

# UCPath Biweekly Newsletter

Stay up-to-date on  
all things UCPath!

UC San Diego

**May 15, 2024 – May 29, 2024**

Welcome to our biweekly communication to keep you up-to-date on all things UCPath.

## Announcements

**UCPath Biweekly Newsletter Schedule:** The next newsletter will be sent on **05/29**

### Reminder!



- Be sure to review your [Direct Deposit information](#) in UCPath
- The next Default Day is: **06/04**
- The next UCPath Transactions Office Hours is: **06/13 @ 9:00 am - 10:00 am**
- Make sure to review your [paycheck](#) in UCPath
- Join the [UCPath Community of Practice](#)
- Looking for UCPath metrics? View the [UCPath Metrics Dashboard](#)
- Previous Topic Based Zoom: **7/1 Retirements**
  - [View PowerPoint](#)
  - [Watch recording](#)
- Next Topic Based Zoom: **Preparing for Fiscal Year-End in UCPath (05/29 @ 11:00 am - 12:00 pm)**
  - [Add to Outlook Calendar](#)
  - [Add to Google Calendar](#)

### Did You Know?

#### Fiscal Year-End Funding Entry Freeze

The Fiscal Year End Funding Entry Freeze begins on **Friday, June 21, 2024 @ 8:00 am through Thursday, June 27, 2024 @ 12:00 pm**. Do **not** approve any Funding Entry during this period as it may interfere with the FYE rollover processes.

All funding transactions must be locally approved by **Thursday, June 20, 2024**.

**Direct Retro Local Approval Deadlines:**

- **Wednesday, June 19 @ 8:00 p.m.:** BW/MO **High-Risk** for posting in June
- **Thursday, July 4 @ 5:00 p.m.:** BW/MO **Non-High-Risk** for posting in June

**Salary Cost Transfer Local Approval Deadlines:**

- **Wednesday, June 19 @ 8:00 p.m.:** BW/MO **High-Risk** for posting in June
- **Sunday, July 7 @ 8:00 p.m.:** BW/MO **Non-High-Risk** for posting in June

Refer to the [Fiscal Year End Funding Rollover Quick Reference](#) for more information.

---

**Avoid Pay Delays: Review Direct Deposit Information**

Please be sure to **review your direct deposit information** by [logging into UCPATH](#) > Employee Actions > Income and Taxes > Direct Deposit to ensure you avoid pay delays with your paycheck.

Review the [How to Enroll In or Update Direct Deposit Information in UCPATH Knowledge Base Article](#) for more information.

---

**New Ask UCPATH Enhancements Are LIVE!**

As of **Monday, May 6, 2024**, UCPATH Center has changed the "Submit an Inquiry" to simplify the user experience and improve issue resolution times. Employees will no longer be required to manually select a topic and category when submitting an inquiry via Ask UCPATH.

**What are the changes?**

- **New Look:** When you select "Submit an Inquiry," the redesigned screen displays your open and recently closed cases for easy reference.
- **Simplified Entry:** Simply enter a subject and describe your issue —no need to pick a topic and category.
- **Recommended Articles:** The system will display articles that may answer your question without the need for UCPATH assistance.
- **Contact Information and Attachments:** You can update your contact information and attach relevant documents to your inquiry.

**Resources:**

- [Ask UCPATH Enhancements Infographic](#)
- [Ask UCPATH Enhancements Topic Based Zoom](#)
- [Ask UCPATH Enhancements Overview Video](#)
- **Simulation:** [Submit an Inquiry to UCPATH](#)





---

## New UCPATH On-The-Job Training

First time entering a transaction and not sure where to start? Don't enter transactions often and would like some help? The [UCPATH On-The-Job Training](#) sessions are now available to new and existing transactors who need assistance with UCPATH transactions.

If you would like additional guidance or a second set of eyes, book a UCPATH On-The-Job Training session to go over the transaction(s) you need to enter with our UCPATH trainer. Please bring at least 1 transaction to enter. Our UCPATH trainer will guide you through the steps.

**Before You Book:** Because it is an individualized service, On-The-Job Training **REQUIRES** that you bring a transaction. To get the most out of your time, book an On-The-Job Training appointment **only once you have work to complete in UCPATH.**

**Book a UCPATH On-The-Job Training Session Today!**

The above information and more can be found in our [Newsroom](#).

# Job Aids, Quick References & KBA Updates

**Always** access Job Aids through [website links](#) to ensure you are using the most recent versions.

## Local Job Aid and Quick References Updates as of 05/15/24

- **New:** [Employee Relations Codes](#)
  - New quick reference goes over the codes available under the Employee Relations Code field dropdown in Position Management.
- [Fiscal Year-End Funding Rollover](#)
  - Updated with 2024 guidance.

## UCPC Job Aid and Quick References Updates as of 05/15/24

- [Submit an Inquiry to UCPath](#)

## Upcoming Payroll Deadlines

The [Payroll Processing Schedule](#) is your official source for Payroll Deadlines & Non-transaction Days.

Use this [Job Aid](#) to understand the terminology and deadlines.

**\* Dates with an asterisk indicate payroll processing deadlines adjusted for holiday processing.**

### May Biweekly 2 05/22/24 Paycheck

- **05/09 at 3:00 pm (Th):** Employee Data Change Deadline
- **05/14 at 5:00 pm (T):** PayPath Transaction Deadline
- **05/14 at 5:01 pm – 05/17 at 6:00 am (F):** Non-transaction days for PayPath - BW2
- **05/15 at 7:00 pm (W):** Deadline for Funding Transactions
- **05/20 (M):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

### May Monthly 05/31/24 Paycheck

- **05/20 at 3:00 pm (M):** Employee Data Change Deadline
- **05/22 at 5:00 pm (W):** PayPath Transaction Deadline
- **05/22 at 5:01 pm – 05/27 at 6:00 am (M):** Non-transaction days for PayPath - MO
- **05/23 at 7:00 pm (Th):** Deadline for Funding Transactions
- **05/29 (W):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

### Upcoming Pay Confirm Dates: 05/16, 05/24, 05/30, 06/13, 06/26

UCPC does NOT process Off-cycle, DR/SCT, or Pay Requests on Pay Confirm dates.

---

**Please note** that there will be **separate** deadlines for Direct Retro (old tool) processing and Salary Cost Transfer (SCT, new tool) processing each month:

**Direct Retro\* Approval Deadlines  
for UC San Diego Fin. Acctg Posting**

- **05/21** @ 5:59 a.m. (T): BW/MO for posting in May
- **06/19** @ 8:00 p.m. (M): BW/MO **High-Risk** for posting in June
- **07/04** @ 5:00 p.m. (Th): BW/MO **Non-High-Risk** for posting in June

**Salary Cost Transfer\* Approval Deadlines  
for UC San Diego Fin. Acctg Posting**

- **06/19** @ 8:00 p.m. (W): BW/MO **High-Risk** for posting in June
- **07/07** @ 8:00 p.m. (Sun): BW/MO **Non-High-Risk** for posting in June

**\*Direct Retro & SCT Note:** A DR or SCT that is final approved **after** the DR or SCT deadline, but **before** the end of the calendar month, may result in a mismatch between Acctg Period and Run ID.

**Local News: Upcoming Projects & More**

**UCPath July Release**

July 2024 will mark the release of the following projects in the UCPath system: **Gender Identity and Pronouns** and the **New SOBO Case Submission Form**. A summary of the July Release projects can be found below:

**Gender Identity and Pronouns**

The goal of the Gender Identity and Pronouns project is to capture gender identity, sexual orientation, and pronouns in the UCPath system to align with the [Gender Recognition and Lived Name Policy](#). This project will:

- Update system options for Gender Identity and Sexual Orientation as some values are outdated
- Allow system to collect Employee pronouns
- Implement Oracle delivered solution for consistency and scalability for future delivered changes

For more information, view the Gender Identity and Pronouns project space [here](#).

**New SOBO Case Submission Form**

The new SOBO (Submit on Behalf Of) Case Submission Form portion of the Enhance Ask UCPath Initiative will simplify, standardize and improve the case management user experience for Submitters by creating an intuitive case submission form. For more information, view the Enhance Ask UCPath Initiative project space [here](#).

[Click here to view all ongoing UCPath projects →](#)

# Reports

- **Leave Balance Summary** – Human Resources Non-restricted
  - Added Union columns and added a Union prompt
- **Coming Soon: Salary Cost Transfer Report** – Payroll Accounting & Reconciliation
  - Will be going into User Testing this week

## Where Can I Get Transactor Support?

### Bring Your Questions to an Office Hours Session:

**[UCPath Transactions Office Hours](#)**

**Monthly** on the **second Thursday**,  
9:00 am - 10:00 am



Add to Outlook



Add to Google

**Graduate Student Employment**

See [Graduate Student Employment Collab page](#)

---

### Book a 1:1 "How-To" Appointment:

- **[UCPath HR Transactions](#)**: Mondays – Fridays
- **[Payroll Financial Management](#)**: Weekly on Wednesdays
- **[Campus Timekeeping](#)**: Weekly on Fridays

**Reporting 1:1 Sessions**

Request a session at [ucpathreports@ucsd.edu](mailto:ucpathreports@ucsd.edu)

**UCPath Training Environment Access**

Request access at [ucpathproject@ucsd.edu](mailto:ucpathproject@ucsd.edu)

---

### Attend a Topic-Based Zoom:

Find previously posted PowerPoints & recordings [here](#).

Add the Topic Based Zooms directly to your calendar [here](#)!

- **Preparing for Fiscal Year-End in UCPATH:** Wednesday, May 29, 2024 @ 11:00 am - 12:00 pm

It is a best practice to review, on a regular basis, the list of UC-Wide System Updates.  
This list is updated **periodically** and available on our [System Updates Webpage](#).



[Manage](#) your preferences | [Opt Out](#) using TrueRemove™  
Got this as a forward? [Sign up](#) to receive our future emails.  
View this email [online](#).

9500 Gilman Dr None | La Jolla, CA 92093 US

This email was sent to .  
*To continue receiving our emails, add us to your address book.*

[Subscribe](#) to our email list.