UC San Diego

Summer Session in UCPath

UC Path

Topics for Today's Discussion:

*Major Process Changes

*Key Improvements

*Planning for Conversion/Go-Live

*New Terminology and Concepts

Major UCPath Changes

- Expectation is that employee's will not start work before there is a record in UCPath. *Change your processes!*
- Payroll compute deadlines will be up to a week earlier each month. *Don't wait until the last minute!*
- Initiators/Approvers are at the department level. No one else is double-checking your work. *Do it right the first time!*
- Paper checks are mailed on payday via U.S. Mail to the Home Address. *Encourage all employees to sign up for automatic deposit.*
- HR Initiator will be able to transact only on the portion of the employee that belongs to their department. They can see if an employee has jobs in other departments or UC campuses but they cannot see their compensation in those concurrent jobs. *Check Person Org Summary!*
- Funding is separate transaction. *Coordinate with Fund Mgr!*

Key Improvements in UCPath

- ✓ Adding additional pay requires only six fields. *Super easy!*
- ✓ Adding additional pay to an existing job requires only local approval (dept). *Super fast!*
- ✓ You can set Summer Session Instructor jobs to auto-terminate at the end of the summer pay period. *Super efficient!*
- ✓ We will create a quick reference job aid on Summer Salary that you can refer to as you are doing your entries. *Super helpful!*

Additional Pay Screen

Planning for Conversion and Go-Live

- Bootcamp training will be held January – April. You must be trained, show competency, and be provisioned in order to access the system. You will receive an email to register if your MSO has listed you as a future initiator/approver.

- If possible, get brand new hires into PPS before conversion (probably mid-April). We will provide more guidance as we get closer. Rehires and Concurrent Hires will not convert and must be entered as soon as possible after go-live.

- Do NOT enter any transactions in PPS that are effective after 5/1!

- Response and Resolution Center
  - Employees will be directed there to resolve missed or incorrect pay
  - “Office Hours” for in-person assistance with UCPath entries

- VC Leads: 12 people trained in Academic Affairs, also SIO and HS, will serve as additional expert resources in the field.

Questions or Comments?

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