

# UCPath Biweekly Newsletter

Stay up-to-date on  
all things UCPath!

UC San Diego

**May 1, 2024 – May 15, 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 **05/15**

### Reminder!



- Upcoming Planned Maintenance for Cognos: The systemwide reporting production environment will be unavailable from **Friday, May 3, 2024 at 7:00 pm** through **Sunday, May 5 at 7:00 am**
- The next Default Day is: **05/02**
- The next UCPath Transactions Office Hours is: **05/09 @ 9:00 am - 10:00 am**
- Make sure to review your [paycheck](#) in UCPath
- Join the [UCPath Community of Practice](#)
- Looking for UCPath metrics? View the [UCPath Metrics Dashboard](#)
- Next Topic Based Zoom: **7/1 Retirements (05/08 @ 11:00 am - 12:00 pm)**
  - [Add to Outlook Calendar](#)
  - [Add to Google Calendar](#)

### Did You Know?

#### New Changes Coming to Ask UCPath

Beginning **Monday, May 6, 2024**, UCPath will make it easier for employees to submit inquiries. Employees will no longer be required to manually select a topic and category when submitting an inquiry via Ask UCPath.

#### What are the changes?

- With the new enhancement, the **system will automatically determine the topic and category** based on information provided by the employee

- The updated landing page will display **open and recently closed cases**, making it easier for employees to access their inquiries
- The system will also **provide suggestions** for resources that may assist in resolving issues

#### Resources:

- [Ask UCPATH Enhancements Infographic](#)
- [Ask UCPATH Enhancements Topic Based Zoom](#)
- [Ask UCPATH Enhancements Overview Video](#)



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#### New UCPATH On-The-Job Training

First time entering a transaction and not sure where to start? Don't enter transactions often and would like some help? The [UCPATH On-The-Job Training](#) sessions are now available to new and existing transactors who need assistance with UCPATH transactions.

If you would like additional guidance or a second set of eyes, book a UCPATH On-The-Job Training session to go over the transaction(s) you need to enter with our UCPATH trainer. Please bring at least 1 transaction to enter. Our UCPATH trainer will guide you through the steps.

**Before You Book:** Because it is an individualized service, On-The-Job Training **REQUIRES** that you bring a transaction. To get the most out of your time, book an On-The-Job Training appointment **only once you have work to complete in UCPATH**.

**Book a UCPATH On-The-Job Training Session Today!**

### Payroll Adjustment Backlog Update

In September, UCPATH Center (UCPC) initially reported a backlog of payroll adjustment transactions. Since then, UCPC has prioritized the completion of transactions, such as overpayments and FICA adjustments, which might require a corrected W-2 (W-2C).

Currently, UCPC has completed over 600 W-2Cs.

- UCPC notified employees who would receive W-2Cs on March 13, 2024, and April 22, 2024.
- Employees may view their completed W-2C forms in UCPATH.
- Employees receive an email notification when the W-2C form is available. UCPC makes W-2C forms available daily.
- Those who opted for printed tax documents also receive a W-2C via U.S. Mail.

UCPC is also working on 502 payroll adjustment requests submitted in 2023. The next update will be provided on **May 29, 2024**.

### UCNet Has a Brand New Look!

The new and improved [UCnet website](#) improves usability, is more visually engaging, works seamlessly on mobile devices, and will make it even easier to find the information you need when you need it, along with more opportunities to connect. [Learn more about the new UCnet 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 and Quick References Updates as of 05/01/24

- **Simulation:** [Reopen Closed Inquiry](#)
- **Simulation:** [Update My Inquiries](#)
- **Simulation:** [Submit an Inquiry to UCPATH](#)
- **Simulation:** [Submit an Inquiry on Behalf of Employee \(SOBO\)](#)

## 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.**

## May Biweekly 1 05/08/24 Paycheck

- **04/25 at 3:00 pm (Th):** Employee Data Change Deadline
- **04/30 at 5:00 pm (T):** PayPath Transaction Deadline
- **04/30 at 5:01 pm – 05/03 at 6:00 am (F):** Non-transaction days for PayPath - BW1
- **05/01 at 7:00 pm (W):** Deadline for Funding Transactions
- **05/06 (M):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

## May Biweekly 2 05/22/24 Paycheck

- **05/09 at 3:00 pm (Th):** Employee Data Change Deadline
- **05/14 at 5:00 pm (T):** PayPath Transaction Deadline
- **05/14 at 5:01 pm – 05/17 at 6:00 am (F):** Non-transaction days for PayPath - BW2
- **05/15 at 7:00 pm (W):** Deadline for Funding Transactions
- **05/20 (M):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

## Upcoming Pay Confirm Dates: 05/02, 05/16, 05/24, 05/30, 06/13, 06/26

UCPC does NOT process Off-cycle, DR/SCT, or Pay Requests on Pay Confirm dates.

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**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

- **05/21** @ 5:59 a.m. (T): BW/MO for posting in May
- **06/17** @ 5:59 a.m. (M): BW/MO for posting in June

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

- **05/10** @ 8:00 p.m. (F): BW/MO for posting in May
- **06/19** @ 8:00 p.m. (W): BW/MO for posting in June

**\*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 July Release

July 2024 will mark the release of the following projects in the UCPath system: **Gender Identity and Pronouns** and the **New SOBO Case Submission Form**.

**Note:** The Improve Accrual Management project, initially part of the July release, is now **on hold** until further notice. An updated timeline will be provided once available.

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

For more information, view the Gender Identity and Pronouns project space [here](#).

### 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. For more information, view the Enhance Ask UCPath Initiative project space [here](#).

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

### Reports

- **Supervisor Report** – Human Resources Non-restricted folder
  - Added the [Reports To Job Code] and [Reports To Title] fields to the Supervisor Report, also Added the VC Area as a prompt

## 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](#)!

- **7/1 Retirements**: Wednesday, May 8, 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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