

UCPath Biweekly Newsletter

Stay up-to-date on
all things UCPath!

UC San Diego

March 20, 2024 – April 3, 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 **04/03**

Reminder!



- The [UCPath March Release](#) projects are now live!
- The next Default Day is: **04/02**
- The next UCPath Transactions Office Hours is: **04/14 @ 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?

Take the New UCPath CORE Training!

The [UCPath CORE Training](#) is a series of interactive courses designed to prepare transactors for their work in UCPath. Each course will cover an individual module and will familiarize learners with concepts, individual transactions, and roles and responsibilities. [Take the new training today!](#)

After completion of the new UCPath CORE Training, new transactors can sign up for a [UCPath Learning Lab](#) to gain hands-on experience in a supervised setting while learning tips and best practices.

Note: Learning Labs are available for **new users only**. Existing transactors can receive 1-on-1 transaction support by [scheduling an appointment via Calendly](#).

Job Record End-Date Monitoring

There are currently **1706 employee records** (152 on Short Work Break) and **908 contingent worker (CWR) records** at UCSD that have **March 31, 2024 or earlier** end dates that are **not** set to auto-terminate.

Please run the **Jobs With Approaching End Dates Report** in Cognos. Extend or terminate Employee records as appropriate. CWR assignments may be extended (UC_EXT_CWR template) or "completed" (UC_COM_CWR template). [Read the full communication here.](#)

Talent Support Services Requests Now in Employee Center

Effective Wednesday, March 13, 2024, requests for Talent Support Services (TSS) including background checks, reference checks and skills assessments will move to the [Employee Center](#). Links to this form can also be found on the [TSS Blink page](#).

The screenshot shows the UC San Diego Talent Support Services - Request Forms page. The page has a dark blue header with the UC San Diego logo, a search bar, and links for My Tasks and My Requests. Below the header is a navigation bar with links for HR, Services & Support, Org Chart, Agent View, and News center. The main content area is titled "Talent Support Services - Request Forms" and includes a sub-header "Request a background check, online reference check services, and/or skills assessments". There are three steps in a process: Describe Needs, Choose Options, and Summary. The Describe Needs step is currently active. Below the steps, there is a text box with instructions: "Please complete all required fields to initiate a request for a Background Check, Online Reference Check and/or Skills Assessment. You will need to complete one submission on behalf of each individual candidate. Additional information may be required on the individual service request forms." Below this, there is a section for "Submitted By:" with a dropdown menu showing "Ana Aguila". At the bottom, there is a section for "Which of the following would you like to request:" with three checkboxes: "Background Check Request", "Request for Online Reference Check Services", and "Skills Assessments Request".

Moving TSS Service Requests to the Employee Center will allow for multiple services to be requested on one form for an individual candidate. Communications may take place within the Request in the Employee Center, or by responding to emails generated by the ServiceNow system. Results will be posted within the Service Requests and will remain available there for future reference.

For any questions regarding this new transition, please reach out to livescan@ucsd.edu.

Defect with Salary Cost Transfer Tool

Please be advised that there is a defect in the new Salary Cost Transfer (SCT) tool implemented on November 11, 2023, where negative amounts cannot be moved on expired project-tasks in the Labor Ledger (DOPE). This is primarily impacting offsetting payroll lines for Vacation (VAC), Holiday (HOL) & Sick Leave (SKL).

Note: This issue is only occurring in the new Salary Cost Transfer tool. Payroll transfers eligible for the **old Direct Retro tool are not** experiencing this same issue.

Please [submit a ticket](#) to the Payroll Financial Management team through the [BFS Services & Support portal](#) if you are experiencing this or similar issues. We are currently investigating potential workarounds for this issue and reviewing if other transactions are impacted. We apologize for the inconvenience.

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.

UCPC Job Aid Updates as of 03/20/24

- **New Job Aid:** [Paycheck Modeler](#)
- **Job Aid:** [Manage Job – Action Codes, Reason Codes and Descriptions](#)

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.**

March Biweekly 2 03/27/24 Paycheck

- **03/14 at 3:00 pm (Th):** Employee Data Change Deadline
- **03/19 at 5:00 pm (T):** PayPath Transaction Deadline
- **03/19 at 5:01 pm – 03/22 at 6:00 am (F):** Non-transaction days for PayPath - BW2
- **03/20 at 7:00 pm (W):** Deadline for Funding Transactions
- **03/25 (M):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

March Monthly 04/01/24 Paycheck

- **03/19 at 3:00 pm (T):** Employee Data Change Deadline
- **03/22 at 5:00 pm (F):** PayPath Transaction Deadline
- **03/22 at 5:01 pm – 03/27 at 6:00 am (W):** Non-transaction days for PayPath - MO
- **03/25 at 7:00 pm (M):** Deadline for Funding Transactions
- **03/28 (Th):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

April Biweekly 1 04/10/24 Paycheck

- **03/27 at 3:00 pm (W):** Employee Data Change Deadline
- **04/02 at 5:00 pm (T):** PayPath Transaction Deadline
- **04/02 at 5:01 pm – 04/05 at 6:00 am (F):** Non-transaction days for PayPath - BW1
- **04/03 at 7:00 pm (W):** Deadline for Funding Transactions
- **04/08 (M):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

Upcoming Pay Confirm Dates: 03/21, 03/26, 04/04, 04/18, 04/25

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**

- **03/20** @ 8:00 p.m. (W): BW/MO for posting in March
- **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 Projects: March Release

The [UCPath March Release projects](#) are live as of **Monday, March 11, 2024!** Please note that the New Employee Case Submission Form project implementation has been postponed. A new timeline will be shared by the UCPATH Center once available.

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

Reports

- **Employee Compensation Report** – Human Resources Restricted
 - Added Union Code B6
- **Oath and Patent Acknowledgements Report** – Human Resources Non-restricted
 - Fixed citizen status prompt filter action and changed report name (was Patent and Oath Acknowledgements Report). There was an Employee Activity Hub data fix for missing dates, this has been corrected.

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 TBZ 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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