

UCPath Biweekly Newsletter

Stay up-to-date on
all things UCPath!

UC San Diego

May 29, 2024 – June 12, 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 **06/12**

Reminder!



- The next Default Day is: **06/04**
- The next UCPath Transactions Office Hours is: **06/13 @ 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](#)
- Next Topic Based Zoom: **UCPath Projects: July Release (06/12 @ 11:00 am - 12:00 pm)**
 - [Add to Outlook Calendar](#)
 - [Add to Google Calendar](#)
- Today's Preparing for Fiscal Year-End Topic Based Zoom is now posted on our [UCPath Media Library](#)
 - [Watch recording](#)
 - [View PowerPoint slides](#)

Did You Know?

Reminder for Approvers Taking UCPath CORE Training

The [UCPath CORE Training](#) is broken down into short modules that go over each transaction type. Since the training is modular, approvers only need to take the modules for the transaction type they will approve.

Approvers **need** to complete the module before gaining access because they must understand the transaction type in order to effectively review transactions before approving.

Resources:

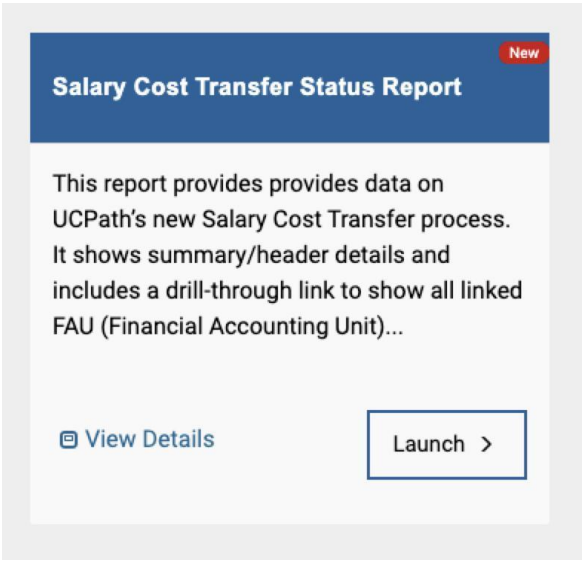
- For more information, along with a breakdown of each UCPATH CORE Training module, please refer to our [UCPATH Training Guide](#).
- For list of UCPATH roles associated with the UCPATH CORE Training module, refer to the [Roles and Access to UCPATH page](#).

New Salary Cost Transfer Status Report

The **new Salary Cost Transfer Status Report** is now available in the [Business Analytics Hub](#)!

The report is **separate** from the Direct Retro Status Report, but provides the same level of detail for Salary Cost Transfers as the Direct Retro Status report, including the processing and high risk status.

The report also includes a drill-through link to show all linked funding line details.



Access the report in the [Business Analytics Hub](#) by selecting the HR/Payroll tab and navigating to the Payroll Accounting and Reconciliation folder.

Note: If you do not have access to the Payroll Accounting and Reconciliation folder in BAH, you can request access through the [UCPATH Cognos Reports Access Request form](#) in the Employee Center.

Fiscal Year-End Funding Entry Freeze

The Fiscal Year End Funding Entry Freeze begins on **Friday, June 21, 2024 @ 8:00 am through Thursday, June 27, 2024 @ 12:00 pm. Do not approve** any Funding Entry during this period as it may interfere with the FYE rollover processes.

All funding transactions must be locally approved by **Thursday, June 20, 2024**.

Direct Retro Local Approval Deadlines:

- **Wednesday, June 19 @ 8:00 p.m.:** BW/MO **High-Risk** for posting in June
- **Thursday, July 4 @ 5:00 p.m.:** BW/MO **Non-High-Risk** for posting in June

Salary Cost Transfer Local Approval Deadlines:

- **Wednesday, June 19 @ 8:00 p.m.:** BW/MO **High-Risk** for posting in June
- **Sunday, July 7 @ 8:00 p.m.:** BW/MO **Non-High-Risk** for posting in June

Refer to the [Fiscal Year End Funding Rollover Quick Reference](#) for more information.

New UCPATH On-The-Job Training

First time entering a transaction and not sure where to start? Don't enter transactions often and would like some help? The [UCPATH On-The-Job Training](#) sessions are now available to new and existing transactors who need assistance with UCPATH transactions.

If you would like additional guidance or a second set of eyes, book a UCPATH On-The-Job Training session to go over the transaction(s) you need to enter with our UCPATH trainer. Please bring at least 1 transaction to enter. Our UCPATH trainer will guide you through the steps.

Before You Book: Because it is an individualized service, On-The-Job Training **REQUIRES** that you bring a transaction. To get the most out of your time, book an On-The-Job Training appointment **only once you have work to complete in UCPATH**.

Book a UCPATH On-The-Job Training Session Today!

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.

Knowledge Base Article Updates as of 05/29/24

- [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.**

June Biweekly 1 06/05/24 Paycheck

- **05/22 at 3:00 pm (W):** Employee Data Change Deadline
- **05/28 at 5:00 pm (T):** PayPATH Transaction Deadline

- **05/28 at 5:01 pm – 05/31 at 6:00 am (F):** Non-transaction days for PayPath - BW1
- **05/29 at 7:00 pm (W):** Deadline for Funding Transactions
- **06/03 (M):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

June Biweekly 2 06/18/24 Paycheck

- **06/06 at 3:00 pm (Th):** Employee Data Change Deadline
- **06/11 at 5:00 pm (T):** PayPath Transaction Deadline
- **06/11 at 5:01 pm – 06/14 at 6:00 am (F):** Non-transaction days for PayPath - BW2
- **06/12 at 7:00 pm (W):** Deadline for Funding Transactions
- **06/17 (M):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

Upcoming Pay Confirm Dates: 05/30, 06/13, 06/26, 06/27, 07/11, 07/25

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

- **06/19** @ 8:00 p.m. (M): BW/MO **High-Risk** for posting in June
- **07/04** @ 5:00 p.m. (Th): BW/MO **Non-High-Risk** for posting in June

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

- **06/19** @ 8:00 p.m. (W): BW/MO **High-Risk** for posting in June
- **07/07** @ 8:00 p.m. (Sun): BW/MO **Non-High-Risk** for posting in June

***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 July Release

July 2024 will mark the release of the following projects in the UCPath system: **Gender Identity and Pronouns** and the **New SOBO Case Submission Form**. A summary of the July Release projects can be found below:

Gender Identity and Pronouns

The goal of the Gender Identity and Pronouns project is to capture gender identity, sexual orientation, and pronouns in the UCPATH system to align with the [Gender Recognition and Lived Name Policy](#). This project will:

- Update system options for Gender Identity and Sexual Orientation as some values are outdated
- Allow system to collect Employee pronouns
- Implement Oracle delivered solution for consistency and scalability for future delivered changes

For more information, view the Gender Identity and Pronouns project space [here](#).

New SOBO Case Submission Form

The new SOBO (Submit on Behalf Of) Case Submission Form portion of the Enhance Ask UCPATH Initiative will simplify, standardize and improve the case management user experience for Submitters by creating an intuitive case submission form. For more information, view the Enhance Ask UCPATH Initiative project space [here](#).

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

Reports

- **Employee Action Report** – Human Resources Non-restricted
 - Added prompt to search by Action type, and then its respective Action Reason type
 - Added separate prompt to search by Action – Action Reason
- **Salary Cost Transfer Status Report** – Payroll Accounting and Reconciliation
 - The report is separate from the Direct Retro Status Report but provides the same level of detail for Salary Cost Transfers as the Direct Retro Status report, including the processing and high-risk status
 - The report also includes a drill-through link to show all linked funding line details
- **Salary Cost Transfer Detail Drill-through** – Payroll Accounting and Reconciliation > Drill-through Reports
 - Included within the Salary Cost Transfer Report, showing funding line details

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](#)!

- **UCPath Projects: July Release**: Wednesday, June 12, 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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