2		Position Managed Record	d No		
Payroll O Not Started	Union Code	99 Non-Represented	Union Seniority Date	e		
UC Job Data	Works Council ID					
O Not Started	Labor Facility ID		Labor Facility Entry Date	e		
Attachments O Not Started	Stop Wage Progression	No	Pay Union Fee	e No		
Validate O Not Started	Exempt from Layoff	No	Layoff Exemption Reasor	n		
Summary	Assigned Seniority Dates					
O Not Started	No Seniority Dates data exists.	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		maren and a second a		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Click the **Next** button or click on the activity guide to advance to the **Salary and Compensation** page.



### Job Aid: Manage Job - Job Data Modernization

#### Salary and Compensation

The **Salary and Compensation** fields are grayed out for this transaction based on the **\*Action** and **\*Reason** used.

For example, if the **\*Action** and **\*Reason** used was for a **Pay Rate Change (PAY)** and a **Step Increase/Progression (STI)**, the **Step** field, and the **Pay Components** fields would be editable and not grayed out.

Work Location       Salary Plan         • Vailed       Salary Admin Plan 1022         • Uoted       Graduate Stud Researcher (FY)         • Vailed       Graduate Stud Researcher (FY)         • Vailed       Graduate Stude Researcher         • Vailed       Graduate Stude Researcher         • Vailed       Step Information         • Vailed       Graduate Stude Researcher         • Vailed       Step Information         • Vailed       Reference Links         • Vailed       No         • Vailed       Compensation         • Vailed       Compensation Rule         • Vailed       Compensation Rule         • Vailed       Compensation Rule         • Vailed       Compensation Rule         • Voiled       Default Pay Components         • Validate       Pay Components         • Net Stand       Default Pay Components         • Net Stand       Pay Controls         • Net Stand       Conversion Show All         • Reacode 1       Seg 11       Compensation Rule 11 <th>× Exit</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>:</th>	× Exit								:
Work Lossion       Salary Plan         Job Information       Salary Admin Plan Top         Work Lossion       Salary Admin Plan Top         Job Information       Grade Entry Date         Work       Wark         Labor Information       Grade Uncersorter         Work       Step 10         Salary Admin Plan Top       Grade Entry Date         Work       Defaulte Student Researcher         Salary and Compensation       No         National       Compensation Rate         Nation       Compensation Rate         National       Compensation Rate         O Mul Stated       Compensation Rate         Validaties       Compensation Rate         Validaties       Pay Components         Validaties       Controls Changes Conversion Show All         Rese Cole 11       Seg 11       Compensation Rate 11: Currency 11	Pay Rate Change - Step Incr	ease/Progression							Verter and an and a set of the
Work Location       Salary Plan       Related information         Ubited       Salary Admin Plan       TO2       Graduate Stude Researcher (PY)       Related information         Ubited       Grade Entry Date       00/19/2022       Related information       Related information         Ubited       Grade Entry Date       00/19/2022       Related information       Related information         Ubited       Grade Entry Date       00/19/2022       Related information       Martian Televorkers         Ubited       Ubited       Too       Related information       Martian Televorkers         Ubited       Compensation       Too       Related information       Martian Televorkers         Ubited       Compensation Rate 3, 162.10%       USD       "Frequency UC 12/12 - FY"       Martian Televorkers         Ubited       Compensation Rate 3, 162.10%       USD       "Frequency UC 12/12 - FY"       Martian Televorkers         Validatie       Compensation Rate 3, 162.10%       USD       "Frequency UC 12/12 - FY"       Martian Televorkers         Validatie       Compensation Rate 3, 162.10%       USD       "Frequency UC 12/12 - FY"       Martian Televorkers         Validatie       Deduit Pay Components       Sommary       Sommary       Too       Sommary         Mastanted									
Writ Leation         Value         Job Information         Value         Graduate Stud Researcher (FY)         Graduate Stude Researcher (FY)         One Stand         Compensation Rate 3,162.10%         O Net Stand         Default Pay Componentis         Net Stand         Pay Componentis         Net Stand         Pay Componentis         Summary     <								Previous	Next >
• Visited       Salary Admin Plan       T022         • Visited       • Graduate Stud Researcher (FY)       • Grade Entry Date       09/19/2022         • Visited       • Graduate Stud Researcher       • Graduate Stud Researcher       • Materia         • Visited       • Graduate Stud Researcher       • Graduate Stud Researcher       • Materia         • Visited       • Graduate Stud Researcher       • Graduate Stud Researcher       • Materia         • Visited       • No       • Step Entry Date       09/19/2022       • Materia         • Visited       • No       • No       • No       • Materia         • Visited       • No       • No       • No       • No         • Visited       • No       • No       • No       • No         • Visited       • Opensation Rate 3,162.10%       • No       • No       • No         • Not Stand       • Compensation Rate 3,162.10%       • No       • No       • No         • Not Stand       • Default Pay Components       • Openants       • No       • No         • Nat Stand       • Default Pay Components       • No       • No       • No       • No         • Nat Stand       • Default Pay Components       • No       • No       • No       • No         •	Work Logation	Salary Plan						Related Inform	ation
Job Information   • Vailed   • Onepensation   • Compensation Rate 3,162,10%   • Compensation Rate 3,162,10%   • Compensation Rate 3,162,10%   • Compensation Rate 3,162,10%   • Compensation Rate 1,1000   • Pay Rates   • Attachments   • Net Started		Online Astrono Dise	7000					Related morn	0
• Visited       Grade // Grade Entry Date       09/19/2022         • Visited       Graduate Student Researcher       Graduate Student Researcher         • Visited       Step 10       Q       Step Entry Date       09/19/2022         • Visited       Step 10       Q       Step Entry Date       09/19/2022         • Visited       No       No       Mantain Televorkers         • Visited       Compensation       No       Visited       Visited         • Visited       Compensation Rate 3,162.10% USD       "Frequency UC 12/12 - FY"       Mantain Televorkers         • Not Started       > Comparative Information       >       >         • Not Started       > Comparative Information       >       >         • Not Started       > Pay Components       Includes Visited       Includes Conversion Show All         • Not Started       Pay Components       Includes Conversion Show All       Frequency 11       Frequency 11	lah lufamustan								0
Labor Information              Visited               Graduate Student Researcher             Step 10            Q             Step Entry Date 09/19/2022               Maintain Televorkers          Salary and Compensation              No               Includes Wage Progression             Rule               Maintain Televorkers               Wew Job Details          O Not Statted              Compensation Rate 3,162.10             USD             "Prequency             UC 12/12 - FY              ~				Quede Frates	B-4-			Defense titele	P
• Vailed       Step 10 Q Step Entry Date 09/19/2022       Maintain Teleworkers         • Vailed       Includes Wage Progression No       View Job Details         • Vailed       Compensation       Compensation       View Job Details         • Vailed       Compensation Rate 3,162.10% USD       "Frequency UC 12/12 - FY"       Vew Job Details         • Voil Job Data • Not Started       > Compensation Rate 3,162.10% USD       "Frequency UC 12/12 - FY"       Vew Job Details         • Not Started       > Compensation       > Pay Rates       Pay Rates       Vew Job Details         • Not Started       Default Pay Components       Pay Components       I row         • Not Started       Pay Controls Changes Conversion Show All       Frequency 14	l chan beformation			Grade Entry	09/19/2022			V Reference Links	C-
Salary and Compensation • Visited       Includes Wage Progression Rule       No         Payroll O Not Started       Compensation Rule       Compensation (Compensation Rate 3,162.10)       USD       "Frequency UC 12/12 - FY"       Image: Compensation Rate 3,162.10)       Image: Compensation Rate 1,1200       Ima		Stop	10 0	Stop Entry	Data 00/10/2022			Maintain Teleworkers	
• Validad       Rule       Not         Payroll       Compensation         O Not Started       Compensation Rate 3,162.10%       USD         UC Job Data       > Comparative Information         O Not Started       > Comparative Information         O Not Started       Default Pay Components         Validate       O Not Started         O Not Started       Pay Components         Validate       Pay Components         O Not Started       Tow         O Not Started       Pay Components         Image: Controls       Conversion         Summary       0 Not Started         Image: Controls       Conversion         Amount       Controls       Changes         Validate       Image: Conversion         Image: Controls       Conversion         Image: Controls       Compensation Rate 11         Compensation Rate 11       Compensation Rate 11       Frequency 11				Step Entry	03/13/2022			View Job Details	
Payroll       Compensation Rate 3,162.10% USD       "Frequency       UC 12/12 - FY         UC Job Data       > Comparative Information       > Pay Rates         Attachments       > Pay Components         O Not Started       Default Pay Components         Validate       O Not Started         Summary       O Not Started         O Not Started       I row         Image: Summary       Image: Summary         O Not Started       Summary         Image: Summary       Amount Controls Changes Conversion Show All         Image: Table Code TJ       Seq T1       Compensation Rate T1 Currency T1		Rule	No						
O Not Started       Compensation Rate 3,162.10% USD       "Frequency UC 12/12 - FY         UC Job Data O Not Started       > Comparative Information > Pay Rates         Attachments O Not Started       Default Pay Components         Validate O Not Started       Pay Components         Validate O Not Started       Tow         Pay Components       1 row         Validate O Not Started       Tow         Image: Conversion Show All       Image: Conversion Show All         ''atae Code 1/1       Seq 1/1       Compensation Rate 1/1 Currency 1/1		Compensation							
UC Job Data       > Comparative Information         O Not Statted       > Pay Rates         Attachments       Default Pay Components         Validate       Pay Components         Validate       Pay Components         O Not Statted       I row         Summary       O Not Statted         O Not Statted       I row         Image: Controls       Conversion         Show All       I Rate Code TJ         I Rate Code TJ       Seq TJ       Compensation Rate TJ. Currency TJ.	O Not Started								
O Not Started       > Comparative Information         > Pay Rates         Attachments       > Default Pay Components         Default Pay Components         Validate       Pay Components         O Not Started       Pay Components         Summary       O Not Started         Image: Controls       Conversion         Show All       Image: Conversion         Image: Rate Code 11       Seq 11         Compensation Rate 11       Compensation Rate 11         Image: Rate Code 11       Seq 11         Compensation Rate 11       Compensation Rate 11		Compensation Rate	3,162.10👮 USD	*Frequ	ency UC 12/12 - FY	~			
Attachments O Not Started       Default Pay Components         Validate O Not Started       Pay Components         Summary O Not Started       Pay Controls       Changes       Conversion       Show All         Tate Code 11       Seq 11       Compensation Rate 11       Currency 11       Frequency 11									
O Not Started     Default Pay Components       Validate O Not Started     Pay Components       Summary O Not Started     Two       Summary Instruction     Summary Controls     Conversion       Show All       Tate Code 11     Seq 11     Compensation Rate 11     Frequency 11		> Pay Rates							
Validate O Not Started       Pay Components         Summary O Not Started       1 row         Image: Summary O Not Started       Image: Summary Started         Image: Summary Started       Image: Summary Started      <		Default Pay Components							
O Not Started     Fay Components       Summary O Not Started     Amount     Controls     Changes     Conversion     Show All       Tate Code 11     Seq 11     Compensation Rate 11     Currency 11     Frequency 11		Delaut ray components							
Summary O Not Started       Amount       Controls       Changes       Conversion       Show All         ************************************		Pay Components							
O Not Started Amount Controls Changes Conversion Show All Tate Code 11 Seq 11 Compensation Rate 11 Currency 11 Frequency 11									
*Rate Code fil     Seq fil     Compensation Rate fil Currency fil     Frequency fil							E, Q ↑		
		Amount Controls	Changes Conversion	Show All					
		*Rate Code ↑↓	Seq ↑↓	Compensation Rate 1↓ Cu	rrency î↓	Frequency 1			
UCANNL Q 0 86,239,00000 USD A + 0		UCANNL Q	0	86,239.000000 🗾 US	D	A	+ 💼		

If the transaction is pay related, and the position requires an adjusted **Step**, a position with .5 step increases will display the .5 Step in **UC Step**. Click the **Step** look-up icon to display the **Step** table.

Visited	Grade IV Grade Entry Date 09/19/2022		✓Reference Links
Labor Information <ul> <li>Visited</li> </ul>	Graduate Student Researcher Step 10 Q Step Entry Date 09/19/2022		Maintain Teleworkers
Salary and Compensation <ul> <li>Visited</li> </ul>	Includes Wage Progression Rule No		View Job Details
	Compensation	- 1	
Payroll O Not Started	Compensation Rate 3,162.107 USD *Frequency UC 12/12 - FY ·		



## Job Aid: Manage Job - Job Data Modernization

For positions with .5 steps, select the corresponding **Step.** In the example below, **Step** 10 corresponds to **UC Step** 10 with an hourly **Compensation Rate** of **\$41.30**.

au Date Change Ofer Inc		Cancel		Look	kup		
y Rate Change - Step Inc	rease/P	Search for: Step					
uhammad Adib Thaqif Saroya 601215 - 0 - Employee		> Search Crite					
SR-PARTIAL FEE REM			110				
							10 rows
		Step ↑↓	UC Step ↑↓ Step Description ↑↓	Comp Rate Code ↑↓	Compensation Rate ᡝ	Hourly Rate ↑↓	Annual Rate ᡝ
Work Location Visited	Sala	1	1	UCANNL	44011	21.078065	44011
Job Information  Visited	Sala	2	2	UCANNL	47435	22.717912	47435
Labor Information		3	3	UCANNL	52604	25.193487	52604
Visited		4	4	UCANNL	56818	27.211686	56818
Salary and Compensation  Visited		5	5	UCANNL	60599	29.02251	60599
Payroll O Not Started		6	6	UCANNL	63412	30.369732	63412
UC Job Data	Inc	7	7	UCANNL	68492	32.802682	68492
O Not Started	Com	8	8	UCANNL	73941	35.412356	73941
Attachments O Not Started		9	9	UCANNL	79873	38.253352	79873
Validate O Not Started	> Co > Pa	10	10	UCANNL	86239	41.302203	86239
	De						
Summary O Not Started							
	Pay (						
	*Rat						

### **UC Step Details**

The UC Step Details display below the Calculate Compensation button.

Validate O Not Started	Amount Controls	Changes Conversion Sho	w All		
•	*Rate Code ↑↓	Seq 1↓	Compensation Rate ↑↓ Currency ↑↓	Frequency ↑↓	
Summary O Not Started	UCANNL Q	0	86,239.000000 🛒 USD	А	+
	Calculate Compensation				
	UC Step Details				
	Step 10		p 10.0		

If you make changes to the **Step** and forget to click on **Default Pay Components** and **Calculate Compensation** buttons, when you get to **Validate**, a hard stop error message will display with guidance to go to the **Salary and Compensation** page to click on **Default Pay Components** and **Calculate Compensation** buttons before submitting the entry.

Click the **Next** button or click on the activity guide to advance to the **Payroll** page.





#### Payroll

The **Payroll** fields are grayed out for this transaction based on the **\*Action** and **\*Reason** used. For example, if the **\*Action** and **\*Reason** used was for an **Earning Distribution Change (JED)** and a **Negotiated Comp/Summer Salary (JED)**, the **Earning Distribution** fields would be editable and not grayed out.

	:
Earnings Distribution Change - Negotiated Comp/Summer Salary	and the start of the
Previ	ious Next >
Visited Employee Type S Holiday Schedule NONE	nformation
Job Information Visited Tax Location Code CA-DEFAULT California California	
Labor Information • Vsited FICA Status Subject ~ Maintain Telework	
Salary and Compensation         Edit ChartFields         Combination Code         View Job Details                • Visited               Absence Management System               View Job Details	
Payroll         Pay Group         MONTHLY         Eligibility Group         ACAYSABB           • Visited         Monthly         Academic AY Faculty Sabbatical	
UC Job Data O Not Started Setting	
Attachments O Not Started         Use Pay Group Eligibility         No         Use Pay Group Rate Type         Yes           Use Pay Group As of Date         Yes         Yes	
Validate         Constrained         Earnings Distribution	
Summary O Not Started Compensation Rate 13,850.00% USD Work Period Weekly	
Standard Hours     40.00     Compensation Frequency     AY 9/12       "Earnings Distribution Type     None     •	
Job Earnings Distribution No Earnings Distribution data exists.	

#### **Earning Distribution**

If the **\*Action** and **\*Reason** position entered is **Job Earning Distributions** (**JED**), adjust the **Earnings Distribution Type** by selecting either **By Amounts** or **By Percent**, thereby allowing for the entry of **Compensation Rates**. **Earning Distribution** is enables location transactors to edit the **Comp Rate** or remove the distribution if the **FTE** is zeroed out.

	Earnings Distribution		
Payroll <ul> <li>Visited</li> </ul>	Compensation Rate 12,087.925 USD	Work Period Weekly	
UC Job Data O Not Started	Standard Hours 40.00 *Earnings Distribution Type By Amount	Compensation Frequency FY 12/12	
Attachments O Not Started	Job Earnings Distribution By Amount By Percent None		3 rows
Validate O Not Started			
Summary	Earnings ChartFields Show All		
O Not Started	*Earnings Code ↑↓	Compensation Rate ↑↓	Percent of Distribution ↑↓
	HSN Q	2,104.583333 🗾	+
	HSP Q	2,308.333333	+
	HSR Q	7,675.000000	+ 💼



### Job Aid: Manage Job - Job Data Modernization

A When using Pay Path to process a transaction that modifies an employee's existing Job Earning Distribution (JED), for example with Actions/Reasons Data Change/Change in Percent (FTE), UCPath automatically calculates the JED. In Modernized Job Data, the transactor must manually input the updated Compensation Rates amounts because the JED does not calculate automatically. If the transactor fails to complete this step, the transaction will trigger a hard error during validation preventing submission until it is correctly entered.

Click the **Next** button or click on the activity guide to advance to the **UC Job Data** Page.

### UC Job Data

The UC Job Data page fields are grayed out based on the \*Action and \*Reason used.

× Exit				:
Return from Work Break - Ret				pant a
100 - 3 - Employee PROF-AY				
			Previous Net	xt >
Work Location	UC Job Data		Related Information	
Job Information	Effective Date 04/11/2023	Effective Sequence 0		0
Visited	Probation Code None	Probation End Date	∽ Reference Links	Ð
Labor Information Visited	Trial Employment End Date ERIT/Phased Retirement End	Academic Duration of Appt Location Use End Date	Maintain Teleworkers	
Salary and Compensation <ul> <li>Visited</li> </ul>	Dt Post Docs Anniversary Date 0 Years 0 Months 0 Days	Location Use Type	View Job Details	
Payroll ● Visited	PY Career Duration Pay Group Override	Eligibility Group Override Alternate Work Week 7/40		
UC Job Data • Visited	Cubicle Termination Override No	HR Primary Job Override No		
Attachments O Not Started				
Validate O Not Started				
Summary O Not Started	and the second			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Click the **Next** button or click on the activity guide to advance to the **Attachments** page.

BACK TO TOP



## Job Aid: Manage Job - Job Data Modernization

### Attachments

On the **Attachments** Page, a transactor can upload attachments. Attachments are viewable by all transactors with access to employee records.

X Exit			:
Return from Work Break - Re			
100 - 3 - Employee PROF-AY			
			<pre></pre>
Work Location	Attachments		Related Information
Job Information	Effective Date 04/11/2023	Effective Sequence 0	•
Visited	Attachments		
Labor Information  Visited	You have not added any Attachments.		Maintain Teleworkers
Salary and Compensation • Visited			View Job Details
Payroll Visited			
UC Job Data • Visited			
Attachments • Visited			
Validate O Not Started			
Summary O Not Started			

To add an attachment, click the Add Attachment button.

Work Location • Visited	Attachments	
	Effective Date 10/31/0100 Effective Sequence 0	Ē
Job Information <ul> <li>Visited</li> </ul>	File Attachment     ×	
Labor Information Visited Salary and Compensation	Choose From	A CONTRACT
Visited     Payroll     Visited	My Device	male of the second
UC Job Data • Visited		1000000
Attachments Visited		
Validate Q Not Started		ĺ

In the File Attachment window, click **My Device** to select the file to attach.



Once a file is selected, click the **Upload** button.

UCPath

UNIVERSITY

OF CALIFORNIA

Work Location • Visited	Attachments	
Job Information • Visited	Effective Date 12/31/2100 Effective Sequence 2 File Attachment	×
Labor Information <ul> <li>Visited</li> </ul>	Choose From	
Salary and Compensation  Visited	My Device	
Payroll Visited	Upload Clear	
UC Job Data Visited	-Examples.doc	
Attachments Visited		······
Validate O Not Started		

The selected file will upload, and a green bar will display **Upload Complete**. Click **Done**.

	File Attachment	Done
Choose From		
My Device		
File Size: 72KB	-Examples.doc	
		Upload Complete

**Note:** If the attached document's file name is too long, an upload error warning will display. This means the file name will need to be shortened and then re-uploaded.

Attachments	
Effective Date 12/31/2100	Effective Sequence 2
Attachments	
You have not added any Attachments.	
Add Attachment	
	AddAttachment failed: File name too long
	Call to AddAttachment method failed because the specified file name was too long.
	OK

Click the **Next** button or click on the activity guide to advance to the **Validate** page.





### Validate

The **Validate** page displays warnings and errors. The system will prevent the submission of a transaction if there are any errors displayed, so it is important to correct them. Review and correct any warnings as needed, as they may have downstream impacts. It is the responsibility of the transactor to ensure that warning messages are not ignored.

X Exit			:
Return from Work Break - Return from Short Work Break			
100 3 - Employee PROF-AY			
		Previous	Next >
Work Location Validate		Related Informat	tion ©
Job Information • Visited Effective Date 04/11/2023	Effective Sequence 0	✓ Reference Links	
Labor Information Validation Visited Use the Validate button to verify the entered of	data. This is an optional step but it is recommended to validate details and review warning and error messages	Maintain Teleworkers	
Salary and Compensation Messages Validation Successful with warnings		View Job Details	
Payroll  Visited	Trow R Q 1		
UC Job Data	arsage Text 11 arning Salary grade is step based or no ranges have been entered on job row 2023-04-11. (1020,5)		
Attachments Visited			
Validate ● Visited			
Summary O Not Started			

Click the **Next** button or click on the activity guide to advance to the **Summary** page.

### Summary

The **Summary** page displays the changes made by displaying the **Proposed Information** (the change) and **Current Information** (the current setting in the system).

× Exit							: 6.1670
Return from Work Break - F	Return from Short Work Break						
100 - 3 - Employee PROF-AY							
PROF-AY						Previous	Submit
Work Location Visited	Summary					Related Information	
Job Information	Effective Date 04/11/2023		E	Effective Sequence 0			0
Visited	Summary of Changes					✓ Reference Links	Ð
Labor Information Visited	Field Label	Proposed Information		Current Information		Maintain Teleworkers	
Salary and Compensation	Expected Return Date	Not Available		07/01/2024		View Job Details	
Visited	Payroll Status 🖲	Active		Short Work Break			
Payroll Visited	Changes Made 鱼						
UC Job Data Visited	Comments				J		
Attachments Visited							
Validate Visited							
Summary Visited							



### Job Aid: Manage Job - Job Data Modernization

▲ It is important to note that at this stage, any changes made have not been submitted to UCPath. Transactors should review this page to make sure that the information displayed in **Proposed Information** reflects the intended change.

Once the transactor confirms the change displayed in **Proposed Information**, click **Submit**.

**Note**: A comment window will display for additional comments to be entered before submitting the transaction.

Enter the **Submission Comments** and click **Submit** to commit the change in UCPath.

		Effective Seque	nce O
Proposed	Cancel Com	ments	Submit nation
Not Availa	You are about to submit this reque	est.	
Active	Submission Comments		⇒ak

#### **Submit Confirmation**

The **Submit Confirmation** page will display. To review the newly entered transaction/row, click **Job Actions Summary** or to navigate to the search page, click on **Go To Search Results**.

0 \		Q Search in Menu						Ć	ב	: 0
Submit Confir	mation							a color generous	1	
	V The Return fro	om Work Break for	has bee	en successfully submitted.						
100 - 3 - Empl PROF-AY	ууее									
For entering or upd	ating ACA related details go to Job Actions Summary and select the related action ACA Eligibility De	etails.								
		Job Actions Summary	Go To Search F	Results						
Low	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~				~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			~~~~



## Job Aid: Manage Job - Job Data Modernization

### **Job Action Summary**

The **Job Action Summary** page displays the newly entered row at the top. Click on the ">" icon to access the **Job detail** page.

⊙ ♡		Q Sear	rch in Menu					
Actions Summary								
- 3 - Employee								
-AY								
								Create Job Ac
Actions Summary								
								1
Effective Date / Sequence	Action / Reason	Last Updated By / Date	Job Code	Position	Reports To	Employee Classification	Actions	
4/11/2023	Return from Work Break	10000	001100	401	400	9		,
	Return from Short Work Break	04/11/2023	PROF-AY	PROF-AY	DEPARTMENT CHAIR	Academic: Faculty	$\odot$	1
					and the factors.		1	
	Data Change		001100	401	400	9		
10/01/2022			001100		DEPARTMENT CHAIR	°	$\odot$	<i>a</i> <sup>1</sup>
	-	12/05/2022	PROF-AY	PROF-AY		Academic: Eaculty		
	Correction-Pay Rate/Frequency	12/05/2022	PROF-AY	PROF-AY	10.000	Academic: Faculty	0	
2	Correction-Pay Rate/Frequency				400			
10/01/2022 2 10/01/2022	-	12/05/2022	001100 PROF-AY	PROF-AY 401 PROF-AY	400 DEPARTMENT CHAIR	Academic: Faculty 9 Academic: Faculty	© 	

To return to the home page, on the navigation bar click the **Home** icon.



This will direct the transactor back to UCPath PeopleSoft Homepage.

UCPath │ ⓒ ♡			Menu  Search in Menu			Q	
kforce Administration ~							
					-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1		
	Manage Job		HR Tasks	Position Management	Approvals		
			2				
	Q;	1111					
	Absence Administration	Benefi	its Administration	Payroll Tasks	Mass Upload		
			<b>₽</b>		<b>_</b>		