

# UCPath Biweekly Newsletter

Stay up-to-date on  
all things UCPath!

UC San Diego

**August 22, 2024 – September 4, 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 **09/04**

### Reminder!



- The next Default Day is: **09/04**
- 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?

#### 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](#).

**Update: FICA Reversal Correction Request**

UCPath Center has asked that we continue to **pause on any corrections** related to **Work Study SCTs** on reversal checks until **09/30/24**.

- UCPATH Center is exploring corrective actions to minimize impact to locations.
- Post fix, UCPATH Center will share impacted SCT’s and corrective action by 10/04/24.

If you have any questions, please [submit a ticket](#) to the Payroll Financial Management team titled “FWS FICA Reversal – Your Department #” 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]
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**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. 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](#).

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 08/22/24**

- As part of the Gender Identity and Pronouns project, the following training resources for 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 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

## 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

## Upcoming Pay Confirm Dates: 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**

- **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**

- **UC San Diego Org Chart List Report** – Human Resources Non-restricted
  - Updated the [Reports To] data

# 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!**



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