

Summer Session in UCPath



Topics for Today's Discussion:

- *Major Process Changes**
- *Key Improvements**
- *Planning for Conversion/Go-Live**
- *New Terminology and Concepts**

- 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!*

- ✓ 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

Position Data | Job Data | **Additional Pay Data**

Employee [Redacted] Empl ID [Redacted]

New Additional Pay Find | View All First 1 of 1 Last

*Earnings Code: ACS Additional Comp-Summer-403

Effective Date Find | View All First 1 of 1 Last

*Effective Date: 07/01/2020

Payment Details Find | View All First 1 of 1 Last

Addl Seq #: 1

End Date: 07/31/2020 Reason: New Additional Pay

Pay Period Amt: \$10,000.00

Goal Amount: \$10,000.00 Goal Balance:

Prorate Additional Pay

Applies To Pay Periods

First Second Third

Job Information

Employee Type: Salaried Standard Hours: 40.00

Compensation Rate: \$14,574.999999 Frequency:

Default Job Data

Position: 40251752 PROF-AY

Business Unit: SDCMP UC San Diego Campus

Department: 000603

Job Code: 001100 PROF-AY

FTE: 1.000000

Employee Status: Paid Leave of Absence Expected Job End Date:

Save for Later Save And Submit Cancel Upload | View Supporting



- 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?



The logo features the letters 'UC' in white on a gold square background, followed by the word 'Path' in a blue, italicized sans-serif font. The 'Path' text is enclosed in a blue rectangular frame with a trident symbol at the top right corner.

UC *Path*

UC San Diego

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Health Sciences