Job Aid: Preventing Position Data Change Errors in PayPath

This job aid presents some important considerations when effective dating positions and processing Position Data changes in PayPath.

Position Effective Dates

When creating new positions, HR Initiators should create the position with an earlier effective date with enough “buffer” before the actual hire date of the employee. The “buffer” allows for changes to be made on the position without errors in UCPath. Unlike job data changes, position changes do not have effective sequencing and will NOT allow more than one position data change with the same effective date. This means UCPath will not save any subsequent position changes if there is already a position change saved with that effective date.

It’s best practice to allow one month “Buffer” for positions. For example:

<table>
<thead>
<tr>
<th>Position Effective Date</th>
<th>Actual Hire Date (On the Smart HR Template)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2018</td>
<td>8/1/18, 9/1/18, 10/1/18, etc.</td>
</tr>
</tbody>
</table>

Making Position Data Changes

When making position changes such as FTE, Salary Admin Plan/Grades, Reports To, or Department, the best business practice is to review the position history. Below is the navigation path:

**Navigation: PeopleSoft Menu > Organizational Development > Position Management > Review Position/Budget Info > Position Summary**

Review all the changes that have been made on this position. If there is already a position change made with the same effective, the HR Initiator should perform the following actions depending on the scenario:

- If the position is not pay impacting (e.g., Reports To change, Department ID change), select another effective date for the change
- If the position is pay impacting and must occur on a date where a position change already exists, submit a Position Update Form (can be found on the Forms Library of the UCPath Dashboard) to the UCPath Center to request this update.