

# UCPath Biweekly Newsletter

Stay up-to-date on  
all things UCPath!

UC San Diego

**November 13, 2024 – November 27, 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 **11/27**

### Reminder!



- The next Default Day is: **12/03**
- The next UCPath Transactions Office Hours is: **11/14 @ 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](#)
- 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
- The [2025 Payroll Processing Schedule](#) is now available
- View the new 2025 Biweekly and Monthly Ecotime Deadline schedules [here](#)

### Did You Know?

#### 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](#).

## The New UCPATH Access Management Form is LIVE!

The new [UCPATH Access Management Form](#) will provide users a consolidated request form to **add, modify, or remove existing** UCPATH system access. The new UCPATH Access Management Form will replace the UCPATH Transactor Access Request and UCPATH Access Removal Request forms. Links to the previous forms will **automatically redirect** to the new form. Navigate to the form by [logging into the Employee Center](#) > Onboarding > select the UCPATH Access Management Form.

## December Monthly Payroll Schedule Changes

UCPATH Center is preparing to update life insurance and disability benefit configurations for 2025, with variations for biweekly and monthly employees. To streamline the process, UCPATH Center is **adjusting the monthly payroll confirm cycle for January 2, 2025 paychecks**.

Please be aware of the new deadlines:

Monthly Payroll	Original Date	New Date
Employee Data Change Deadline	December 17, 2024	<b>December 16, 2024</b>
Stop Processing Inbound Files	December 23, 2024	<b>December 19, 2024</b>
Location Correction Files	December 26, 2024	<b>December 20, 2024</b>
Pay Confirm	December 27, 2024	<b>December 23, 2024</b>
Resume Payroll Processing; RI Burst	December 30, 2024	<b>December 26, 2024</b>
GL Post Confirmation	January 2, 2025	<b>December 27, 2024</b>

[Read the full update here.](#)

## 2 Weeks Away: UCPATH Projects: November Release

The following projects are scheduled to go live on **November 25, 2024** as part of the [UCPATH November Release](#):

- 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. The Manage human Resources tile will be **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.

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 & Quick Reference Updates as of 11/13/24

- **Job Aid: [Dependent Information Update eForm](#)**
  - The following training resource has been created to guide users through the new Dependent Information Update eForm
- **Job Aid: [Flexible Spending Account Enrollment for Medical Residents and Fellows](#)**
  - The following training resource has been created to guide Medical Residents and Fellows through the FSA enrollment process.
- **Job Aid: [UCPATH eForm Approval Route Statuses](#)**
  - This job aid provides a quick reference for employees to understand the different approval route statuses on eForms in the UCPATH Forms Library.
- **Job Aid: [SB-525 Minimum Wage for Health Care Workers](#)**
  - This job aid provides guidance on updating compensation rates for both Represented and Non-Represented employees in compliance with Senate Bill (SB)-525, including information on the new rate codes.

## 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. Biweekly 2 11/20/24 Paycheck

- **11/06 at 3:00 pm (W):** Employee Data Change Deadline
- **11/12 at 5:00 pm (T):** PayPath Transaction Deadline
- **11/12 at 5:01 pm – 11/15 at 6:00 am (F):** Non-transaction days for PayPath - BW2
- **11/13 at 7:00 pm (W):** Deadline for Funding Transactions
- **11/18 (M):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

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

Upcoming Pay Confirm Dates: 11/14, 11/21, 11/27, 12/12, 12/23, 12/26

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

- **11/22** @ 5:59 a.m. (Th): BW/MO for posting in Nov
- **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

- **11/18** @ 8:00 p.m. (M): BW/MO for posting in Nov
- **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

UCPath November Release 2024

The following projects are scheduled to go live in November 2024 as part of the UCPath November Release:

1. **Rewrite GL Assessments Phase 2:** This project will consolidate, centralize and streamline the generation of assessment information, such as:
  - a. Calculating assessments after summary and detail labor ledger results are generated adhering to new service level agreements (SLAs)
  - b. Separating assessments into individual processes independently of other GL processes
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.

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.

## Reports

- **DOPE Report** – Payroll Accounting and Reconciliation
  - **New or Enhanced Prompts:**
    - Program Field Prompt
    - Original Transaction Reference (OTR) prompt change for enhanced searching.
    - Single FY-Period prompt to select Last Closed or Last Opened FY-Period, this enhancement is primarily for DOPE Report scheduling.
    - Employee Class prompt (Union prompt will be coming next month)
  - **Optional Report Columns to Include**
    - Employee Class columns
    - Reports To Employee Name and ID
    - Project Nickname
    - Project Department Reporting Category
- **Employee Diversity Report** – Human Resources EDI Restricted
  - Updated to add the [Employee Military Status] field
- **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](mailto:ucpathreports@ucsd.edu)

UCPath Training Environment Access

Request access at [ucpathproject@ucsd.edu](mailto: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 San Diego

[Manage](#) your preferences | [Opt Out](#) using TrueRemove™  
Got this as a forward? [Sign up](#) to receive our future emails.  
View this email [online](#).

9500 Gilman Dr None | La Jolla, CA 92093 US

This email was sent to .  
*To continue receiving our emails, add us to your address book.*

[Subscribe](#) to our email list.