Thank You! We would like to thank all of those who contribute to the success of UCPath. We cannot do it without you! We hope you have a wonderful holiday break.

November 27, 2024 – December 11, 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 **12/11**

Reminder!

- The next Default Day is: **12/03**
- The next UCPath Transactions Office Hours is: **12/12 @ 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!
- Be sure you are aware of the new December Monthly Payroll Schedule changes
- The 2025 Payroll Processing Schedule is now available
- View the new 2025 Biweekly and Monthly Ecotime Deadline schedules here

Did You Know?

December 2024 Curtailment Information

UC San Diego has four (4) university paid holidays (December 24, 25, 31 and January 1, 2025) during the Holiday/Winter period. Refer to the Holiday Schedule Campus Notice for more information.

- **Timekeeping:** Please be mindful of the December 2024 **Timekeeping Deadlines**, especially the last bi-weekly deadline.

- If a bi-weekly timecard is not submitted by the deadline, that payment will be **delayed** and paid on the next pay cycle.
- Staff employees must charge any working days during the closure period not covered by paid holidays to accrued vacation, accrued compensatory time off (non-exempt only), or leave without pay (use curtailment pay code).
- **Non-represented Employees – Leave Accrual:** If employees do not have enough accrued vacation or accrued compensatory time off to cover the three (3) working days during the closure (Dec. 26, 27, and 30, 2024) they may request a one-time advance of up to three (3) days of vacation to cover the absence.
    - Employees who elect to take leave without pay (use curtailment pay code) will continue to accrue vacation and sick leave credits.
    - If "Leave without Pay," is chosen, the Ecotime Pay Code "**Curtailment**" must be selected to ensure the accruals continue.

Coming Soon: Expansion of Paid Sick Leave

The University of California will expand access to paid sick leave, effective January 1, 2025, by revising leave policies for staff and for academic personnel to:

- Expand eligibility for paid sick leave, including ensuring that part-time employees have access to paid sick leave
- Expand the reasons for which employees may use paid sick leave
- Provide paid sick leave that is "protected" so that the employee can be entitled to take the leave for a qualifying reason
- Extend the period during which paid sick leave may be reinstated if an employee is reemployed after a separation from employment

Learn more about this change and find answers to frequently asked questions on UCNet.

How to Request, Remove, or Modify Access to UCPath

The **How to Request, Remove, or Modify Access to UCPath** Knowledge Base Article has been updated with instructions on how to use the **new UCPath Access Management Form**. The new form provides users a consolidated request form to add, modify, or remove existing UCPath system access and replaces the UCPath Transactor Access Request and UCPath Access Removal Request forms. Links to the previous forms will automatically redirect to the new form.

Now Live! UCPath Projects: November Release

As of **Monday, November 25, 2024**, the following **November Release projects** are now live:

1. **Rewrite GL Assessments Phase 2:** This project will consolidate, centralize and streamline the generation of assessment information. As part of this project, UCPath Center will be updating assessments to calculate on rates of the original earning period (vs current paycheck dates) for retro payments.
2. **Direct Entry Enhancements:** The Direct Entry (formerly known as **Hire Pilot**) enhancements will allow Early Adopters from Central Offices to transact using the new **Manage Human Resources** tile **before** all transactors can transact within the tile.
    a. Transactors with WFA Inquiry roles will see the Manage Human Resources tile as **view-only** and will display content visible within Person Org Summary.
3. **Automate Security Deprovisioning:** This project will automate the deprovisioning of security when an employee transfers from one location to another. Only local UCPath Security Administrators will be impacted.

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 & Quick Reference Updates as of 11/27/24

- **Job Aid: [How to Submit a Late Open Enrollment Request](#)**
  - The following training resource has been created to guide users through the late enrollment process for **Open Enrollment**.

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.
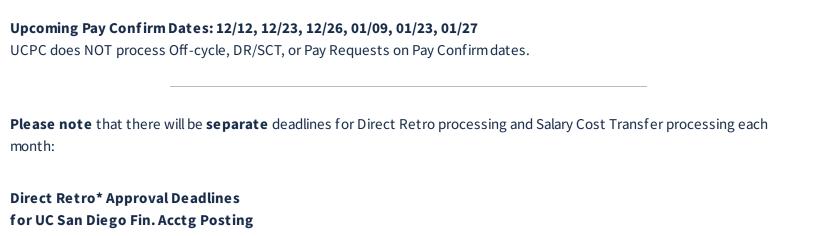
Nov. Monthly 11/27/24 Paycheck

- **11/14 at 3:00 pm (M):** Employee Data Change Deadline
- **11/19 at 5:00 pm (T):** PayPath Transaction Deadline
- **11/19 at 5:01 pm – 11/22 at 6:00 am (F):** Non-transaction days for PayPath - MO
- **11/20 at 7:00 pm (W):** Deadline for Funding Transactions
- **11/27 (W):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

Dec. Biweekly 1 12/04/24 Paycheck

- **11/20 at 3:00 pm (W):** Employee Data Change Deadline
- **11/25 at 5:00 pm (M):** PayPath Transaction Deadline
- **11/25 at 5:01 pm – 11/28 at 6:00 am (Th):** Non-transaction days for PayPath - BW1
- **11/26 at 7:00 pm (T):** Deadline for Funding Transactions
- **12/03 (T):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

Dec. Biweekly 2 12/18/24 Paycheck

- **12/05 at 3:00 pm (Th):** Employee Data Change Deadline
- **12/10 at 5:00 pm (T):** PayPath Transaction Deadline
- **12/10 at 5:01 pm – 12/13 at 6:00 am (F):** Non-transaction days for PayPath - BW2
- **12/11 at 7:00 pm (W):** Deadline for Funding Transactions

- **12/16 (M):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

Upcoming Pay Confirm Dates: 12/12, 12/23, 12/26, 01/09, 01/23, 01/27
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 processing and Salary Cost Transfer processing each month:

**Direct Retro* Approval Deadlines
for UC San Diego Fin. Acctg Posting**

- **12/10** @ 5:59 a.m. (T): BW/MO for posting in Dec

**Salary Cost Transfer* Approval Deadlines
for UC San Diego Fin. Acctg Posting**

- **12/06** @ 8:00 p.m. (F): BW/MO for posting in Dec

*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

Reports

- **UC Learning Center - Required Training Status** – Human Resources Non-restricted
    - Updated Training Activity Codes
- **UC Learning Center - Required Training Status Report for Supervisors** – Human Resources Non-restricted
    - Updated Training Activity Codes

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

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:** Request a 1-on-1 session by submitting a request in the Employee Center

Reporting 1:1 Sessions

Request a session at ucpathreports@ucsd.edu

UCPath Training Environment Access

Request access at ucpathproject@ucsd.edu

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 Path

UC San Diego