

## Entering Non-Effort Bearing Summer Salary in UCPATH

**Summer Salary for eligible academics is provided as Additional Pay via PayPath actions. Additional Pay transactions do not require UCPATH Center Approval.**

Faculty that are assigned as Non-Effort Bearing summer salary jobs are eligible to receive additional compensation under their current job.

1. The additional pay amount would have to be calculated using the Summer Salary Worksheet.
2. Navigate to PayPath Actions and search for the employee.  
PeopleSoft Menu > UC Customizations > UC Extensions > PayPath Actions
3. Click on the Additional Pay tab and enter the payment details
  - a. Earn Code
  - b. Effective Date
  - c. Pay Period Amount
  - d. Reason Code
  - e. End date and/or Goal Amount

Position Data | Job Data | **Additional Pay Data**

Employee \_\_\_\_\_ Empl ID \_\_\_\_\_

**New Additional Pay** Find | View All First 1 of 1 Last

\*Earnings Code: ACR Additional Comp-Research

**Effective Date** Find | View All First 1 of 1 Last

\*Effective Date: 07/01/2020

**Payment Details** Find | View All First 1 of 1 Last

Addl Seq #: 1

End Date: 08/31/2020 Reason: New Additional Pay

Pay Period Amt: \$6,000.00

Goal Amount: Goal Balance:

Prorate Additional Pay

**Applies To Pay Periods**

**Note:** Make sure this box is unchecked

**Note:** If the additional pay begins in a prior pay period, please select Retroactive Change

**Additional Pay is applied in whole month increments (Ex: July 1-31).**