

# UCPath Biweekly Newsletter

Stay up-to-date on  
all things UCPath!

UC San Diego

**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.

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## 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.

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## 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.

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## 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.

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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

- **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

**\*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 **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



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](#).



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