Compensation Changes for AP

Navigation: https://ucrsupport.service-now.com/ucr_portal/

Job Earnings Distribution (JED) for AP

ServiceLink Form (Job and Comp Data Changes)

The same ServiceLink Form – Job and Comp Data Changes – is used to update both Staff and AP Job Data and Compensation Data (including JED and Pay Rate Changes)
JED Change (AP)

To request a Job Earnings Distribution (JED) change for an Academic Appointee, click the checkbox next to Job Earnings Distribution (JED). A section called "Job Data Distribution" will appear towards the bottom of the page once selected.

JED Reason (AP)

Select the JED Reason from the dropdown list. Academic Appointees are eligible for:
- Negotiated Comp Plan or Other JED
- Return to Normal Distribution

Do NOT use the JED Reason "Employee Initiated Reduction in Time (ERIT)" for Academic Appointees.

Distribution (AP)

If the Academic Employee currently has a JED, the JED information will appear under the Current Data section. To change the JED, enter the Earnings Code, % of Distribution, and Comp Rate. Up to 4 entries may be added/changed. The Total Distribution and Total Compensation will be automatically calculated and will appear in the corresponding fields. Total Distribution % for all rows must equal 100%.
Comments & Attachment

ServiceLink Initiator

ServiceLink Initiator
ServiceLink Fulfiller

Data Required for UCPath PayPath Transactions

UCPath Required Data (AP) JED

Pay Rate Changes (PAY) for AP

Updated 9/24/2018
Across-The-Board
**UCPath Reason Code:** ATB
**Description:** Used for an across the board mass increase due to contract negotiations or other across-the-board increases.

Demotion
**UCPath Reason Code:** DEM
**Description:** The pay rate change for an employee who has moved from one position to another which has a lower salary range maximum.

Equity
**UCPath Reason Code:** EQU
**Description:** A pay rate change for a salary increase granted to correct an internal or external/market inequity.

Bring to Minimum
**UCPath Reason Code:** MIN
**Description:** A salary increase granted in order to raise an academic appointee’s salary to meet a new minimum salary range or step rate.

Change in Negotiated Salary
**UCPath Reason Code:** NEG
**Description:** Change in annual negotiated salary. Negotiated compensation plan members only (for example: HSCP, NSTP, etc.)

Off Scale Increase
**UCPath Reason Code:** OFF
**Description:** New or increased off-scale component as a result of a retention, equity or academic review.
Off Scale Decrease
**UCPath Reason Code:** OSD
**Description:** Decrease in off-scale salary component

Academic Promotion
**UCPath Reason Code:** PRO
**Description:** Used for pay rate change that occurs due to a promotion

Change to Record-Only Pay Rate
**UCPath Reason Code:** ROP
**Description:** Change the rate of pay from a non-UC source that is being tracked for records purposes only, such as for Post Docs Paid Direct

Step Increase/Progression
**UCPath Reason Code:** STI
**Description:** A pay rate change that is an advancement to a higher step in accordance with applicable contract provisions

Unit 18 Salary Increase
**UCPath Reason Code:** U18
**Description:** Contracted salary increased based on quarters of service or other reason

Move to WOS (Without Salary)
**UCPath Reason Code:** WOS
**Description:** Used to move someone to the WOS comp rate code. The overnight paygroup assignment program will then move the EE to the ‘WOS’ paygroup based on the newly added ‘UCWOS’ Pay Component
ServiceLink Form (Job and Comp Data Changes)

The same ServiceLink Form – Job and Comp Data Changes – is used to update both Staff and AP Job Data and Compensation Data (including JED and Pay Rate Changes).

Pay Rate Changes (AP)

To request a Pay Rate Change change for an Academic Appointee, click the checkbox next to Pay Rate Changes (PAY). A section called “Pay Rate Changes” will appear towards the bottom of the page once selected.

Pay Rate Change Reason (AP)

Under the Pay Rate Changes section, select the Pay Rate Change Reason code. Academic Appointees are eligible for:
- Academic Merit/Appointment (AME)
- Across-The-Board (ATB)
- Advancement to Above Scale (AS)
- Annual/Longevity (AL)
- Change to Record (CMR)
- Change to Pay Rate (CPP)
- Demotion (DEM)
- Equity (EQU)
- Move from Without Salary (MWS)
- Off Scale Decrease (OSD)
- Off Scale Increase (OSI)
- Promotion/Academic Promotion (PA/P)
- Step Increase/Progression (SIP)
- Unit 18 Salary Increase (UI8)
Compensation Information (AP)

Regardless of Pay Rate Change Reason selected, a section titled "Compensation Information" will appear towards the bottom of the page. UCPath for the selected Academic Appointee will populate under "Current Job Data." This is the Compensation Frequency and Step currently in UCPath for the selected Academic Appointee.

Changes for Compensation Frequency and Step (if applicable) can be made under the "Updated Job Data" column.

Components of Pay (AP)

Regardless of Pay Rate Change Reason selected, a section titled "Components of Pay" will appear towards the bottom of the page. UCPath for the selected Academic Appointee will populate under "Current Job Data." This is the Comp Rate Code, Comp Rate and Comp Frequency currently in UCPath for the selected Academic Appointee.

Changes to Comp Rate Code and Comp Rate (up to four rows) can be made in the "Updated Job Data" section. Data cannot be manually entered on the first two compensation rows. The first row will default automatically for stopped Academic Appointees. X and X' components will default on the second row for SSCP members.

Comments & Attachment

Comments are NOT required, but should be added. For example, no pay information is included in the ServiceLink request. Any additional information that you believe your SSC OR the UCPath Center should know about the leave should be included in the Comments section.

Attachments are not required to submit a Job Data change. Additional information can and should be provided to better support your request and ensure that all data points needed for your Shared Services Center are provided to transact in UCPath.

To submit the request click on "submit." You will be directed to a confirmation page.

If you opt NOT to submit the request, click on Cancel. This action will delete the request form from the system and redirect you to the ServiceLink homepage.
ServiceLink Initiator

Once a ServiceLink form is successfully submitted, the Initiator will be directed to this confirmation page.

Every transaction is composed of a Request Number (REQ), Item (RITM), and Tasks (SCTASK).

Clicking on the RITM Number and Description will take you to a view-only of the ServiceLink Fulfiller of the submitted Onboarding Transaction.

This "Stage" icon allows you to track a transaction's progress through fulfillment. Three green checks mean that all tasks are closed and the submitted transaction is complete.

ServiceLink Fulfiller

Clicking on the RITM (from previous screen) will take you to your request. This page has information that will tell you the stage of the ticket, as well as who is working on your request.

The Stage field gives information pertaining to the status of your request. Once all tasks associated with this request are closed, the stage will update automatically to "Closed Complete." This means that your request has been successfully completed and transacted in UCPath.

Other Comp Changes for AP

Scroll down to the bottom of the RITM to the Catalog Task. In this area, you will see all the related tasks for the request.

The Shared Services Center fulfiller will be assigned one task – to complete the UCPath transaction(s). The SSC fulfiller will change the state of the task from "Open" to "Closed" when completed. When the task reflects a "Closed" state, the RITM stage will automatically change to "Closed Complete."
ServiceLink Form (Job and Comp Data Changes)

The same ServiceLink Form – Job and Comp Data Changes – is used to update both Staff and AP Job Data and Compensation Data (including JED and Pay Rate Changes).

Other Compensation Changes (AP)

In the “Change Effective Date” field, enter the first day the One-time Additional Compensation or Recurring Additional Compensation should take effect.

Other compensation changes for Academic Appointee that can be requested using the Job and Comp Data Changes ServiceLink form include One-time Additional Compensation and Recurring Additional Compensation.

One-Time Additional Compensation (AP)

Please include the FAU distribution supplied by your Financial Analyst for this One Time Pay request. The FAU distribution is required to transact in UCPath.
Recurring Additional Compensation (AP)

Under the Add/Change Recurring Additional Compensation section, the "Current Job Data" section will appear. This is the current data in UCPath for the selected Academic Appointee. If the Academic Appointee is on Recurring Additional Compensation, the Current Earnings Code, Pay Amount, Effective Date, Goal Amount, End Date and 1st, 2nd, and 3rd Pay Periods will populate with date from UCPath.

Recurring Additional Compensation (AP) (continued)

The number of rows entered in the "Add/Change Recurring Additional Compensation" will appear under the "Updated Job Data" section. Enter the updated Earnings Code, Pay Amount, Effective Date, Goal Amount, End Date and 1st, 2nd, and 3rd Pay Period for the selected Academic Appointee.

Comments & Attachment

Comments are NOT required, but should be added. For example, no pay information is included in the ServiceLink request. Any additional information that you believe your SSC OR the UCPath Center should know about the leave should be included in the Comments section.

Attachments are not required to submit a Job Data change. Additional information can and should be provided to better support your request and ensure that all data points needed for your Shared Services Center are provided to transact in UCPath.

To submit the request click on "submit." You will be directed to a confirmation page. If you opt NOT to submit the request, click on Cancel. This action will delete the request form from the system and redirect you to the ServiceLink homepage.
**ServiceLink Initiator**

Once a ServiceLink form is successfully submitted, the initiator will be directed to this confirmation page.

Every transaction is composed of a Request Number (REQ), Item (RITM), and Tasks (SCTASK).

Clicking on the RITM Number and Description will take you to a view-only of the ServiceLink Fulfiller of the submitted Onboarding Transaction.

This “Stage” icon allows you to track a transaction's progress through fulfillment. Three green checks mean that all tasks are closed and the submitted transaction is complete.

**ServiceLink Initiator**

Clicking on the RITM (from previous screen) will take you to your request. This page has information that will tell you the stage of the ticket, as well as who is working on your request.

The Stage field gives information pertaining to the status of your request. Once all tasks associated with this request are closed, the stage will update automatically to “Closed Complete.” This means that your request has been successfully completed and transacted in UCPath.

**ServiceLink Fulfiller**

Scroll down to the bottom of the RITM to the Catalog Task. In this area, you will see all the related tasks for the request.

The Shared Services Center fulfiller will be assigned one task — to complete the UCPath Transaction(s). The SSC fulfiller will change the state of the task from “Open” to “Closed” when completed. When the task reflects a “Closed” state, the RITM stage will automatically change to “closed complete.”