

# April 17, 2024 - May 1, 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 05/01

## **Reminder!**



- The <u>UCPath March Release</u> projects are now live!
- The next Default Day is: 05/02
- The next UCPath Transactions Office Hours is: 05/09 @ 9:00 am 10:00 am
- Make sure to review your <u>paycheck</u> in UCPath
- Join the UCPath Community of Practice
- Looking for UCPath metrics? View the UCPath Metrics Dashboard

## **Did You Know?**

### New Ask UCPath Enhancements are LIVE!

As of Monday, April 15, 2024, the following enhancements are now available to all employees and submitters in the Ask UCPath system:

- **Reopen Inquiries:** This new feature enables users to reopen previously closed inquiries that require further attention, replacing the current "pending closure" and "follow-up" processes. This change will result in a consistent resolution process for all inquiry types.
- Self-Close Inquiries: Users are now able to close their inquiries when issues have been resolved or when UCPath assistance is no longer required.

#### Resources:

- Simulation: Reopen Closed Inquiry
- Simulation: Update My Inquiries
- Simulation: Submit an Inquiry to UCPath
- Simulation: Submit an Inquiry on Behalf of Employee (SOBO)

Review the **Ask UCPath Enhancements Topic Based Zoom** in our <u>UCPath Media Library</u> for a summary of the new changes.

## Important Note Regarding Payroll Adjustment Backlog

For W2-C's issued due to the <u>payroll adjustments backlog</u>, federal and state taxes are **excluded** from the employee's repayment amount and are **not** adjusted on the employee's W-2.

## **Upcoming Planned Maintenance for Cognos**

The Systemwide Reporting production environment will be unavailable from **Friday, April 19, 2024 at 7:00 pm through Saturday, April 20 at 7:00 am** to perform an upgrade. Please plan for this downtime and complete necessary UCPath activities prior to the outage.

## **Retirement Resources**

The UC Retirement Administration Service Center (RASC) has new and improved services designed to make the retirement process easier than ever, including personalized counseling and representatives available from 7 a.m. to 4:30 p.m., Monday through Friday. More information can be found on <u>UCNet</u>.

The above information and more can be found in our <u>Newsroom</u>.

# Job Aids, Quick References & KBA Updates

**Always** access Job Aids through <u>website links</u> to ensure you are using the most recent versions.

## Local Job Aid and Quick References Updates as of 04/17/24

- Processing Final Pay for 7/1 Retirees
  - Updated with 2024 dates and guidance

# **Upcoming Payroll Deadlines**

The <u>Payroll Processing Schedule</u> is your official source for Payroll Deadlines & Non-transaction Days. Use this <u>Job Aid</u> to understand the terminology and deadlines.

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

#### April Biweekly 2 04/24/24 Paycheck

- 04/11 at 3:00 pm (Th): Employee Data Change Deadline
- 04/16 at 5:00 pm (T): PayPath Transaction Deadline
- 04/16 at 5:01 pm 04/19 at 6:00 am (F): Non-transaction days for PayPath BW2
- 04/17 at 7:00 pm (W): Deadline for Funding Transactions
- 04/22 (M): UCPath LL-DOPE & UCPath GL Post Confirm Complete

#### April Monthly 05/01/24 Paycheck

#### • 04/18 at 3:00 pm (Th): Employee Data Change Deadline

- 04/23 at 5:00 pm (T): PayPath Transaction Deadline
- 04/23 at 5:01 pm 04/26 at 6:00 am (F): Non-transaction days for PayPath MO
- 04/24 at 7:00 pm (W): Deadline for Funding Transactions
- 04/29 (M): UCPath LL-DOPE & UCPath GL Post Confirm Complete

#### May Biweekly 1 05/08/24 Paycheck

#### • 04/25 at 3:00 pm (Th): Employee Data Change Deadline

- 04/30 at 5:00 pm (T): PayPath Transaction Deadline
- 04/30 at 5:01 pm 05/03 at 6:00 am (F): Non-transaction days for PayPath BW1
- 05/01 at 7:00 pm (W): Deadline for Funding Transactions
- 05/06 (M): UCPath LL-DOPE & UCPath GL Post Confirm Complete

#### Upcoming Pay Confirm Dates: 04/18, 04/25, 05/02, 05/16, 05/24

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

- 04/23 @ 5:59 a.m. (T): BW/MO for posting in April
- **05/21** @ 5:59 a.m. (T): BW/MO for posting in May
- 06/17 @ 5:59 a.m. (M): BW/MO for posting in June

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

- 04/17 @ 8:00 p.m. (W): BW/MO for posting in April
- **05/10** @ 8:00 p.m. (F): BW/MO for posting in May
- 06/19 @ 8:00 p.m. (W): BW/MO for posting in June

# 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 **Improve Accrual Management**. A summary of both 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 **<u>Gender Recognition and Lived Name Policy</u>**. 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.

## **Improve Accrual Management**

The goal of the Improve Accrual Management project is to improve UCPath accrual processing by calculating, validating, and correcting UCPath accruals through delivered functionality. This project will:

- Reduce/eliminate customizations and move to delivered functionality
- Provide accurate accrual balances online for employees

For more information, view the Improve Accrual Management project space here.

<u>Click here to view all ongoing UCPath projects →</u>

## Reports

- **Personnel Expense Projection Report** Payroll Accounting & Reconciliation
  - Eliminated FY-To-Date Expense tab because of memory issues
- Jobs with Approaching End Dates Report Human Resources Non-restricted
  - Updated so that the default dates are set from today's date to today's date +30, which returns data for jobs with approaching end dates in the next 30 days
- Supervisor Report Human Resources Non-restricted folder
  - Added Supervisor Email Address & Update to current standards

## 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 31 Add to Google

Graduate Student Employment

See Graduate Student Employment Collab page

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

- UCPath HR Transactions: Mondays Fridays
- **<u>Payroll Financial Management</u>**: Weekly on Wednesdays
- Campus Timekeeping: Weekly on Fridays

### **Reporting 1:1 Sessions**

Request a session at <u>ucpathreports@ucsd.edu</u>

#### **UCPath Training Environment Access**

Request access at <u>ucpathproject@ucsd.edu</u>

## Attend a Topic-Based Zoom:

Find previously posted PowerPoints & recordings <u>here</u>.

Add the Topic Based Zooms directly to your calendar <u>here</u>!

• 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 <u>System Updates Webpage</u>.



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