

UCPath Biweekly Newsletter

Stay up-to-date on
all things UCPath!

UC San Diego

February 21, 2024 – March 6, 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 **03/06**

Reminder!



- The next Default Day is: **03/04**
- 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](#)
- Complete a [quick, 5-minute survey](#) to share your experiences with the new Salary Cost Transfer tool
- **Take Action:** Be sure to approve or cancel **all Pending AWE Transactions** by **Thursday, March 7, 2024 at 3:00 pm**

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.

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.

New UCPath CORE Training Launches February 29, 2024

New UCPath CORE Training Launching Soon

UC San Diego

The new [UCPath CORE Training](#) is targeted to launch on **Thursday, February 29, 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.

Action Required: If you are currently taking the UCPath Bootcamp or UCPath Funding Fundamentals training, you have the following options:

- Complete the training **before Thursday, February 29, 2024**
- **Stop** the current training and take the new training on Thursday, February 29, 2024

Progress in the current UCPath Training **will not** carry over to the new UCPath CORE Training. If you do not complete the current training before February 29, 2024, you will need to start the new UCPath CORE Training from the beginning.

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 02/21/24:

- [General Campus Compensation Plan](#)

- Added guidance for faculty ceasing participation on 6/30 and not participating the following year and added a screenshot of GCCP example
- [Resolving FLSA Conflict](#)
 - Updated contact for Undergrad Student Hires or Staff Hires

Knowledge Base Article Updates as of 02/21/24:

- [How to Troubleshoot Student FICA/DCP Deductions](#)

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 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

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
- **03/11 (M):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

Upcoming Pay Confirm Dates: 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.

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

- **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

- **UC Learning Center: Training Activity Completions Report** – Human Resources Non-restricted
 - Corrected Training Attempt End Date/Time
- **Patent and Oath Acknowledgements Report** – Human Resources Non-restricted
 - Added employee citizenship prompt and column to the 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](#)

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

UCPath Training Environment Access

Request access at ucpathproject@ucsd.edu

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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