

# UCPath Biweekly Newsletter

Stay up-to-date on  
all things UCPath!

UC San Diego

**February 7, 2024 – February 21, 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 **02/21**

### Reminder!



- **Upcoming Planned Maintenance:** UCPath will be **unavailable** on **Sunday, February 11, 2024 from 12:00 am - 10:00 am**
- The next Default Day is: **03/04**
- Make sure to review your [paycheck](#) in UCPath
- Looking for UCPath metrics? View the [UCPath Metrics Dashboard](#)
- As a reminder, [UCPath Transactions Office Hours](#) will now be held **monthly** on the **second Thursday**. The next Office Hours will be held **tomorrow, February 8, 2024 @ 9:00 am - 10:00 am**.
- Next Topic Based Zoom: **UCPath Projects: March Release** (Wednesday, February 14, 2024 @ 11:00 am - 12:00 pm)
  - [Add to Outlook Calendar](#)
  - [Add to Google Calendar](#)

### Did You Know?

#### UCPath Projects: March Release – Action Items

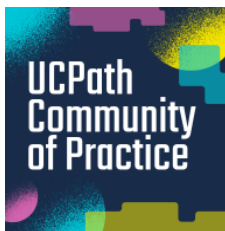
Below are some important action items to prepare you for the UCPath March release:

1. Add next Wednesday's [UCPath Projects: March Release Topic Based Zoom](#) to your calendars
2. Approve or cancel **ALL Pending Approval** transactions by **Thursday, March 7, 2024 at 3:00 pm**
3. Be aware of the UCPath system downtime beginning **Friday, March 8, 2024 at 12:00 pm** through **Monday, March 11, 2024 at 6:00 am**. During the scheduled downtime, employees, managers, and transactors will not have access to the system.

More information about the March Release projects can be found in the [Local News](#) section below.

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## Join the UCPATH Community of Practice



A new Microsoft Teams forum, the [UCPath Community of Practice \(CoP\)](#), is a place for all new and existing transactors to discuss and share their experiences with the UCPATH system. The channel will also be used to share important UCPATH system updates promptly. [Click here to join!](#)

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## Feedback Wanted on New Salary Cost Transfer Tool

The [new Salary Cost Transfer tool](#), launched on November 13, 2023, was designed to simplify the SCT process within the UCPATH system. **We want to hear your thoughts!** How has the tool been working for you? [Complete a quick, 5-minute survey](#) to share your experiences with the new Salary Cost Transfer tool. The survey will close on March 1, 2024.

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## The UCPATH Website Has a New Look!

Our [local UCPATH website](#) was recently updated to align with the new UC San Diego branding guidelines and the upcoming launch of the new UCPATH CORE Training. Browse through our newly redesigned site with new pages such as the [Newsroom](#), [Complementary Resources](#), and our [UCPATH Media Library](#)!

If you encounter any issues with the new website, please email [ucpathproject@ucsd.edu](mailto:ucpathproject@ucsd.edu).

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## New UCPATH CORE Training Launching Soon!

# UCPath **CORE** Training

**C**oncepts, **O**verview, **R**esponsibilities, **E**xpectations

Launching February 2024

UC San Diego

**The time has come!** The new [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. [Read the full communication 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.

### **Local Job Aid and Quick References Updates as of 02/07/24:**

- [Transfer Matrix](#)
  - Updated additional notes and consideration section of the UCSD <-> DIFFERENT UC LOCATION row

### **Knowledge Base Article Updates as of 02/07/24:**

- [Returning Retiree Approval Process](#)
- [How to Add and Drop Dependents](#)

## UCPC Job Aid Updates as of 02/07/24:

- [Complete the CSV File Template for Mass Funding Uploads](#)
  - Updated with new SharePoint Online links
- The following simulations have been updated with new navigation, name formats, and/or searching functionality as part of Lived Name:
  - [Submit Full Sabbatical Leave of Absence Request](#)
  - [Submit Partial Sabbatical Leave of Absence Request](#)
  - [Extend Existing Leave of Absence](#)
  - [Extend Leave of Absence with New Leave Type](#)
  - [Cancel an Approved Leave of Absence](#)
  - [Return from Leave of Absence](#)

## 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.**

### 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

### February Biweekly 2 02/28/24 Paycheck

- **02/14 at 3:00 pm (W):** Employee Data Change Deadline
- **02/20 at 5:00 pm (T):** PayPath Transaction Deadline
- **02/20 at 5:01 pm – 02/23 at 6:00 am (F):** Non-transaction days for PayPath - BW2
- **02/21 at 7:00 pm (W):** Deadline for Funding Transactions
- **02/26 (M):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

### February Monthly 03/01/24 Paycheck

- **02/16 at 3:00 pm (F):** Employee Data Change Deadline
- **02/22 at 5:00 pm (Th):** PayPath Transaction Deadline
- **02/22 at 5:01 pm – 02/27 at 6:00 am (T):** Non-transaction days for PayPath - MO

- **02/23 at 7:00 pm (F)**: Deadline for Funding Transactions
- **02/28 (W)**: UCPath LL-DOPE & UCPath GL Post Confirm Complete

### Upcoming Pay Confirm Dates: 02/08, 02/22, 02/26, 03/07, 03/21, 03/26, 04/04

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

- **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:

- **Ask UCPath Enhancements**
  - The goal of the **New Employees Case Submission Form** is to simplify the employee user experience when submitting an inquiry/case through Ask UCPath.
  - The system will automatically determine the topic, category, and subcategory when submitting an inquiry through the Ask UCPath portal.
  - All employees and transactors will be impacted.
- **Replace PayPath Phase 2**
  - Phase 2 of the Replace PayPath project will provide approval processes for Job Data changes through the [Manage Job tile](#), and additional transaction types with validations to update job information.
  - All PayPath transactors will continue to see the Manage Job tile as a **view-only** page.
  - Only Early Adopters from Central Offices will be able to transact using the new Manage Job tile functionality **before** all transactors can transact within the tile.

## • [Annual UCPATH Upgrade \(PUM 47\)](#)

- The next upgrade will move UCPATH from PUM 44 to **PUM 47** to implement improved efficiencies and functionality in the UCPATH system.
- As part of the upgrade, a new Additional Notes feature will be available within the [Manage Job tile](#) to show the total number of notes available for a job.
- The new Additional Notes functionality within the Manage Job tile will only be available for Early Adopters within the Central Offices.

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

- **New: Service Credit Milestone Year Report** – Human Resources Non-restricted
  - This report shows Service Credit Milestones beginning at the 10-year milestone and beyond, increasing in 5-year increments up to 60-year milestone
- **New: AB-119 Campus Report** – Human Resources Non-restricted
- **Service Credit Seniority Point Report** – Human Resources Non-restricted
  - Yearly update to add the new year pay periods and hours for 2024
- **Employee Service Credit Status Report** – Human Resources Non-restricted
  - Renamed Service Credit Milestone Report to Employee Service Credit Status Report
- **Employee Record of Earnings Report** – Payroll & Financial Restricted
  - Corrected minor performance issue
- **Personnel Expense Projection Report** – Payroll Accounting & Reconciliation
  - Corrected issue with some Future Funding rounds missing

## 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](#)

## 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](#)!

- **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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