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 [UCPath March Release](#) 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 [paycheck](#) 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 [UCPath Media Library](#) for a summary of the new changes.

Important Note Regarding Payroll Adjustment Backlog

For W2-C's issued due to the [payroll adjustments backlog](#), 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 [UCNet](#).

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 04/17/24

- **[Processing Final Pay for 7/1 Retirees](#)**
  - Updated with 2024 dates and guidance

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.

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 **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.

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.

Click here to view all ongoing UCPath projects →

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

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   [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
- **Payroll Financial Management:** Weekly on Wednesdays
- **Campus Timekeeping:** Weekly on Fridays

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.