

# UCPath Biweekly Newsletter

Stay up-to-date on  
all things UCPath!

UC San Diego

**September 4, 2024 – September 18, 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 **09/18**

### Reminder!



- Today, 09/04, is Default Day! The next Default Day is: **10/02**
- The next UCPath Transactions Office Hours is: **09/12 @ 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?

#### New UCPath CORE Budget Distribution Page Module

The Campus Budget Office (CBO) is excited to announce the launch of the **UCPath Budget Distribution Page (BDP)** on Wednesday, September 25, 2024. Moving forward, BDP will be used to identify the faculty and staff positions to be included in a department's core recurring staffing list that will drive the compensation expense budgets in EPBCS. Ahead of this launch, we want to share information on access and training so potential users of BDP are prepared.

Access to this Budget Distribution Page will require the completion of two short training modules on the UC Learning Center. These modules are:

- [UCPath CORE: Overview](#)
- **NEW!** [UCPath CORE: Budget Distribution Page](#)

The Campus Budget Office will also be holding [several instructor-led training sessions](#) at the end of September and into October. These two hour sessions will cover the processes for searching, entering and updating budget distribution data with BDP.

If you are **responsible for providing guidance on position funding entries** or **have oversight of compensation budgets in EPBCS for your department**, please plan to attend. [Click here to register for an instructor-led training session!](#)

Additional information regarding the new BDP page, along with instructions on how to access the BDP page in UCPATH, will be shared in the following weeks. Stay tuned for more information!

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## Upcoming UCPATH System Downtime

The UCPATH system will be unavailable on **Sunday, September 8 from 12:01 am through 9:00 am**. During this time, employees will not have access to UCPATH and will not be able to complete online activities such as viewing pay statements, making address changes, or enrolling in direct deposit. Be sure to take any necessary UCPATH actions prior to the outage.

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## Reminder: Processing Severance Payments

If you are processing severance or settlement payments for employees, **please be sure to submit a UCPATH Inquiry via Ask UCPATH** and include the following information:

- Attachment of the applicable severance agreement sections
- The Final Pay or Off-Cycle Payroll Request transaction number
- Any applicable information not noted in the agreement

Additional guidance can be found in the [How to Request Severance and Settlement Pay Job Aid](#).

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 & Quick Reference Updates as of 09/04/24

- [How to Manage Multi-Location Appointments](#)
  - Updated point of contact for staff approvals

# 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.**

## Sept. Biweekly 1 09/11/24 Paycheck

- **08/24 at 3:00 pm (W):** Employee Data Change Deadline
- **09/03 at 5:00 pm (T):** PayPath Transaction Deadline
- **09/03 at 5:01 pm – 09/06 at 6:00 am (F):** Non-transaction days for PayPath - BW1
- **09/04 at 7:00 pm (W):** Deadline for Funding Transactions
- **09/09 (M):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

## Sept. Biweekly 2 09/25/24 Paycheck

- **09/12 at 3:00 pm (Th):** Employee Data Change Deadline
- **09/17 at 5:00 pm (T):** PayPath Transaction Deadline
- **09/17 at 5:01 pm – 09/20 at 6:00 am (F):** Non-transaction days for PayPath - BW2
- **09/18 at 7:00 pm (W):** Deadline for Funding Transactions
- **09/23 (M):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

## Upcoming Pay Confirm Dates: 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.

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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

- **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

- **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

- **Employee Compensation Report** – Human Resources Restricted
  - Created additional alternate format report page
- **UC San Diego Org Chart List Report** – Human Resources Non-restricted
  - Manual data update
- **Employee Roster Report** – Human Resources Non-restricted
  - Added the Employee - Identity Working Title

## 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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