

# UCPath Biweekly Newsletter

Stay up-to-date on  
all things UCPath!

UC San Diego

**January 24, 2024 – February 7, 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 **02/07**

### Reminder!



- The next Default Day is: **02/02**
- Make sure to review your [paycheck](#) in UCPath
- Looking for UCPath metrics? View the [UCPath Metrics Dashboard](#)
- As of Monday, January 8, 2024, emailing [ucpathproject@ucsd.edu](mailto:ucpathproject@ucsd.edu) will now create a case in the [Employee Center](#)!
- UCPath Transactions Office Hours will now be held **monthly** on the **second Thursday**.

### Did You Know?

**New UCPath CORE Training Launching Soon!**

# UCPath **CORE** Training

**C**oncepts, **O**verview, **R**esponsibilities, **E**xpectations

Launching February 2024

UC San Diego

**The time has come!** The UCPath CORE Training is targeted to launch in **late February 2024**. The newly redesigned training will replace our existing UCPath Bootcamp and UCPath Funding Fundamentals training courses, providing a bold and fresh take on core UCPath concepts:

## **Current State: UCPath Bootcamp**

- Information overload, too many topics covered at once
- Long, tedious, and time-consuming
- Difficult to update with the latest guidance

## **Future State: UCPath CORE Training**

- High-level summary of important concepts separated by individual modules
- Shorter, easier to update
- Points to relevant complementary resources

The UCPath CORE Training was created to redefine UCPath **concepts** by providing a fresh **overview**, covering an employee's **roles** and **responsibilities**, and setting **expectations** of UCPath moving forward.

In addition to the training redesign, our [local UCPath Website](#) will be updated to align with the new CORE Training. Stay tuned for more information!

---

## **UCPath Projects: March Release Topic Based Zoom**

Join us on Wednesday, February 14, 2024, for our UCPath Projects: March Release Topic Based Zoom! This session will go over the UCPath projects that are targeted to go-live in March 2024.

### [UCPath Projects: March Release](#)

Wednesday, February 14, 2024, 11:00 am - 12:00 pm



Add to Outlook



Add to Google

More information about the projects can be found in the **Local News** section below.

## 2024 UCPATH Office Hours Schedule Change

Beginning this year, **UCPATH Transactions Office Hours** will be hosted on the **second Thursday of each month**. The first session will be held **tomorrow, Thursday, January 11, 2024** from 9:00 am - 10:00 am.

Add the **new 2024 UCPATH Transactions Office Hours** meeting invites to your calendars below:

### [UCPATH Transactions Office Hours](#)

Held **monthly** on the **second Thursday**, 9:00 am - 10:00 am



Add to Outlook



Add to Google

**Action Required:** Please be sure to **remove** the **previous** biweekly Office Hours meeting invite from your calendars to ensure you are attending the correct meeting.

The [UCPATH Training & Events Calendar](#) has been updated to include the new 2024 Office Hours schedule.

The above information and more can be found on the [Transactors](#) page on our [UCPATH website](#).

## 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 and Quick References Updates as of 01/24/24:

- [Transfer Matrix](#)
  - Updated note on Intercampus transfers to use an Inter BU reason code
- [How to Update Position Funding](#)
  - Fixed broken link to Job Aid: Complete the CSV File Template for Mass Funding Uploads
- [How to Create New Position Funding](#)
  - Updated work around for adding funding updates before the first effective dated row

## 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.**

### January Biweekly 3 01/31/24 Paycheck

- **01/18 at 3:00 pm (Th):** Employee Data Change Deadline

- **01/23 at 5:00 pm (T):** PayPath Transaction Deadline
- **01/23 at 5:01 pm – 01/26 at 6:00 am (F):** Non-transaction days for PayPath - BW3
- **01/24 at 7:00 pm (W):** Deadline for Funding Transactions
- **01/29 (M):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

## January Monthly 02/01/24 Paycheck

- **01/19 at 3:00 pm (F):** Employee Data Change Deadline
- **01/24 at 5:00 pm (W):** PayPath Transaction Deadline
- **01/24 at 5:01 pm – 01/29 at 6:00 am (M):** Non-transaction days for PayPath - MO
- **01/25 at 7:00 pm (Th):** Deadline for Funding Transactions
- **01/30 (T):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

## February Biweekly 1 02/14/24 Paycheck

- **02/01 at 3:00 pm (Th):** Employee Data Change Deadline
- **02/06 at 5:00 pm (T):** PayPath Transaction Deadline
- **02/06 at 5:01 pm – 02/09 at 6:00 am (F):** Non-transaction days for PayPath - BW1
- **02/07 at 7:00 pm (W):** Deadline for Funding Transactions
- **02/12 (M):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

## Upcoming Pay Confirm Dates: 01/25, 01/26, 02/08, 02/22

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

- **02/28** @ 5:59 a.m. (W): BW/MO for posting in February
- **03/18** @ 5:59 a.m. (M): BW/MO for posting in March

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

- **02/19** @ 8:00 p.m. (M): BW/MO for posting in February
- **03/20** @ 8:00 p.m. (W): BW/MO for posting in March

**\*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.

## UCPath Projects: March Release

March 2024 will mark the release of the following projects in the UCPath system. Be sure to review the respective project spaces to familiarize yourself with the changes:

- **[Annual UCPath Upgrade \(PUM 47\)](#)**
  - PUM 47 will impact the existing Early Adopters from the Phase 1 release of the Manage Job tile.
- **[Replace PayPath Phase 2](#)**
  - Phase 2 of the Replace PayPath project will impact the existing Early Adopters from the Phase 1 release of the Manage Job tile.
- **[New Employees and Submitters Case Submission Form](#)**
  - This project will impact all transactors.
- **[Enable Reopen Case Functionality](#)**
  - This project will impact all transactors.

Join us for our **UCPath Projects: March Release Topic Based Zoom** on **Wednesday, February 14, 2024** to review the changes coming to the UCPath system. Add the meeting to your calendars [here](#).

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

## Reports

- **Coming Soon: UC Learning Center** - Training Activity Completions Report
- **Position Funding Report** – Payroll & Financial Non-restricted
  - Added Position Number prompt
- **Summary Payroll Distribution Report** – Payroll & Financial Restricted
  - Added Pay Run ID to main page and the project detail tab
- **Employee Roster Report** – Human Resources Non-restricted
  - Minor prompt/parameter updates for Union
- **MCOP Report** – Academic Personnel Non-restricted
  - Minor prompt/parameter updates for Union

## 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

## 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)

---

## Attend a Topic-Based Zoom:

Find previously posted PowerPoints & recordings [here](#).

Add the Topic Based Zooms directly to your calendar [here](#)!

- **UCPath Projects – March Release**: Wednesday, February 14, 2024 @ 11:00 am - 12:00 pm

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](#).



This email was sent to .

To continue receiving our emails, add us to your address book.

[Subscribe](#) to our email list.