

UCPath Biweekly Newsletter

Stay up-to-date on
all things UCPath!

UC San Diego

August 7, 2024 – August 22, 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 **08/22**

Reminder!



- The UCPath July Release is LIVE!
- The next Default Day is: **09/04**
- The next UCPath Transactions Office Hours is: **08/08 @ 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?

Timeline Update: FICA Reversal Correction Request

UCPath Center is targeting mid-September to fix the [defect related to Salary Cost Transfers on work study reversals](#), as mentioned in the UCPath Alert sent on Monday, August 5, 2024. Additional communication with detailed instructions on how to make the corrections based on UCPath Center's guidance will be sent once available. We apologize for the inconvenience.

As a reminder:

- If you did **not** receive the FWS FICA Reversal Correction Request communication sent on July 9, 2024, **no action will need to be taken.**
- If you have any questions, please [submit a ticket](#) to the Payroll Financial Management team using the prompt fields below:
 - **I Want To:** Ask a Question or Make a Request

- **About:** Financial Accounting
 - **Related To:** Payroll Financial Management
 - **More Specifically:** Payroll Reconciliation
 - **Subject:** FWS FICA Reversal – [Your Department Number]
-

Protect Yourself from Phishing Attempts

Over the past several months, several UC employees have been victims of phishing emails, which have allowed attackers to gain unauthorized access to UCPATH accounts and paycheck information. During some of these incidents, employees' direct deposit information was changed, redirecting paychecks to bank accounts controlled by the attackers. In all instances, staff ultimately received their pay.

Here's how to **protect yourself** from phishing attempts:

- **Do not** click any suspicious links or open documents from emails you are not expecting.
- **Add a personal email to your UCPATH account.** This will make it easier for UCPATH Center to reach you if there is unusual activity in your account.
- **Do not use the passwords you use for UC accounts outside of work** (e.g. for personal email or other non-UC websites).
- **Periodically [verify your direct deposit information.](#)**
- **[Activate Experian identity theft monitoring.](#)**

For more information, review the UCOP article [here](#).

New Gender Identity and Pronouns Options in UCPATH

As part of the UCPATH July Release, new gender identity and pronouns options are now available in the UCPATH system.

- For a list of pronouns that are now available in UCPATH, [click here](#).
 - For a list of pages where pronouns will display in UCPATH, [click here](#).
 - Review a list of [Frequently Asked Questions](#) here.
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Launch of New TritonPay Office

Student Financial Solutions (SFS) is excited to announce the creation of the **TritonPay Office**, a centralized location dedicated to providing comprehensive support for all student billing, payment, and refund inquiries. This new office integrates the cashier's and student accounts team reflecting our commitment to create a student-centered experience that offers convenience and accessibility.

For more information, review the new [TritonPay Blink page](#).

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

UCPC Job Aid & Quick Reference Updates as of 08/07/24

- As part of the Gender Identity and Pronouns project, the following training resources have been updated for locations:
 - Updated Simulation: [View Personal Information \(Modify A Person\)](#)
 - Updated Job Aid: [UCPath Navigation](#)
- As part of the New SOBO Case Submission Form project, the following training resource has been updated. This provides the new process of using the updated form to submit an inquiry to UCPath.
 - Updated Simulation: [Submit an Inquiry On Behalf of Employee \(SOBO\) to UCPath](#)

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.**

August Biweekly 1 08/14/24 Paycheck

- **08/01 at 3:00 pm (Th):** Employee Data Change Deadline
- **08/06 at 5:00 pm (T):** PayPath Transaction Deadline
- **08/06 at 5:01 pm – 08/09 at 6:00 am (F):** Non-transaction days for PayPath - BW1
- **08/07 at 7:00 pm (W):** Deadline for Funding Transactions
- **08/12 (M):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

August Biweekly 2 08/28/24 Paycheck

- **08/15 at 3:00 pm (Th):** Employee Data Change Deadline
- **08/20 at 5:00 pm (T):** PayPath Transaction Deadline
- **08/20 at 5:01 pm – 08/23 at 6:00 am (F):** Non-transaction days for PayPath - BW2
- **08/21 at 7:00 pm (W):** Deadline for Funding Transactions
- **08/26 (M):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

August Monthly 08/30/24 Paycheck

- **08/19 at 3:00 pm (M):** Employee Data Change Deadline
- **08/22 at 5:00 pm (Th):** PayPath Transaction Deadline
- **08/22 at 5:01 pm – 08/27 at 6:00 am (T):** Non-transaction days for PayPath - MO
- **08/23 at 7:00 pm (F):** Deadline for Funding Transactions
- **08/28 (W):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

Upcoming Pay Confirm Dates: 08/08, 08/22, 08/26, 09/05, 09/19, 09/25, 10/03, 10/17

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

- **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

- **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

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
- Timely and correct accrual balances will improve final pay accuracy
- Establish foundation to improve and simplify leave management eventually enabling self-service functionality
- Reduce manual effort for the production team

UCPATH November Release 2024

The following projects will be part of the UCPATH November Release: Rewrite GL Assessments Phase 2, Direct Entry Enhancements, and Automate Security Deprovisioning.

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 include an enhanced process for Employees, Contingent Workers, and Concurrent Hires directly into UCPATH with an approval framework.
3. **Automate Security Deprovisioning:** This project will automate the deprovisioning of security when an employee transfers from one Location to another. This will prevent users transferring between locations from having UCPATH access at the former and new location.

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

Reports

- **Funding Issues Report** – Payroll & Financial Non-restricted
 - Pay Group = UCSD Paid Direct Exempt MO was filtered out of report

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](#)

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](#).



UC San Diego

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