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**.

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**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

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**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

- 01/19 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.

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

  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

**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.
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