June 26, 2024 – July 10, 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 **07/10**

Reminder!

- The next Default Day is: **07/02**
- The next UCPath Transactions Office Hours is: **07/11 @ 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!
- The **UCPath Projects: July Release Topic Based Zoom** is now posted on our [UCPath Media Library](#)
  - [Watch recording](#)
  - [View PowerPoint slides](#)
- The Fiscal Year Funding Entry Freeze has been lifted early. Originally

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Did You Know?

UPADTE: Fiscal Year-End Funding Entry Freeze

The Fiscal Year-End Funding Entry Freeze has been completed **earlier** than the original anticipated date of Thursday, June 29 @ 12:00 pm. Transactors may now continue submitting funding entries in UCPath. Be aware of the upcoming Direct Retro and Salary Cost Transfer local approval deadlines below.

Direct Retro Local Approval Deadlines:

- **Thursday, July 4 @ 5:00 p.m.:** BW/MO **Non-High-Risk** for posting in June

Salary Cost Transfer Local Approval Deadlines:

- **Sunday, July 7 @ 8:00 p.m.:** BW/MO **Non-High-Risk** for posting in June

Refer to the **Fiscal Year End Funding Rollover Quick Reference** for more information.

Take Action Now: Job Record End Date Monitoring

There are currently **4064 employee records** (568 on Short Work Break) and **999 contingent worker (CWR) records** at UCSD that have **June 30, 2024 or earlier** end dates that are **not** set to auto-terminate.

June 30, 2024 – Job End Date is Valid?	End Job Automatically Box Checked?	Action to Take:
Yes	Yes	No action needed. Job will auto-terminate, as planned
Yes	No	Action Required: Submit termination
No	Yes	Action Required: Submit appropriate transaction
No	No	Action Required: Submit appropriate transaction

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).

UCPath July Release is 1 Month Away!

The UCPath Projects: July Release is scheduled to go-live in July 15, 2024. Are you prepared for the changes?

- Review what's coming with the Gender Identity and Pronouns project by watching the **UCPath July Release: Gender Identity and Pronouns video**.
- Review a list of **UCPath pages that will display pronouns** here.
- Review a list of **Gender Identity and Pronouns FAQ's**.
- Review **a list of new features** coming with the Ask UCPath Case Submission Form for Submitters with SOBO (Submit on Behalf On) access.
- The UCPath Former Employee Portal will be updated with a new interface and security login methods via multi-factor authentication to improve the user experience for former employees.

Watch the recording of the UCPath Projects: July Release Topic Based Zoom here.

July 1 Retirements and COLA Eligibility

As a reminder, to qualify for the inactive cost of living adjustment (COLA) increase, eligible UC Retirement Plan (UCRP) benefit recipients must have 1976 Tier service credit or safety classification and have at least one business day break in service before a July 1 retirement.

Refer to the job aids below for terminology, examples, and guidance on processing this transaction in UCPath.

- **Job Aid: Retirement Processing for July 1 Retirement Date - COLA**
- **Job Aid: Emeriti Processing for July 1 Retirement Date**
- **Quick Reference: Processing Final Pay for 7/1 Retirees**

Action Items:

- Submit retirement templates
- Submit final pay payroll requests (E-078) for retirees by the following deadlines:
  - **Biweekly July 17** pay date: **Wednesday, July 3, 2024 @ 5:00 pm**
- Submit Accruals and Service Adjustment eForms to adjust sick time that has been converted to service credit towards retirement

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Introducing the TritonPay Office

Student Financial Solutions (SFS) is excited to announce the creation of the **TritonPay Office**, a centralized location dedicated to providing comprehensive support for all student billing, payment, and refund inquiries. This new office integrates the cashier's and student accounts team reflecting our commitment to create a student-centered experience that offers convenience and accessibility.

The TritonPay Office will be in and replace the current location of the Central Cashier's Office at Student Service Center (SSC) 170 and will open on **August 1**. For more information, refer to the TritonPay Blink page.

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 06/26/24

- **How to Manage Multi-Location Appointments**
  - Updated contact for Staff approvals

UCPC Job Aid & Quick Reference Updates as of 06/26/24

- **2024 UCPath Payroll Processing Schedule**
  - Changed 240706B2X GL Post Confirm date from 07/15/2024 to 07/17/2024
  - Updated Important Note section to include: *The Systemwide E- Ledger Retirement Benefit Assessments (OPEB, RPSA, UCRP, UPL) will be scheduled between 3rd and 5th business day of the month*
- **Accrual and Leave Accrual Service Credit Processing Guide for Locations**
  - Updated to include converting credits due to a transfer between a quarter campus and a semester campus for Sabbatical Credit
- **ACA Employer Shared Responsibility Compliance, SMP Ineligibility Report**
  - Updated to include 2024 ACA Employer Shared Responsibility Compliance SMP Ineligibility Report dates
- **Mass Hires Error Reference Guide**
  - New job aid to assist with errors in the Mass Hire process

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.

June Monthly 07/01/24 Paycheck

- **06/17 at 3:00 pm (M):** Employee Data Change Deadline
- **06/21 at 5:00 pm (F):** PayPath Transaction Deadline
- **06/21 at 5:01 pm – 06/27 at 6:00 am (Th):** Non-transaction days for PayPath - MO
- **06/25 at 7:00 pm (T):** Deadline for Funding Transactions
- **06/28 (F):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

July Biweekly 1 07/03/24 Paycheck

- **06/20 at 3:00 pm (Th):** Employee Data Change Deadline
- **06/25 at 5:00 pm (T):** PayPath Transaction Deadline
- **06/25 at 5:01 pm – 06/28 at 6:00 am (F):** Non-transaction days for PayPath - BW1
- **06/26 at 7:00 pm (W):** Deadline for Funding Transactions
- **07/01 (M):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

July Biweekly 2 07/17/24 Paycheck

- **07/03 at 3:00 pm (W):** Employee Data Change Deadline
- **07/09 at 5:00 pm (T):** PayPath Transaction Deadline
- **07/09 at 5:01 pm – 07/12 at 6:00 am (F):** Non-transaction days for PayPath - BW2
- **07/10 at 7:00 pm (W):** Deadline for Funding Transactions
- **07/17 (W):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

Upcoming Pay Confirm Dates: 06/27, 07/11, 07/25, 07/26, 07/26, 08/08
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**

- **07/04** @ 5:00 p.m. (Th): BW/MO **Non-High-Risk** for posting in June
- **07/22** @ 5:00 p.m. (M): BW/MO for posting in July

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

- **07/07** @ 8:00 p.m. (Sun): BW/MO **Non-High-Risk** for posting in June
- **07/18** @ 8:00 p.m. (Th): BW/MO for posting in July

*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

Coming Soon: UCPath July Release

July 2024 will mark the release of the following projects in the UCPath system: **Gender Identity and Pronouns**, the **New SOBO Case Submission Form**, and updates to the **UCPath Former Employee Portal**. A summary of the July Release projects can be found below:

Gender Identity and Pronouns

The goal of the Gender Identity and Pronouns project is to capture gender identity, sexual orientation, and pronouns in the UCPath system to align with the **Gender Recognition and Lived Name Policy**. This project will:

- Update system options for Gender Identity and Sexual Orientation as some values are outdated
- Allow system to collect Employee pronouns
- Implement Oracle delivered solution for consistency and scalability for future delivered changes

- Review a list of **UCPath pages that will display pronouns** here.
- Review a list of **Gender Identity and Pronouns FAQ's**.

Watch the **UCPath July Release: Gender Identity and Pronouns video** below for an overview of the changes.

New SOBO Case Submission Form

The new SOBO (Submit on Behalf Of) Case Submission Form portion of the Enhance Ask UCPath Initiative will simplify, standardize and improve the case management user experience for Submitters by creating an intuitive case submission form. **Review a list of new SOBO features here**.

Former Employee Portal Updates

In addition to the above projects, the UCPath Former Employee Portal will be updated to improve the user experience for former employees. The changes include the inclusion of multi-factor authentication for added security and a new Fluid interface.
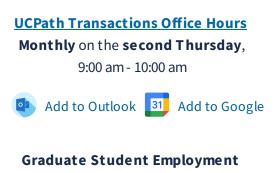
Click here to view all ongoing UCPath projects →

Reports

- **Employee Roster Report** – Human Resources Non-restricted
  - Added Job Automatically End Flag

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 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.

UC San Diego