

# UCPath Biweekly Newsletter

Stay up-to-date on  
all things UCPath!

UC San Diego

July 10, 2024 – July 24, 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 **07/24**

### Reminder!



- **UCPath System Downtime:** UCPath will be **unavailable** from **Saturday, July 13, 2024 at 5:00 am – Sunday, July 14, 2024 at 6:00 pm** in order to implement the July Release projects
- The next Default Day is: **08/02**
- The next UCPath Transactions Office Hours is: **07/11 @ 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!

### Did You Know?

#### Coming Soon: Updated Gender Identity, Sexual Orientation, and Pronouns Options

Beginning next week on July 15, 2024, UCPath will introduce enhanced features to capture gender identity, sexual orientation, and pronouns in the UCPath system to align with the [Gender Recognition and Lived Name Policy](#).

#### What's changing for employees?

- **Self-Identification Wizard:** Upon logging into UCPath, employees will be guided to confirm and update their self-identification details. Employees must update their selections or decline self-identification before accessing self-service features in UCPath.

- **Gender Identity:** Updated terms for gender identity will include selections like Woman, Transgender Woman, Man or Transgender Man.
- **Sexual Orientation:** Categories like Asexual will be available, and the Gay or Lesbian selection has been separated into two distinct options.
- **Pronouns Selection:** A new feature allows employees to select from a [list of pronouns](#) to be displayed alongside their name on certain pages in UCPath.
- **Pronouns Visibility:** Pronouns will appear alongside employee names in UCPath. This information will only be visible to managers, HR administrators and UCPath Employee Services on pages that display an employee's name.

### What's changing for transactors?

- **Salesforce Integration:** Pronouns will be displayed alongside the employee's name.
- **Pronoun Visibility:** For users with enhanced UCPath access, pronouns display when hovering over an employee's name on [select UCPath pages](#).

### What are some resources I can refer to?

- Review what's coming with the Gender Identity and Pronouns project by watching the [UCPath July Release: Gender Identity and Pronouns video](#).
- View a list of [Frequently Asked Questions](#) regarding the Gender Identity and Pronouns project.

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### Patelco Credit Union Incident

On June 29, 2024, Patelco Credit Union experienced a ransomware attack that impacted several UC employees. UCPath Center has directly reached out to impacted employees via email regarding this incident. Employees affected by this issue must continue working with Patelco as they communicate the steps to address and resolve the situation.

For the latest updates and information, please refer to the [Patelco Incident Website](#). In the meantime, employees may consider updating direct deposit information in UCPath. Review the [How to Update Direct Deposit in UCPath Knowledge Base Article](#) for more information.

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### Next Week: UCPath July Release

In addition to the Gender Identity and Pronouns project above, the following projects will launch as part of the UCPath July Release.

**New SOBO Case Submission Form:** The Ask UCPath system will now automatically determine an inquiry's topic and category for users with Submit on Behalf of (SOBO) access. [View a list of new features here](#).

**Former Employee Portal Updates:** The Former Employee portal will be updated with a new interface, new functionality, and multi-factor authentication for added security.

[Watch the recording](#) of the UCPath Projects: July Release Topic Based Zoom here.

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

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

## UCPC Job Aid & Quick Reference Updates as of 07/10/24

- [ACA Employer Shared Responsibility Compliance, SMP Ineligibility Report](#)
  - The following job aid includes an updated BYH Hours Tab example that depicts multiple Empl Records.

## 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.**

### July Biweekly 2 07/17/24 Paycheck

- **07/03 at 3:00 pm (W):** Employee Data Change Deadline
- **07/09 at 5:00 pm (T):** PayPath Transaction Deadline
- **07/09 at 5:01 pm – 07/12 at 6:00 am (F):** Non-transaction days for PayPath - BW2
- **07/10 at 7:00 pm (W):** Deadline for Funding Transactions
- **07/17 (W):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

### July Biweekly 3 07/31/24 Paycheck

- **07/18 at 3:00 pm (Th):** Employee Data Change Deadline
- **07/23 at 5:00 pm (T):** PayPath Transaction Deadline
- **07/23 at 5:01 pm – 07/26 at 6:00 am (F):** Non-transaction days for PayPath - BW3
- **07/24 at 7:00 pm (W):** Deadline for Funding Transactions
- **07/29 (M):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

### July Monthly 08/01/24 Paycheck

- **07/19 at 3:00 pm (F):** Employee Data Change Deadline
- **07/24 at 5:00 pm (W):** PayPath Transaction Deadline
- **07/24 at 5:01 pm – 07/29 at 6:00 am (M):** Non-transaction days for PayPath - MO
- **07/25 at 7:00 pm (Th):** Deadline for Funding Transactions
- **07/30 (T):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

**Upcoming Pay Confirm Dates: 07/11, 07/25, 07/26, 07/26, 08/08, 08/22, 08/26, 09/05**

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

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**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**

- **07/23** @ 5:59 a.m. (T): BW/MO for posting in July
- **08/29** @ 5:59 a.m. (Th): BW/MO for posting in August
- **09/24** @ 5:59 a.m. (T): BW/MO for posting in September

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

- **07/18** @ 8:00 p.m. (Th): BW/MO for posting in July
- **08/16** @ 8:00 p.m. (F): BW/MO for posting in August
- **09/12** @ 8:00 p.m. (Th): BW/MO for posting in September

**\*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**

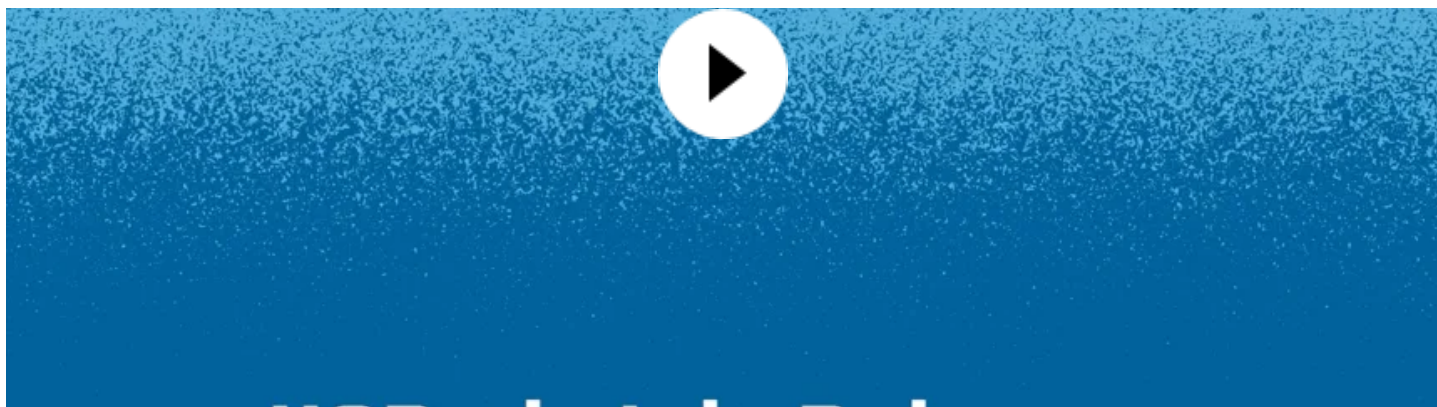
### **Coming Next Monday: UCPath July Release**

Next Monday, July 15, 2024 will mark the release of the following projects in the UCPath system: **Gender Identity and Pronouns**, the **New SOBO Case Submission Form**, and updates to the **UCPath Former Employee Portal**. 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



# UCPath July Release: Gender Identity and Pronouns



- Review a list of [UCPath pages that will display pronouns](#) here.
- Review a list of [Gender Identity and Pronouns FAQ's](#).

Watch the [UCPath July Release: Gender Identity and Pronouns video](#) below for an overview of the changes.

## 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.

[Review a list of new SOBO features here.](#)

## Former Employee Portal Updates

In addition to the above projects, the UCPath Former Employee Portal will be updated to improve the user experience for former employees. The changes include the inclusion of multi-factor authentication for added security and a new Fluid interface.

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

## 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](#)

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## **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)

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## **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](#).



**UC San Diego**

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