

UCPath Biweekly Newsletter

Stay up-to-date on
all things UCPath!

UC San Diego

October 2, 2024 – October 16, 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 **10/16**

Reminder!



- Today is Default Day! The next Default Day is: **11/04**
- The next UCPath Transactions Office Hours is: **10/10 @ 9:00 am - 10:00 am**
- Make sure to review your [paycheck](#) and [Direct Deposit information](#) in UCPath
- Join the [UCPath Community of Practice](#)
- Looking for UCPath metrics? View the [UCPath Metrics Dashboard](#)
- Register for a [UCPath On-The-Job Training session](#) today!
- **Feedback Wanted:** We are gathering examples of instances where UCPath Center provided conflicting or incomplete guidance regarding specific scenarios or transactions. Please submit any examples you may have to ucpathproject@ucsd.edu.

Did You Know?

2024 Year-End Overpayment Recovery Deadlines

The Internal Revenue Service (IRS) states that repayment of a payroll overpayment must occur in the same year as the overpayment. This repayment ensures that the employee's earnings and taxes for the current year are correctly reflected in their W-2 issued in January.

- Please submit adjustment requests for overpayments occurring between January 1 through October 1, 2024, **no later than October 18, 2024.**

- UCPath Center will prioritize all overpayment adjustments received by October 18. UCPath Center may not be able to process year-end requests that are received after this deadline within the current year.
- Employees who received overpayment packets from UCPath Center must arrange repayment as soon as possible.

[Read the full update here.](#)

Improved Visibility for Future-Dated Hires and FTE Changes

As of Tuesday, October 1, 2024, UCPath Center has released an enhancement that improves visibility for future-dated hires and FTE changes across all locations.

This update to the Person Organizational Summary view delivers a solution that addresses the previous limitation of displaying only current job data. With this enhancement, future job data rows will be visible, providing clearer insight into upcoming hires and FTE changes.

This will reduce errors, streamline workload and make processes smoother across the UC system, especially when managing concurrent hires. Refer to the [View Person Organizational Summary Job Aid](#) for more information.

Coming Soon: UCPath Projects: November Release

The following projects are scheduled to go live in November 2024 as part of the UCPath November Release:

1. **Rewrite GL Assessments Phase 2:** This project will consolidate, centralize and streamline the generation of assessment information, such as:
 - Calculating assessments after summary and detail labor ledger results are generated adhering to new service level agreements (SLAs)
 - Separating assessments into individual processes independently of other GL processes
2. **Direct Entry Enhancements:** The Direct Entry (formerly known as [Hire Pilot](#)) enhancements will allow Early Adopters from Central Offices to transact using the new **Manage Human Resources** tile **before** all transactors can transact within the tile.
3. **Automate Security Deprovisioning:** This project will automate the deprovisioning of security when an employee transfers from one location to another. Only local UCPath Security Administrators will be impacted.

More information about these projects will be shared in the following weeks.

Feedback Wanted: UCPath Un-Happy Path

We are gathering examples of instances where UCPath Center provided conflicting or incomplete guidance regarding specific scenarios or transactions. The goal of this project is to identify patterns and help UCPC provide better resources for the Un-Happy Path.

- **Happy Path:** When transactions are entered on time and correctly
- **Un-Happy Path:** When transactions are entered late or incorrectly and need to be fixed

Please submit any examples you may have to ucpathproject@ucsd.edu.

UCPath Budget Distribution Page is Live!

The new UCPATH Budget Distribution Page (BDP) is now live as of Wednesday, September 25, 2024! To prepare you for the changes, the Campus Budget Office (CBO) has created a new [UCPath CORE: Budget Distribution Page \(BDP\) Module](#) to provide an overview of the BDP functionality.

BDP will be used to identify the faculty and staff positions to be included in a department's core recurring staffing list that will drive the compensation expense budgets in EPBCS. Access to BDP will require the completion of two short training modules on the UC Learning Center:

- [UCPath CORE: Overview](#)
- **NEW!** [UCPath CORE: Budget Distribution Page](#)

CBO will also be holding [several instructor-led training sessions](#) to cover the processes for searching, entering and updating budget distribution data with BDP. If you are responsible for **providing guidance on position funding entries** or **overseeing compensation budgets in EPBCS for your department**, please plan to attend.

Additional Resources:

- [How to Request Access to the Budget Distribution Page \(BDP\) Module in UCPATH](#)
- [How to Request Employee Activity Hub \(EAH\) Row-Level Access](#)

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 & Quick Reference Updates as of 10/02/24

- [How to Process Faculty Administrator 1/12 Payments](#)
 - Added Guidance: All requests must be annotated with or include the endorsement of the appointee's direct supervisor
- [How to Return an Employee from a Short Work Break](#)
 - Updated note about terminating employee's while on SWB

UCPC Job Aid & Quick Reference Updates as of 10/02/24

- **Simulation:** [View Person Organizational Summary](#)
 - The following training resource has been updated to include visibility for future-dated hires, and FTE changes across all locations
- **Job Aid:** [Manage Job: Action Reason Codes and Descriptions](#)
 - The following training resource has been updated to reflect the updated job codes available through the Manage Job functionality
- **Simulation:** [Upload Funding File](#)
 - The following training resource has been updated to replace the outdated SharePoint link and updated navigation

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.**

Oct. Biweekly 1 10/09/24 Paycheck

- **09/26 at 3:00 pm (Th):** Employee Data Change Deadline
- **10/01 at 5:00 pm (T):** PayPath Transaction Deadline
- **10/01 at 5:01 pm – 10/04 at 6:00 am (F):** Non-transaction days for PayPath - BW1
- **10/02 at 7:00 pm (W):** Deadline for Funding Transactions
- **10/07 (M):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

Oct. Biweekly 2 10/23/24 Paycheck

- **10/10 at 3:00 pm (Th):** Employee Data Change Deadline
- **10/15 at 5:00 pm (T):** PayPath Transaction Deadline
- **10/15 at 5:01 pm – 10/18 at 6:00 am (F):** Non-transaction days for PayPath - BW2
- **10/16 at 7:00 pm (W):** Deadline for Funding Transactions
- **10/21 (M):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

Upcoming Pay Confirm Dates: 10/03, 10/17, 10/28, 10/31, 11/14, 11/21

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 processing and Salary Cost Transfer processing each month:

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

- **10/22** @ 5:59 a.m. (T): BW/MO for posting in Oct
- **11/22** @ 5:59 a.m. (Th): BW/MO for posting in Nov
- **12/10** @ 5:59 a.m. (T): BW/MO for posting in Dec

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

- **10/24** @ 8:00 p.m. (Th): BW/MO for posting in Oct
- **11/18** @ 8:00 p.m. (M): BW/MO for posting in Nov
- **12/06** @ 8:00 p.m. (F): BW/MO for posting in Dec

***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 November Release 2024

The following projects are scheduled to go live in November 2024 as part of the UCPath November Release:

- Rewrite GL Assessments Phase 2:** This project will consolidate, centralize and streamline the generation of assessment information, such as:
 - Calculating assessments after summary and detail labor ledger results are generated adhering to new service level agreements (SLAs)
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- Direct Entry Enhancements:** The Direct Entry (formerly known as **Hire Pilot**) enhancements will allow Early Adopters from Central Offices to transact using the new **Manage Human Resources** tile **before** all transactors can transact within the tile.
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[Click here to view all ongoing UCPath projects →](#)

Reports

- **Daily Pay Earnings Report** – Payroll & Financial Restricted
 - Added Pay Check Earnings Employee Record and Position Number. EAH view data was corrected by the BIA Team.
- **Employee Action Report** – Human Resources
 - Added Salary Grade column
- **Employee Roster Report** – Human Resources
 - Added Salary Grade column
- **UC San Diego Org Chart List Report** – Human Resources
 - Manual data update

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

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

- **[UCPath HR Transactions](#)**: Mondays – Fridays
- **[Payroll Financial Management](#)**: Weekly on Wednesdays
- **Campus Timekeeping**: Request a 1-on-1 session by submitting a request in the [Employee Center](#)

Reporting 1:1 Sessions

Request a session at ucpathreports@ucsd.edu

UCPath Training Environment Access

Request access at ucpathproject@ucsd.edu

Attend a Topic-Based Zoom:

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

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

- **Stay tuned for upcoming Topic Based Zoom sessions!**

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](#).



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