

# UCPath Biweekly Newsletter

Stay up-to-date on  
all things UCPath!

UC San Diego

**September 18, 2024 – October 2, 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 **10/02**

### Reminder!



- The next Default Day is: **10/02**
- The next UCPath Transactions Office Hours is: **10/10 @ 9:00 am - 10:00 am**
- Make sure to review your [paycheck](#) and [Direct Deposit information](#) in UCPath
- Join the [UCPath Community of Practice](#)
- Looking for UCPath metrics? View the [UCPath Metrics Dashboard](#)
- Register for a [UCPath On-The-Job Training session](#) today!

### Did You Know?

#### New Link for UCPath HR Transaction 1:1 Appointments

As of Monday, September 16, 2024, 1:1 "How-To" Appointments for UCPath HR Transactions can now be booked through this new link: <https://calendly.com/ucpath-ucsd/transactorsupport>

**Book a UCPath HR Transactions 1:1 Appointment!**

### 2024 Year-End Overpayment Recovery Deadlines

The Internal Revenue Service (IRS) states that repayment of a payroll overpayment must occur in the same year as the

overpayment. This repayment ensures that the employee's earnings and taxes for the current year are correctly reflected in their W-2 issued in January.

- Please submit adjustment requests for overpayments occurring between January 1 through October 1, 2024, **no later than October 18, 2024**.
  - UCPATH Center will prioritize all overpayment adjustments received by October 18. UCPATH Center may not be able to process year-end requests that are received after this deadline within the current year.
- Employees that received overpayment packets from UCPATH Center must arrange repayment as soon as possible.

[Read the full update here.](#)

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## Reminders for Requesting Access to UCPATH

Please keep in mind that new transactors must request UCPATH access **within 6 months of completing UCPATH training**, otherwise, they will need to retake the [UCPATH CORE: Overview Training Module](#) as a refresher.

This timeframe also applies to users who have previously completed the UCPATH Bootcamp and UCPATH Funding Fundamentals courses that were retired as of February 2024, due to the launch of the new [UCPATH CORE Training](#).

The best learning experience is actually to complete the training as soon as possible before beginning to work in UCPATH. We currently allow up to six months after training to request access, but **expect that in the future that timeframe will be reduced**. Minimizing the time between training and access ensures that knowledge of the UCPATH system is retained before accessing the UCPATH production environment, and to minimize the downstream effects of incorrectly entered UCPATH transactions.

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## New UCPATH CORE Budget Distribution Page Module

The new UCPATH Budget Distribution Page (BDP) is launching on Wednesday, September 25, 2024! In preparation for the launch, the Campus Budget Office (CBO) has created a new [UCPATH CORE: Budget Distribution Page \(BDP\) Module](#) to provide an overview of the BDP functionality.

BDP will be used to identify the faculty and staff positions to be included in a department's core recurring staffing list that will drive the compensation expense budgets in EPBCS. Access to BDP will require the completion of two short training modules on the UC Learning Center:

- [UCPATH CORE: Overview](#)
- **NEW!** [UCPATH CORE: Budget Distribution Page](#)

CBO will also be holding [several instructor-led training sessions](#) to cover the processes for searching, entering and updating budget distribution data with BDP. If you are responsible for **providing guidance on position funding entries or overseeing compensation budgets in EPBCS for your department**, please plan to attend.

### Additional Resources:

- [How to Request Access to the Budget Distribution Page \(BDP\) Module in UCPATH](#)
  - [How to Request Employee Activity Hub \(EAH\) Row-Level Access](#)
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## Former Employee Portal Enhancements

As part of the July release, the UCPath Former Employee Portal was updated with a more user-friendly login process and multi-factor authentication (MFA) to enhance account security. Separate emails were sent to former employee portal users with login information on July 15, 2024.

Former employees expressed concerns about the system-generated passwords being sent in the welcome email, the welcome emails being sent to business emails, not having the ability to select their own password and the ability to use email as an MFA option.

On July 30, 2024, UCPath Center has updated the MFA process to **remove** email as an authentication option, and welcome notifications are now being sent to email addresses listed as "Home" or "Other".

The following enhancements to the Former Employee Portal will be made in September 6, 2024:

- A redesigned Former Employee Portal
- An emailed link to complete an MFA challenge to create accounts
- UCPC will no longer send system-generated passwords

More information can be found in the [Former Employee Portal Enhancements Overview](#) deck.

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 & Quick Reference Updates as of 09/18/24

- **Job Aid: [Accrual and Leave Accrual Service Credit Processing Guide for Locations](#)**
  - A new *Use Case* row was added for *Vacation Lapse/Forfeiture* (page 7) to reflect how to manage vacation accruals that lapse
  - Updated the *Notes* description for *Rehired retiree with sick balances* (page 11) to reflect additional context to the clause for submitting an eForm
- **Job Aid: [Summer Salary Processing](#)**
  - Updated the *Fiscal-Year Appointees* description (bullet point 3) to reflect all three methods that can be used to process vacation takes
  - Replaced "forfeit" with "use" in the *Other Notes* column for *Summer Salary Research (1 of 2)* and *Summer Session Teaching (1 of 3)* to better align with how vacation can be leveraged to request additional compensation during summer

## 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.**

**Sept. Biweekly 2 09/25/24 Paycheck**

- **09/12 at 3:00 pm (Th):** Employee Data Change Deadline
- **09/17 at 5:00 pm (T):** PayPath Transaction Deadline
- **09/17 at 5:01 pm – 09/20 at 6:00 am (F):** Non-transaction days for PayPath - BW2
- **09/18 at 7:00 pm (W):** Deadline for Funding Transactions
- **09/23 (M):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

**Sept. Monthly 10/01/24 Paycheck**

- **09/18 at 3:00 pm (W):** Employee Data Change Deadline
- **09/23 at 5:00 pm (M):** PayPath Transaction Deadline
- **09/23 at 5:01 pm – 09/26 at 6:00 am (Th):** Non-transaction days for PayPath - MO
- **09/24 at 7:00 pm (T):** Deadline for Funding Transactions
- **09/27 (F):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

**Oct. Biweekly 1 10/09/24 Paycheck**

- **09/26 at 3:00 pm (Th):** Employee Data Change Deadline
- **10/01 at 5:00 pm (T):** PayPath Transaction Deadline
- **10/01 at 5:01 pm – 10/04 at 6:00 am (F):** Non-transaction days for PayPath - BW1
- **10/02 at 7:00 pm (W):** Deadline for Funding Transactions
- **10/07 (M):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

**Upcoming Pay Confirm Dates: 09/19, 09/25, 10/03, 10/17, 10/28, 10/31, 11/14, 11/21**

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**

- **09/24 @ 5:59 a.m. (T):** BW/MO for posting in Sept
- **10/22 @ 5:59 a.m. (T):** BW/MO for posting in Oct
- **11/22 @ 5:59 a.m. (Th):** BW/MO for posting in Nov
- **12/10 @ 5:59 a.m. (T):** BW/MO for posting in Dec

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

- **10/24 @ 8:00 p.m. (Th):** BW/MO for posting in Oct
- **11/18 @ 8:00 p.m. (M):** BW/MO for posting in Nov
- **12/06 @ 8:00 p.m. (F):** BW/MO for posting in Dec

**\*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

### Improve Accrual Management

The goal of the Improve Accrual Management project is to improve UCPATH accrual processing by calculating, validating, and correcting UCPATH accruals through delivered functionality. This project will:

- Reduce/eliminate customizations and move to delivered functionality
- Provide accurate accrual balances online for employees
- Timely and correct accrual balances will improve final pay accuracy
- Establish foundation to improve and simplify leave management eventually enabling self-service functionality
- Reduce manual effort for the production team

### UCPATH November Release 2024

The following projects will be part of the UCPATH November Release: Rewrite GL Assessments Phase 2, Direct Entry Enhancements, and Automate Security Deprovisioning.

1. **Rewrite GL Assessments Phase 2:** This project will consolidate, centralize and streamline the generation of assessment information, such as:
  - Calculating assessments after summary and detail labor ledger results are generated adhering to new service level agreements (SLAs)
  - Separating assessments into individual processes independently of other GL processes
2. **Direct Entry Enhancements:** The Direct Entry (formerly known as [Hire Pilot](#)) enhancements will include an enhanced process for Employees, Contingent Workers, and Concurrent Hires directly into UCPATH with an approval framework.
3. **Automate Security Deprovisioning:** This project will automate the deprovisioning of security when an employee transfers from one Location to another. This will prevent users transferring between locations from having UCPATH access at the former and new location.

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

### Reports

- **Employee Roster Report** – Human Resources Non-restricted
  - Added the Employee - Identity Working Title field
- **UCPATH Position Funding Report** – Payroll & Financial Non-restricted
  - Renamed Position Funding Report as UCPATH Position Funding Report

# 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**: Request a 1-on-1 session by submitting a request in the [Employee Center](#)

### **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](#)!

- **Stay tuned for upcoming Topic Based Zoom sessions!**

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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