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 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!**
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

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
January Monthly 02/01/24 Paycheck

- **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

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.

Local News: Upcoming Projects & More
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
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](#)!

- **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](#).

UCPath
UC San Diego