Job Data Changes

| Compensation Changes for Staff |

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

Job Earnings Distribution (JED) for Staff

- **ERIT-EE Reduction in Time**
  - **UCPath Reason Code:** ERT
  - **Description:** Used to place an employee (Exempt & Non Exempt) on ERIT. The employee’s Job FTE is not reduced. This action requires manual entry of Job Earnings Distribution in UCPath.

- **Negotiated Compensation Plans**
  - **UCPath Reason Code:** JED
  - **Description:** For Health Sciences Comp Plan, MSP Staff Physician Comp Plan or Negotiated Trial Salary Program use only. This can also be used for Summer Salary where the Earn Code for a given Salary Plan/Grade is not REG. This action required manual entry of Job Earnings Distribution in UCPath.

- **Return to Normal Hours/Distribution**
  - **UCPath Reason Code:** RET
  - **Description:** Used to return employees to normal hours or distribution. This action requires manual entry of Job Earnings Distribution in UCPath.

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).

Updated 9/24/2018
JED Change (Staff)

To request a Job Earnings Distribution (JED) change for an employee, 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 (Staff)

Select the JED Reason from the dropdown list. Staff employees are eligible for:
- Employee Initiated Reduction in Time (ERIT)
- Negotiated Comp Plan or Other JED
- Return to Normal Distribution

Distribution (Staff)

If the 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/edited. 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

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 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 means 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

Data Required for UCPath PayPath Transactions

<table>
<thead>
<tr>
<th>Key Data Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
</tr>
<tr>
<td>Effective Date</td>
</tr>
<tr>
<td>Action</td>
</tr>
<tr>
<td>Action Reason</td>
</tr>
<tr>
<td>Employee Record Number</td>
</tr>
</tbody>
</table>

UCPath Required Data (Staff) JED

<table>
<thead>
<tr>
<th>Data Point</th>
<th>Data Location on UCR Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earnings Distribution Type</td>
<td>ServiceLink Form (JED Reason)</td>
</tr>
<tr>
<td>Earnings Code</td>
<td>ServiceLink Form (Distribution)</td>
</tr>
<tr>
<td>Compensation Rate</td>
<td>ServiceLink Form (Distribution)</td>
</tr>
<tr>
<td>Percent of Distribution</td>
<td>ServiceLink Form (Distribution)</td>
</tr>
<tr>
<td>ERIT End Date</td>
<td>ServiceLink Form (JED End Date)</td>
</tr>
</tbody>
</table>

Pay Rate Changes (PAY) for Staff

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 manual
**Equity**

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

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**Job Reclass - Downward**

**UCPath Reason Code:** JRD  
**Description:** Used to add a pay rate change for the job reclassification. This action/reason should be a 2nd row inserted in Job (in UCPath) upon the position change

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**Job Reclass - Lateral**

**UCPath Reason Code:** JRL  
**Description:** Used to add a pay rate change for the job reclassification. This action/reason should be a 2nd row inserted in Job (in UCPath) upon the position change

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**Job Reclass - Upward**

**UCPath Reason Code:** JRU  
**Description:** Used to add a pay rate change for the job reclassification. This action/reason should be a 2nd row inserted in Job (in UCPath) upon the position change

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**Merit**

**UCPath Reason Code:** MER  
**Description:** A pay rate change that is a performance-based salary increase granted in accordance with the applicable merit program guidelines or contract provision

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**Bring to Meet Minimum**

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

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**Promotion**

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

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**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
ServiceLink Form (Job and Comp Data Changes)

Pay Rate Changes (Staff)

Pay Rate Change Reason (Staff)
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 transactions' progress through fulfillment. Three green checks means 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."
Other Comp Changes for Staff

ServiceLink Form (Job and Comp Data Changes)

Other Compensation Changes (Staff)

One-Time Additional Compensation (Staff)
Recurring Additional Compensation (Staff)

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 employee. If the employee 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 data from UCPath.

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 employee.

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 transactions' progress through fulfillment. Three green checks means 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.”

Updated 9/24/2018