

## Job Aid: Manage Job - Job Data Modernization

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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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## Job Aid: Manage Job - Job Data Modernization

### 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. <b>For example: Manage Job</b> entries are based on an <b>*Action/ *Reason</b> . Only select fields are enabled for entry per <b>*Action/ *Reason</b> 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 <b>Manage Job</b> commit to UCPath in real-time.	
<b>Navigation:</b> Workforce Administration > HR Tasks (tile) > PayPath/Additional Pay> <b>PayPath Actions</b> .  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.	<b>Navigation:</b> Workforce Administration > Manage Job (tile) > <b>Search Existing</b> .  Search results display in <b>My Recent Searches</b> . Once a transactor clicks on a transaction to <b>View Job Details</b> , 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.	

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PayPath	Manage Job	No Change
<p>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.</p>	<p>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 Rates</b> to display as the amounts do not automatically calculate.</p>	

### Manage Job

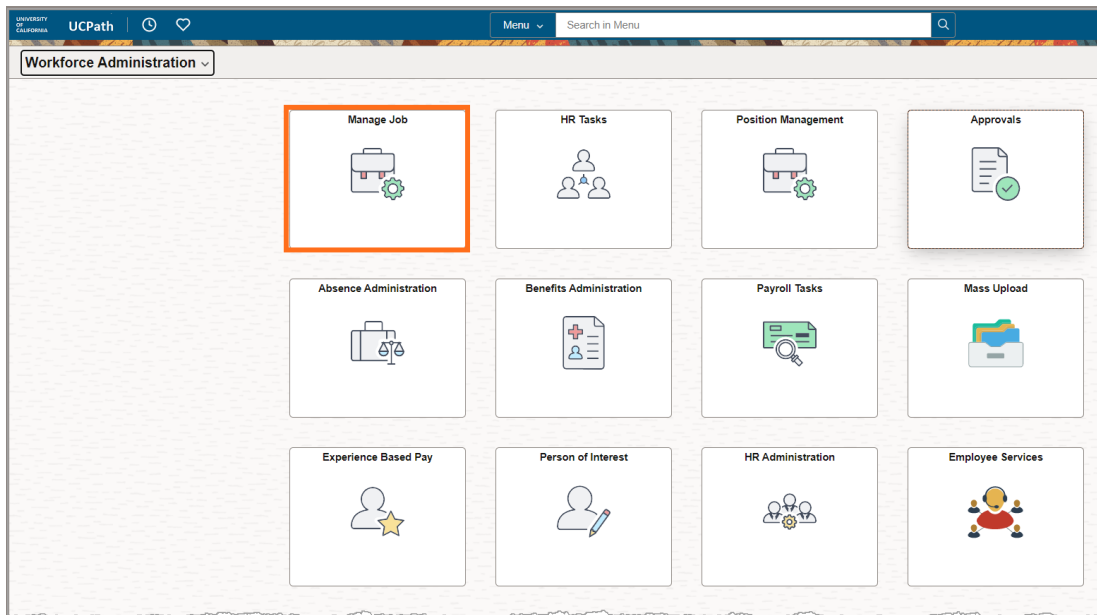
Location transactors with the new initiator role **ULSHR\_HR\_MODERN\_JOB\_INIT** (provisioned at the location) will have access to the **Manage Job Tile** and the **Create Job Action** button enabled.

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.



## 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**.

The screenshot shows the 'Manage Job' interface with the 'Search Existing' section. The search criteria are highlighted with an orange box. The search criteria include:

- Empl ID: begins with [ ]
- Empl Record: = [ ]
- Name: begins with [ ]
- Legal Last Name: begins with [ ]
- Legal First Name: begins with [ ]
- Legal Middle Name: begins with [ ]
- HR Status: begins with [ ]
- Payroll Status: begins with [ ]
- Position Number: begins with [ ]
- Business Unit: begins with [ ]
- Department: begins with [ ]
- Job Code: begins with [ ]

There is an 'Include History' checkbox and 'Search', 'Clear', and 'Save Search' buttons. Below the search criteria is a 'Basic Search' section and a 'My Recent Searches' section with the message 'There are no recent searches to 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.

**Manage Job**

**Search Existing**

Search Criteria

My Saved Searches [dropdown]

Empl ID begins with 106... [input field]

Empl Record = [dropdown]

Name begins with [input field]

Legal Last Name begins with [input field]

Legal First Name begins with [input field]

Legal Middle Name begins with [input field]

HR Status begins with [dropdown]

Payroll Status begins with [dropdown]

Position Number begins with [input field]

Business Unit begins with [input field]

Department begins with [input field]

Job Code begins with [input field]

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.

**Job Actions Summary**

1060 - 0 - Employee  
TEACHG ASST-GSHIP

**Create Job Action**

Job Actions Summary

Effective Date / Sequence	Action / Reason	Last Updated By / Date	Job Code	Position	Reports To	Employee Classification	Actions
10/01/2022 0	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	[refresh] [edit] [delete]

1 row

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

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- ⚠ 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

The search results display in a horizontal row beneath the [Search Criteria](#) component.

Legal First Name

Legal Middle Name

Include History

Department

Job Code

---

Basic Search

▼ Search Results

Empl ID: 106

Empl ID	Empl Record	Name	Legal Last Name	Legal First Name	Legal Middle Name	Payroll Status	Organizational Relationship	Position Number	Business Unit	Department	Job Code	Business Title
106	0					Active	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.

Job Actions Summary

Effective Date / Sequence	Action / Reason	Last Updated By / Date	Job Code	Position	Reports To	Employee Classification	Actions
10/01/2022 0	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	⊙

## Job Aid: Manage Job - Job Data Modernization

### 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.

The screenshot shows the 'Job Details' page for an employee. The 'Expand All' button is highlighted with a red box. An orange arrow points to the 'Job Information' category, which is currently collapsed. The page displays various fields such as Effective Date, Position Number, Department, and Location.

Effective Date	10/01/2022	Action	Hire
Sequence	0	Reason	Hire - No Prior UC Affiliation
<b>Expand All</b>			
<b>Work Location</b>			
HR Status	Active	Payroll Status	Active
Job Indicator	Primary Job	Status	Completed
Position Number	4093 [redacted] 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	[redacted]	Department Entry Date	10/01/2022
Department	000204 CHEMISTRY & BIOCHEMISTRY	Establishment ID	[redacted]
Location	VCAA VC-ACADEMIC AFFAIRS		
Date Created	09/26/2022		
Last Start Date	10/01/2022	Expected Job End Date	12/31/2028
End Job Automatically	Yes		
<b>Job Information</b>			
<b>Labor Information</b>			
<b>Salary and Compensation</b>			
<b>Payroll</b>			
<b>Employment Data</b>			

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

The screenshot shows the 'Job Details' page with the back button highlighted by a red box. The page displays the same employee information as the previous screenshot.

Effective Date	10/01/2022	Action	Hire
Sequence	0	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.

The screenshot shows the 'Manage Job' interface. Under 'Search Existing', there are search criteria for various fields like Empl ID, Name, and Department. A 'Save Search' button is highlighted with an orange box. Below, a table shows search results for Empl ID 10604118.

Empl ID	Empl Record	Name	Legal Last Name	Legal First Name	Legal Middle Name	Payroll Status	Organizational Relationship	Position Number	Business Unit	Department	Job Code	Business Title
106	0					Active	Employee	409		000204	002310	TEACHG ASST-GSHIP

### 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.

This screenshot shows the same 'Manage Job' page as above, but with a 'Save Search' pop-up window overlaid. The pop-up has a title bar 'Save Search' and a 'Save' button. It prompts the user to 'Enter a New Name' with a text field containing '106'. An orange arrow points to the 'Save' button.



## Job Aid: Manage Job - Job Data Modernization

### My Saved Searches

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

Manage Job

**Search Existing**

Search Criteria

My Saved Searches: 106

Empl ID: begins with 106

HR Status: begins with

Empl Record: =

Payroll Status: begins with

### My Recent Searches

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

Empl ID: begins with

Empl Record: =

Name: begins with

Legal Last Name: begins with

Legal First Name: begins with

Legal Middle Name: begins with

HR Status: begins with

Payroll Status: begins with

Position Number: begins with

Business Unit: begins with

Department: begins with

Job Code: begins with

Include History

Search Clear Save Search

Basic Search

**My Recent Searches**

Select the 'Edit' icon, choose the row(s) to be deleted and select 'Done' to refresh the section.

	Empl ID:101	Today 08:17 AM	Search Again
	HR Status:Active +2 more Saved Search:A-BKCM-000667	1 Day(s) ago	Search Again
	HR Status:Active +2 more	1 Day(s) ago	Search Again
	HR Status:Active +1 more	1 Day(s) ago	Search Again
	Job Code:000667	1 Day(s) ago	Search Again

## Job Aid: Manage Job - Job Data Modernization

### 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.

Job Actions Summary

100 - 3 - Employee  
PROF-AY

Job Actions Summary 19 rows

Effective Date / Sequence	Action / Reason	Last Updated By / Date	Job Code	Position	Reports To	Employee Classification	Actions
04/11/2023 0	Return from Work Break Return from Short Work Break	 04/11/2023	001100 PROF-AY	401 PROF-AY	400 DEPARTMENT CHAIR	9 Academic: Faculty	 ⊙
10/01/2022 2	Data Change Correction-Pay Rate/Frequency	 12/05/2022	001100 PROF-AY	401 PROF-AY	400 DEPARTMENT CHAIR	9 Academic: Faculty	 ⊙
10/01/2022 1	Pay Rate Change Range Adjustment/Comp Refresh	 09/13/2022	001100 PROF-AY	401 PROF-AY	400 DEPARTMENT CHAIR	9 Academic: Faculty	 ⊙

**Create Job Action**

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.

Job Actions Summary 18 rows

**Create Job Action** Continue

Note: If a Payroll is currently in process for this employee, data will not be processed until next payroll. Please review the transaction specific details and update the effective date correctly on this page.

\*Effective Date: 04/11/2023

Effective Sequence: 0

\*Action: RWB Return from Work Break

\*Reason: RWB Return from Short Work Break

Effective Date / Sequence	Action / Reason	Employee Classification	Actions
10/01/2022 2	Data Change Correction-Pay Rate/Frequency	9 Academic: Faculty	⊙
10/01/2022 1	Pay Rate Change Range Adjustment/Comp Refresh	9 Academic: Faculty	⊙
10/01/2022 0	Pay Rate Change Range Adjustment/Comp Refresh	9 Academic: Faculty	⊙

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**.

**Return from Work Break - Return from Short Work Break**

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PROF-AY

**Work Location** (Visited)

**Job Information**  
 Not Started

**Labor Information**  
 Not Started

**Salary and Compensation**  
 Not Started

**Payroll**  
 Not Started

**UC Job Data**  
 Not Started

**Attachments**  
 Not Started

**Validate**  
 Not Started

**Summary**  
 Not Started

**Work Location**

Effective Date 04/11/2023  
HR Status Active  
Job Indicator Secondary Job

Effective Sequence 0  
Payroll Status Active

Position Number 401  
PROF-AY

Position Entry Date 12/01/2017

Regulatory Region USA  
United States

Business Unit UC  
Campus

Department

Location 32

Date Created 04/11/2023

Override Details  No

Position Managed Record No

Company UCS  
University of California

Department Entry Date 12/01/2017

Establishment ID UC

Last Start Date 12/01/2017

Expected Job End Date

End Job Automatically  No

**Related Information**

**Reference Links**

[Maintain Teleworkers](#)  
[View Job Details](#)

**Next >**

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

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## 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.

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.

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

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### 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.

**Pay Rate Change - Step Increase/Progression**

Work Location: Visited  
 Job Information: Visited  
 Labor Information: Visited  
**Salary and Compensation: Visited**  
 Payroll: Not Started  
 UC Job Data: Not Started  
 Attachments: Not Started  
 Validate: Not Started  
 Summary: Not Started

**Salary Plan**

Salary Admin Plan: T022  
 Graduate Stud Researcher (FY)  
 Grade: IV  
 Graduate Student Researcher  
 Step: 10  
 Includes Wage Progression Rule: No

**Compensation**

Compensation Rate: 3,162.10 USD  
 \*Frequency: UC 12/12 - FY

**Pay Components**

Rate Code	Seq	Compensation Rate	Currency	Frequency
UCANNL	0	86,239.000000	USD	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.

Grade: IV  
 Graduate Student Researcher  
 Step: 10  
 Includes Wage Progression Rule: No

**Compensation**

Compensation Rate: 3,162.10 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.

Step	UC Step	Step Description	Comp Rate Code	Compensation Rate	Hourly Rate	Annual Rate
1	1		UCANNL	44011	21.078065	44011
2	2		UCANNL	47435	22.717912	47435
3	3		UCANNL	52604	25.193487	52604
4	4		UCANNL	56818	27.211686	56818
5	5		UCANNL	60599	29.02251	60599
6	6		UCANNL	63412	30.369732	63412
7	7		UCANNL	68492	32.802682	68492
8	8		UCANNL	73941	35.412356	73941
9	9		UCANNL	79873	38.253352	79873
10	10		UCANNL	86239	41.302203	86239

### UC Step Details

The **UC Step Details** display below the **Calculate Compensation** button.

UC Step Details

Step 10 UC Step 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.

## Job Aid: Manage Job - Job Data Modernization

### 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**

Work Location: Visited  
 Job Information: Visited  
 Labor Information: Visited  
 Salary and Compensation: Visited  
**Payroll: Visited**  
 UC Job Data: Not Started  
 Attachments: Not Started  
 Validate: Not Started  
 Summary: Not Started

Employee Type: Salaried  
 Tax Location Code: CA-DEFAULT  
 GL Pay Type: [Field]  
 Absence Management System: [Field]  
 Pay Group: MONTHLY  
 Exchange Rate Type: [Field]  
 Setting: Use Pay Group Eligibility: No, Use Pay Group As Of Date: Yes  
 Earnings Distribution: Compensation Rate: 13,850.00 USD, Standard Hours: 40.00, \*Earnings Distribution Type: None  
 Job Earnings Distribution: No Earnings Distribution data exists

Related Information: Reference Links: Maintain Teleworkers, View Job Details

### 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**

Compensation Rate: 12,087.92 USD  
 Standard Hours: 40.00  
 \*Earnings Distribution Type: **By Amount**  
 Job Earnings Distribution: [Field]

Earnings Code	Compensation Rate	Percent of Distribution
HSN	2,104.583333	
HSP	2,308.333333	
HSR	7,675.000000	

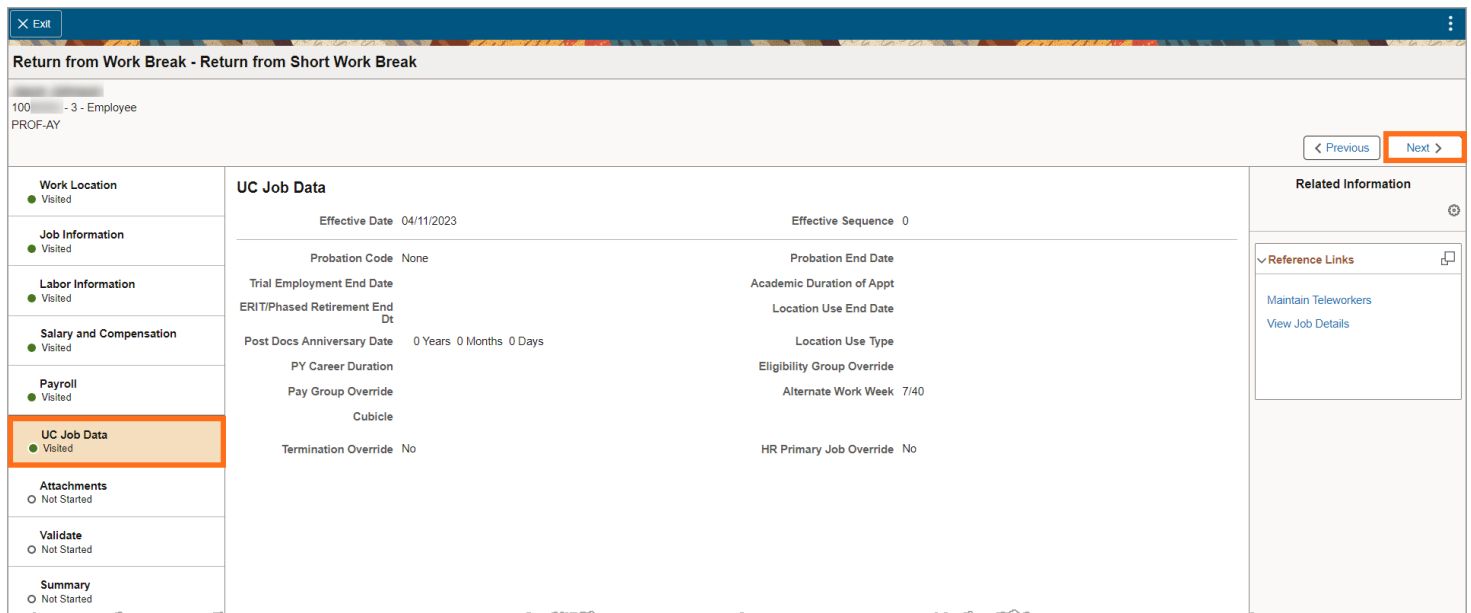
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 When using Pay Path to process a transaction that modifies an employee's existing **Job Earning Distribution (JED)**, for example with **Actions/Reasons Data Change/Change in Percent (FTE)**, UCPath automatically calculates the JED. In **Modernized 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.



Work Location	UC Job Data	Related Information
<ul style="list-style-type: none"> <li>Work Location Visited</li> <li>Job Information Visited</li> <li>Labor Information Visited</li> <li>Salary and Compensation Visited</li> <li>Payroll Visited</li> <li><b>UC Job Data Visited</b></li> <li>Attachments Not Started</li> <li>Validate Not Started</li> <li>Summary Not Started</li> </ul>	<p>Effective Date 04/11/2023</p> <p>Effective Sequence 0</p> <hr/> <p>Probation Code None</p> <p>Probation End Date</p> <p>Trial Employment End Date</p> <p>Academic Duration of Appt</p> <p>ERIT/Phased Retirement End Dt</p> <p>Location Use End Date</p> <p>Post Docs Anniversary Date 0 Years 0 Months 0 Days</p> <p>Location Use Type</p> <p>PY Career Duration</p> <p>Eligibility Group Override</p> <p>Pay Group Override</p> <p>Alternate Work Week 7/40</p> <p>Cubicle</p> <p>Termination Override No</p> <p>HR Primary Job Override No</p>	<p>Reference Links</p> <ul style="list-style-type: none"> <li>Maintain Teleworkers</li> <li>View Job Details</li> </ul>

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



## 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.

Return from Work Break - Return from Short Work Break

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PROF-AY

< Previous Next >

Work Location Visited

Job Information Visited

Labor Information Visited

Salary and Compensation Visited

Payroll Visited

UC Job Data Visited

**Attachments** Visited

Validate Not Started

Summary Not Started

**Attachments**

Effective Date 04/11/2023 Effective Sequence 0

Attachments

You have not added any Attachments.

Add Attachment

Related Information

Reference Links

Maintain Teleworkers

View Job Details

To add an attachment, click the [Add Attachment](#) button.

Work Location Visited

Job Information Visited

Labor Information Visited

Salary and Compensation Visited

Payroll Visited

UC Job Data Visited

**Attachments** Visited

Validate Not Started

**Attachments**

Effective Date 12/31/2100 Effective Sequence 2

File Attachment

Choose From

My Device

In the File Attachment window, click [My Device](#) to select the file to attach.

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

The screenshot shows the UCPath interface with a sidebar on the left containing navigation items: Work Location, Job Information, Labor Information, Salary and Compensation, Payroll, UC Job Data, Attachments, and Validate. The main content area is titled "Attachments" and displays "Effective Date: 12/31/2100" and "Effective Sequence: 2". A "File Attachment" dialog box is open, showing a "Choose From" section with a "My Device" icon. Below this, there are "Upload" and "Clear" buttons. A file named "-Examples.doc" with a size of 72KB is shown in a dashed box below the buttons.

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

This screenshot shows the "File Attachment" dialog box after the upload is complete. A green progress bar at the bottom of the dialog is filled, and the text "Upload Complete" is displayed at the end of the bar. An orange arrow points to this text. A "Done" button is visible in the top right corner of the dialog box. The file "-Examples.doc" (72KB) is still visible in the list below.

**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.

The screenshot shows the "Attachments" page with "Effective Date: 12/31/2100" and "Effective Sequence: 2". Below the "Attachments" header, it says "You have not added any Attachments." and there is an "Add Attachment" button. A modal error dialog box is displayed in the center, with an orange border. The message reads: "AddAttachment failed: File name too long. Call to AddAttachment method failed because the specified file name was too long." There is an "OK" button at the bottom of the dialog box.

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

# Job Aid: Manage Job - Job Data Modernization

## 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.


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).

Field Label	Proposed Information	Current Information
Expected Return Date	Not Available	07/01/2024
Payroll Status	Active	Short Work Break

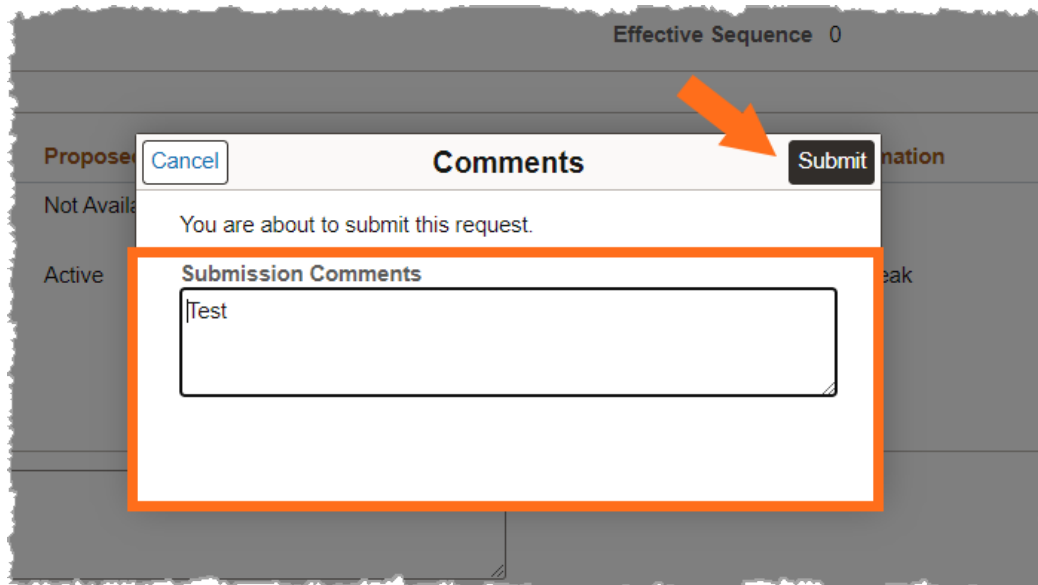
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 It is important to note that at this stage, any changes made have not been submitted to UCPath. Transactors should review this page to make sure that the information displayed in **Proposed Information** reflects the intended change.

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

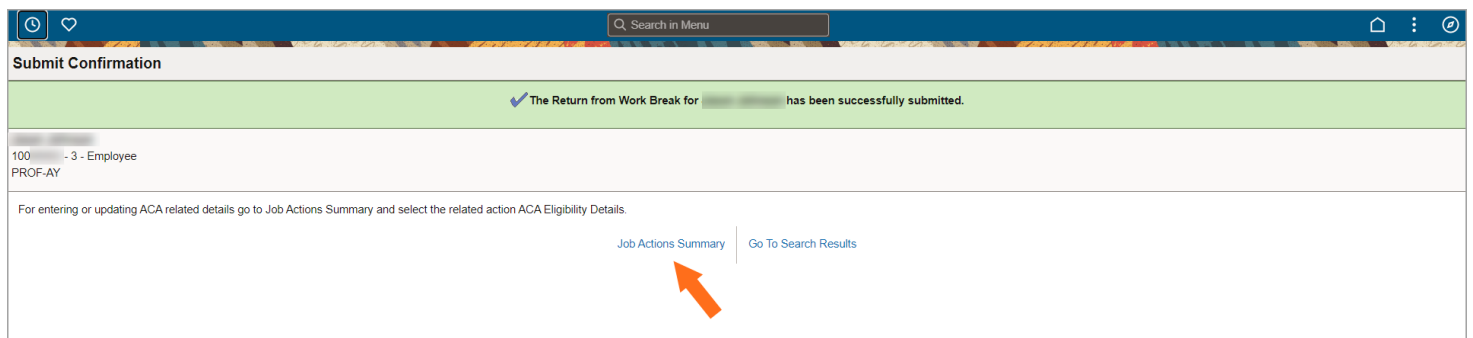
**Note:** A comment window will display for additional comments to be entered before submitting the transaction.

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



### 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**.



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### 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.

Effective Date / Sequence	Action / Reason	Last Updated By / Date	Job Code	Position	Reports To	Employee Classification	Actions
04/11/2023 0	Return from Work Break Return from Short Work Break	 04/11/2023	001100 PROF-AY	401 PROF-AY	400 DEPARTMENT CHAIR	9 Academic: Faculty	
10/01/2022 2	Data Change Correction-Pay Rate/Frequency	 12/05/2022	001100 PROF-AY	401 PROF-AY	400 DEPARTMENT CHAIR	9 Academic: Faculty	
10/01/2022 1	Pay Rate Change Range Adjustment/Comp Refresh	 09/13/2022	001100 PROF-AY	401 PROF-AY	400 DEPARTMENT CHAIR	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.

