UCPath ALERT

Improve Time Collection is Now LIVE!

The UCPath Center has implemented a new Time and Labor module as part of the [Improve Time Collection project](#), with the goal to simplify and improve the time collection process from campus locations by using PeopleSoft delivered functionality.

While this UCPath Roadmap Project mostly brings behind-the-scenes changes to central UCPath operations, the UC San Diego community will see the following changes. Please note that UC San Diego employees will continue to use our timekeeping systems to record time and leave.

What is changing?

As of Monday, May 8, 2023, UCPath will now calculate time on a **weekly** basis instead of a daily basis. This change may result in slight rounding differences on some employee paychecks. This change **does not** result in other changes to the pay advice statement or paystub.

Current

Daily Hours	Hourly Rate	Daily Calculation	Rounded
7.75	30.135795	233.5524113	$233.55
7.75	30.135795	233.5524113	$233.55
7.75	30.135795	233.5524113	$233.55
7.75	30.135795	233.5524113	$233.55
31			$934.20

Currently, gross pay is calculated by multiplying an employee's hour rate by the number of hours worked that day.

New with Improved Time Collection

Weekly Hours	Hourly Rate	Weekly Calculation
31	30.135795	$934.21

With the improved Time Collection method, the gross pay is calculated by multiplying an employee's hourly rate by the total hours worked that week.

Starting in the next pay period (05/24/2023 paycheck), the **Review Paycheck Summary** page will also **no longer** display the employee's time by **day**.

- Each pay period will be displayed on a **separate row**.

- Each row will display the pay period begin and end dates, total earnings and hours.

Why are there rounding differences in my paycheck?

UCPath is changing the way it tracks time to fix rounding issues caused by the current calculations to six-decimal points. The change better aligns with best practices established by the Fair Labor Standards Act (FLSA).

New Timesheet Page is Available

If you have the ability to approve time files (I-181) in your Worklist **or** have access to the PREPSHUP Review pages, you will now have access to the new Timesheet page.

- The new Timesheet page is **view-only** and will display the same data in your existing timekeeping systems.
- **Page Navigation:**
    - Log in to UCPath > PeopleSoft Homepage > Payroll Tasks Tile > Review Payroll Data folder > Timesheet
    - Classic Navigation: Log in to UCPath > PeopleSoft Homepage > Favorites > Navigator > Manager Self Service > Timesheet

Resources

- **Timesheet Job Aid**
- **Review Paycheck Job Aid**
- **Review Paycheck Summary Job Aid**