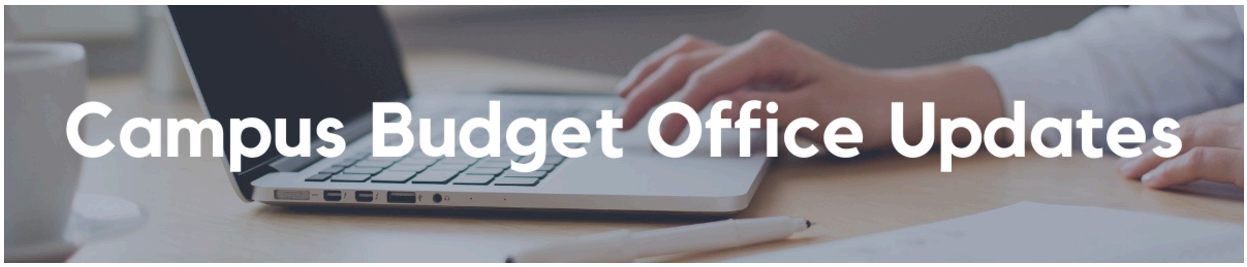


January 4, 2022 *52nd Edition*



2022 UCPath Payroll Calendars Now Available!
The long awaited UCPC 2022 Payroll Calendars are here. Find a link to the 2022 Payroll Processing Schedule on the Transactors Page of our UCPath website, under the countdown clocks. Links to the 2022 Biweekly Payroll Calendar, the 2022 Monthly Payroll Calendar and the 2022 Monthly Working Hours Calendar are found on the Payroll Page of our UCPath website, along with other payroll related information.



2022-23 Budget Development Cycle Begins Late January! Training Registration Now Open
The 2022-23 campus budget cycle will begin this month with the opening of the Oracle Planning and Budget system (EPBCS) in late January 2022. Budget Preparers responsible for entering a budget for their Financial Unit(s) can now register for training to be held via Zoom January 28 – February 10. Please check with your Vice Chancellor area for verification that you are responsible for entering the budget for your area.

Training is designed to meet the needs of both academic and administrative personnel planning. As a Budget Preparer, you can choose sessions applicable to your unique planning needs. Additional training resources and

communications forthcoming will include step-by-step self-paced videos and short eCourses to support users along with weekly office hours throughout the entire budget development period which will end in early April 2022.

REGISTER NOW!

- **EPBCS Training for Academic Units (with Faculty) – Web Based Application**
  - Oracle Budget: Budgeting Salary & Benefits for Academic Units
  - Oracle Budget: Budgeting Non-Compensation for Academic Units
- **EPBCS Training for Administrative Units (No Faculty) - Web Based Application**
  - Oracle Budget: Budgeting Salaries & Benefits for Admin Units
  - Oracle Budget: Budgeting Non-Compensation for Admin Units
- **EPBCS Training in Smart View (Optional for budget preparers using the Excel Smart View add-in ONLY)**
  - Oracle Budget: Budgeting Salaries & Benefits in Smart View
  - Oracle Budget: Budgeting Non-Compensation in Smart View



Oracle Redwood Launch
We are excited to announce **the Oracle Redwood Theme launch**! This launch was communicated as part of a larger transition to the new theme in July 2021 and the implementation team has worked to incorporate community feedback, hold information sessions and share other communications in preparation for the launch.

Please anticipate changes to the Oracle when you next log in. Here is a reminder of many of the changes you will see and not see:

What is changing?
Overall coloring using a different color palette, layout, look and feel:

- Dark, global header
- Slightly darker background
- A shift from icons to tabs on the Oracle homepage

What is *not* changing?
The Oracle Redwood theme is a UI change only, and **does not** impact performance of the system:

- No changes to the underlying database

- No changes to the data within the Oracle applications
- No changes to your ability to perform tasks or functions within OFC
- No impact to any integrations or external systems

Updating Existing Resources - KBAs
We are actively updating KBAs, or Knowledge Base Articles, to reflect the new Redwood UI changes in Oracle. As of today, 90% of our articles have been reviewed for updates, and we are continuing to update the rest of the KBA's throughout this month.

Additional Resources
If you are just now hearing about the Oracle Redwood theme, use the resources below to learn how to customize the new theme to your preferences.

- Oracle Redwood UI Blink Page
- Oracle Redwood Overview eCourse
- Recorded Information Session from December 2



Office hours are **recorded** and can be found on our UC San Diego Budget & Finance YouTube channel.

Fund Management Office Hours

Thursdays, 11:00am - 12:00pm
For the first Fund Management Office Hours of the year, Kierstin Sykes, Foundation Controller, will demo a soon-to-be-released Gift Fund dashboard and answer all of your gift fund management questions.

Next Thursday, Marissa Prough, Sr. Director - PPM Strategic Design, will join us to answer all of your cost transfer questions, including errors you might encounter and what they mean, the impact of billable/non-billable transaction statuses and how to address them, and how to identify whether or not your submitted cost transfers went through.

Click to access the Event Calendar on Blink, which showcases a consolidated view of Office Hours, Instructor-Led Training sessions, and Hot Topics.
Be sure to try out the different calendar views in the upper right corner!



BI & Financial Reporting Needs YOU!
Do you wish you could be more involved in the report development process? Are you frustrated that current reports don't meet your needs? Sign up to be a report tester or a reporting subject matter expert! We will call on you for your input when we are developing reports that align with your role and expertise. Find out more and sign up here.



Travel & Expense and Procure-to-Pay Resources
With all the resources out there, it can be hard to determine exactly which will help you in your current situation. Review our new Travel & Expense and Procure-to-Pay Resources Blink page for guidance on how best to interact with the various resources and training we have available.

Concur Request ID vs Report ID
When submitting a case via Services & Support, please ensure to provide the correct identification reference number of your Concur document when applicable. Request IDs are a 4-digit alphanumeric value (Example: 4ABC) whereas Report IDs are a longer alphanumeric value (Example: 67DFBD2DDC144D9DA7F1). Please do not provide a Request ID if you are asking a question about an Expense Report and vice-versa. Review how to Locate the Request ID or Report ID in this KBA.

Concur: Payment to Employee
Concur uses the Payment Type: *Payment to Employee* to signify that payment for the expense will be made to the employee user who owns the Concur account on which the Expense Report is created. If reconciling expenses for another UC San Diego employee, please ensure that you are acting as their Delegate before creating Concur documents on their behalf. This will ensure timely and accurate payment to the proper individual. More information on Delegates may be found on this Blink page.

Each Tuesday, the Weekly Digest provides important updates related to Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense.
Our goal is to deliver timely information that matters to you.

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