

PayPath Data Changes – Position, Job, Additional Pay

Purpose

To update Position, Job, and Additional Pay on same Effective Date in one transaction.

Decision Points

1. UCB Initiator
2. UCB Approver(s)

Component

- PayPath

Data needed for transactions

Hire – Rehire – Concurrent Hire	
With Validation	<ul style="list-style-type: none">• Position Data<ul style="list-style-type: none">○ Effective Date○ Position Change Reason○ Department, Location, Job Code, Reports To, Sal Admin Plan/Grade, FTE, Position Pool, ERC• Job Data<ul style="list-style-type: none">○ Effective Date○ Action, Action-Reason○ Probation Code and End Date, Review Type/Date, Expected Job End Date, Academic Duration of Appointment○ Salary Step and Pay Components○ JED Earnings Code and Distribution %• Additional Pay<ul style="list-style-type: none">○ Earnings Code, Effective Date, Earnings End Date, Pay Period or Goal Amount, Reason for Additional Pay
Freeform (no validation)	<ul style="list-style-type: none">• Comments

Have a question about UCPATH? Email us at ucpathberkeleyinfo@lists.berkeley.edu

Guiding Principles

Sponsor Alignment

- Develop efficiency in end-to-end business process
- Use UCPath delivered functionality
- Minimize additional cost
- Eliminate double data entry

Diverse Campus Stakeholders

- Involve both academics and staff (at multiple levels)
- Maintain a customer focus

Disciplined Process

- Ensure implementation focus
- Use UCPath delivered templates and approval workflow
- Document decisions for clarity and commitment

Openness to Change

- Maintain enterprise-wide perspective
- Be open to process and role changes
- Be transparent with communications