

# UCPath Biweekly Newsletter

Stay up-to-date on  
all things UCPath!

UC San Diego

**March 6, 2024 – March 20, 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 **03/20**

### Reminder!



- **UCPath Downtime Reminder:** UCPath will be unavailable beginning **Friday, March 8, 2024 at 12:00 pm** through **Monday, March 11, 2024 at 6:00 am**
- **Take Action:** Be sure to approve or cancel **all Pending AWE Transactions** by **Thursday, March 7, 2024 at 3:00 pm**
- The next Default Day is: **04/02**
- The next UCPath Transactions Office Hours is: **03/14 @ 9:00 am - 10:00 am**
- Make sure to review your [paycheck](#) in UCPath
- Join our [UCPath Community of Practice](#)
- Looking for UCPath metrics? View the [UCPath Metrics Dashboard](#)

### Did You Know?

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

Below are some important action items to prepare you for the [UCPath March Release](#):

1. Review the [UCPath Projects: March Release Topic Based Zoom](#)
2. Approve or cancel **ALL Pending AWE 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.

## Leap Into The New UCPATH Training!

The [UCPATH CORE Training](#) is a series of interactive courses designed to prepare transactors for their work in UCPATH. Each course will cover an individual module and will familiarize learners with concepts, individual transactions, and roles and responsibilities. [Take the new training today!](#)

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## New 2024 Benefits Vendor File Schedule Calendar

The [Benefits Vendor File Schedule Calendar - 2024](#) is now available in UCPATH. The vendor file serves as a crucial tool to track when employee enrollments and demographic changes are reflected with the vendor. Here's a breakdown of what each type of file includes:

- **Changes Files:** Capture new enrollments, enrollment changes, and terminations.
- **Full Files:** Encompass all active enrollments, new terminations since the last change file, and demographic changes (address change, name change, gender change, DOB, SSN).

For Flexible Spending Accounts (FSAs):

- **Changes Files:** Cover new enrollments, terminations, mid-year changes (increases/decreases of annual pledges), and both bi-weekly and monthly contributions.
- **Monthly Files:** Include all active enrollments and demographic changes.

Regarding Social Security Numbers (SSNs):

- Anthem, VSP, Delta Dental, Principal (PD), HealthNet (Active), WEX (FSAs), and Health Equity (HSAs) do not accept enrollments/contributions for employees without SSNs.

Address Requirements:

- HMO enrollments require a U.S. Home Address (no P.O. Box).

### Important Note:

- Newly enrolled employees should allow for the weekly file to reach the vendor. Expedited enrollment requests are reserved exclusively for urgent medical services and prescription needs.
  - Excluding for COBRA and Open Enrollment files, UCPATH files to vendors do not send future data (e.g., new enrollments, changes, terminations, etc.). For example, a new enrollment effective 3/1/24, will be sent to the vendor on 3/5/24.
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## Defect with Salary Cost Transfer Tool

Please be advised that there is a defect in the new Salary Cost Transfer (SCT) tool implemented on November 11, 2023, where negative amounts cannot be moved on expired project-tasks in the Labor Ledger (DOPE). This is primarily impacting offsetting payroll lines for Vacation (VAC), Holiday (HOL) & Sick Leave (SKL).

**Note:** This issue is only occurring in the new Salary Cost Transfer tool. Payroll transfers eligible for the **old Direct Retro tool** are not experiencing this same issue.

Please [submit a ticket](#) to the Payroll Financial Management team through the [BFS Services & Support portal](#) if you are experiencing this or similar issues. We are currently investigating potential workarounds for this issue and reviewing if other transactions are impacted. We apologize for the inconvenience.

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## Job Record End-Date Monitoring

There are currently **14,600 employee records** and **400 contingent worker (CWR) records** that have **March 31, 2024 or earlier** end dates that are **not** set to auto-terminate.

Please run the **Jobs With Approaching End Dates Report** in Cognos. Extend or terminate Employee records as appropriate. CWR assignments may be extended (UC\_EXT\_CWR template) or "completed" (UC\_COM\_CWR template).

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 Updates as of 03/06/24

- [Complete the Inbound File Generator for I-181 Regular Time Entry Template for On or Off-Cycle Payroll](#)
- [Complete the Inbound File Generator for I-618 Flat Dollar Amount Template for On or Off-Cycle Payroll](#)
- [Complete the Inbound File Generator for I-178 Parking Corrections Template](#)
- [Complete the Inbound File Generator for I-176 Parking Deductions Template](#)
- [Complete the Inbound File Generator for I-171 General Deductions Template](#)

## 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.**

### March Biweekly 1 03/13/24 Paycheck

- **02/29 at 3:00 pm (Th):** Employee Data Change Deadline
- **03/05 at 5:00 pm (T):** PayPath Transaction Deadline
- **03/05 at 5:01 pm – 03/08 at 6:00 am (F):** Non-transaction days for PayPath - BW1
- **03/06 at 7:00 pm (W):** Deadline for Funding Transactions
- **03/12 (T):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

### March Biweekly 2 03/27/24 Paycheck

- **03/14 at 3:00 pm (Th):** Employee Data Change Deadline
- **03/19 at 5:00 pm (T):** PayPath Transaction Deadline
- **03/19 at 5:01 pm – 03/22 at 6:00 am (F):** Non-transaction days for PayPath - BW2

- **03/20 at 7:00 pm (W):** Deadline for Funding Transactions
- **03/25 (M):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

## March Monthly 04/01/24 Paycheck

- **03/19 at 3:00 pm (T):** Employee Data Change Deadline
- **03/22 at 5:00 pm (F):** PayPath Transaction Deadline
- **03/22 at 5:01 pm – 03/27 at 6:00 am (W):** Non-transaction days for PayPath - MO
- **03/25 at 7:00 pm (M):** Deadline for Funding Transactions
- **03/28 (Th):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

## Upcoming Pay Confirm Dates: 03/07, 03/21, 03/26, 04/04, 04/18, 04/25

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

- **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

- **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.

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

## Reports

- **Service Credit Milestone Year Report** – Human Resources Non-restricted
  - Corrected employee department to always be the current primary one, also updated column titles
- **Hours on Pay Status Report** – Human Resources Non-restricted
  - Added separate tab which shows Employee Totals for Pay Check Hours

## 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](#)!

- Stay tuned for upcoming TBZ 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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