Payroll Roadmap with UCPath
Summer Session 2020

May 28th, 2020
Agenda

What’s New for Remote Summer Session 2020

Roadmap for using UCPath

- WHAT you need to do.
- WHEN you need to do it.
- HOW to get help.

Q & A

Summer Session - Lisa Bargabus

Academic Personnel - Kelly Maheu

Graduate Division - Courtney Aguila & Kacy Cashatt
<table>
<thead>
<tr>
<th>Session</th>
<th>Course Dates</th>
<th>Monthly Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>6/29/20 - 8/1/20</td>
<td>7/31/20</td>
</tr>
<tr>
<td>5 Weeks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session 2</td>
<td>8/3/20 - 9/5/20</td>
<td>9/1/20</td>
</tr>
<tr>
<td>5 Weeks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special - 3 Weeks 1 of 3</td>
<td>6/29/20 - 7/18/20</td>
<td>7/31/20</td>
</tr>
<tr>
<td>Special - 3 Weeks 2 of 3</td>
<td>7/20/20 - 8/8/20</td>
<td>7/31/20</td>
</tr>
<tr>
<td>Special - 3 Weeks 3 of 3</td>
<td>8/10/20 - 8/29/20</td>
<td>9/1/20</td>
</tr>
<tr>
<td>Special - 8 Weeks</td>
<td>6/29/20 - 8/22/20</td>
<td>7/31/20</td>
</tr>
<tr>
<td>Special - 10 Weeks</td>
<td>6/29/20 - 9/5/20</td>
<td>7/31/20</td>
</tr>
</tbody>
</table>
Summer Session 2020 - What’s Happening Now?

35,354 enrollments - Up 39% from 2019

### April
- Students Begin Enrolling in courses

### May
- Enrollment Management of Waitlists begins
- Student Fees Assessed

### June
- Session 1 Fees Due
- Session 1 Classes Begin 6/29/20
- Session 2 Student Fees Assessed

### July
- Students: Add/Drop Courses
- Session 2 Fees Due
- Faculty Pay Date 7/31/20 (Session 1)

### August
- Session 2 Classes Begin 8/3/20

### September
- Sessions End
- Reporting Begins
- Faculty Pay Date 9/1/20 (Session 2)
Summer Session Payroll = Teamwork!

- AP & Grad Division - Oversight & Support
- Summer Session - How much to pay
- Academic Units - UCPath entries
Changes to Summer Session Compensation Model

No longer a $10,000 course salary cap.

No enrollment bonuses or science lab bonuses.

Contingent payment has increased to:

\[ $150 \times \text{Units} \times \text{Students} \]

For courses with fewer than 15 students enrolled.

Only 17 courses had contingent payments in 2019.
Remote Instruction Means Instructors Can Teach Outside of California

They must complete a Temporary Remote Agreement

https://powerforms.docusign.net/cc3d91fa-5576-4871-b189-8d84ef79a53e?env=na1&acct=6371e373-11ff-4359-aa24-bf2ccbddc944

Signed copies should be submitted to Academic Personnel Services and Summer Session.

Not a requirement for current faculty or graduate students.

More information about Temporary Remote Agreements can be found on the Academic Personnel Services website:
https://aps.ucsd.edu/facdev/covid-19/leavefaq.html#Temporary-Remote-Work-Agreement
Teaching outside of California means taxes are different.

During onboarding, you may use the language below:

If you are fulfilling your duties remotely from outside of California, you’ll need to complete a temporary remote agreement and may want to consult a tax advisor to determine your tax liability for the state in which you are working.

Note: You will need to make sure taxation is set-up properly in UCPath - not subject to CA tax withholding. They may be subject to state income tax in the state where they are working.

Job Aid is on the way.
Considerations for International Faculty

International faculty teaching outside of the U.S.
● No visa required
● In UCPath - make sure income tax is not withheld.
● Make sure they have a bank account for payment.

International faculty coming to the U.S.
● Need a visa
● In UCPath - make sure tax is withheld and/or they receive treaty benefits.
● Make sure they have a bank account for payment.

International faculty already here and staying for Summer Session
● J visa status - no additional steps needed.
● H, TN, E3, O-1 visa status - contact IFSO to see if an amended petition is required.

For more information, please contact the International Faculty & Scholars office at https://ifso.ucsd.edu/du/.
Payroll Issues for International Faculty

Per UCOP - Required payroll forms for International Remote Instructors

- No I-9
- Oath - Required for U.S. Citizens. Non-U.S. Citizens, including permanent residents and non-resident aliens, do not complete the Oath.
- Patent - Required for all employees

From the UCPC Tax Team

- UCPath is set-up to handle taxes for International Hires
- They have drafted self-service processes that set-up taxes for International Hires
- They are beginning development of UPK training materials.
- Training will go into a new folder called Employee Actions: International Hire Taxes in the Self Service Help Library.
All Courses must be delivered remotely - using Canvas, Zoom, etc.

New Instructors Will NOT Have Access to Campus Systems Until They Are Hired in UCPath and get a new Employee ID.

Repeat lecturers from last summer MAY NOT have migrated into UCPath. Those rehires will actually be NEW HIRES in UCPath. Good news - their system access should be okay without a UCPath position/job. (We are activating them in ISIS on the backend because they already have a PID.)

All New Hires will be routed to UCPC for approval - additional 4 days of processing time IF all the info is correct.

Session 1 starts on June 29th.
Early Access to Canvas for New Instructors
Consider for NEW Session 1 instructors.

Dean or Chair's office can send an email to canvas@ucsd.edu with the following information for each temp instructor:

1. First and Last Name
2. A direct email to send the instructor their Canvas account credentials
3. Course department, Course number(s), and Sections (if using sections)

- This temporary login will expire.
- Any Canvas content created with the temporary login will stay with the instructor.
- Third-party tools that integrate with Canvas (Kaltura, Zoom, etc.) may have data loss or errors when the temporary login expires.
- Important to start using official AD credentials as soon as they are available.

Contact the Canvas team for more info at canvas@ucsd.edu.
Classroom Space is available for Podcasting

Instructors can request classroom space to podcast their Summer Session lectures at https://podcast.ucsd.edu/info/.

Requests were due 5/22/20.

New instructors who do not have their UCSD AD login yet can still request classroom space for podcasting. Please download the podcast request form here: https://summersession.ucsd.edu/_files/Announcement%20Flyers/Podcasting_Agreement.pdf

Email the completed form to Summer Session at summer@ucsd.edu.
Ladder Rank Faculty & LSOE/LPSOE cannot earn more than 1/9th annual salary per month.

You will need to spread payments for faculty teaching two courses in the same session.

Payment for two courses is 17% annual salary
1/9th is about 11% annual salary

Pay 1/9th the first month, and the rest in the following month.

Faculty teaching 4 courses can earn up to 3/9ths over 3 months:
1/9th in July
1/9th in August
1/9th in September
Make sure the ISA is up to date with your courses & instructors!
https://instructionalscheduling.ucsd.edu/

Summer Session has calculated the course salaries & pay dates.

Payroll worksheets will be uploaded to your department folder on OneDrive.
https://go.ucsd.edu/3cPRUEF

If you need OneDrive access, email Lisa Bargabus at summer-payroll@ucsd.edu.
Organize Your Instructors into “Buckets”
The payroll process will be different for each bucket.

<table>
<thead>
<tr>
<th>Ladder Rank Faculty, LSOE/LPSOE</th>
<th>New Lecturers</th>
<th>Returning Lecturers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturers with AY &amp; FY Appointments (FY staff or academics)</td>
<td>Faculty from another UC campus</td>
<td>Graduate Students</td>
</tr>
</tbody>
</table>
Pre-Processing Steps for Departments:

1. Ensure the faculty member’s summer salary does not exceed the 3/9ths limit from all sources, and does not exceed 1/9th per month.

2. Enter all teaching and research summer salary; faculty administrative summer salary will be initiated by the department that houses the administrative position.

3. Coordinate with other departments/units that may be funding a portion of the summer salary.

4. Make sure the faculty has accepted their offer.

5. Review spreadsheet from Summer Session with payment dates and amounts.

6. Submit transaction in time for approval before the Employee Data Change deadline on the Payroll Processing Calendar:
   https://ucpath.ucsd.edu/_files/training/2020-UCPath-Payroll-Calendar.pdf
UCPath Steps: Use Additional Pay on Existing Appointment - After July 1st

Wait until after July 1st. Add funding for the Summer Teaching pay on the employee’s existing position using earn code ACS.

Use PayPath to enter Summer Teaching salary as a flat-rate amount on the Additional Pay tab:

1. Earnings Code = ACS
2. Pay Period Begin and End Dates.
   - Session 1: 7/1/20 - 7/31/20
   - Session 2: 8/1/20 - 8/31/20
3. Pay Period Amt = Amount that will be issued each month. (For different amounts each month, enter as separate one-time additional pay rows.)
4. Reason = New Additional Pay
5. Goal = The total amount you want to pay over the earnings period.

Safety Net - Use BOTH Earnings End Date and Goal Amount.
Job Aid: How to Process Payments for Lecturers in Summer Session

Pre-Processing Steps for Departments:

1. Make sure the Lecturer has been approved to teach and accepted their offer.
2. Review spreadsheet from Summer Session with payment dates and amounts.
3. Ensure the Lecturer’s summer salary does not exceed the 3/9ths limit from all sources.
4. Submit transaction in time for approval before the Employee Data Change deadline on the Payroll Processing Calendar: https://ucpath.ucsd.edu/_files/training/2020-UCPath-Payroll-Calendar.pdf
**UCPath Steps: Create a New Position, Hire the Person, Wait, Submit Additional Pay after July 1st**

Step 1: Create a Position (Chair)

1. Create a position using the **Job Code = 001550** and **FTE = 0**

2. Add funding for the new position using a Blank Earn Code row or rows; all earnings will be from the **ASN Earn Code**

Step 2: Hire the Lecturer using the **New Hire** template (Add Person).

On the **Job Data** tab:
- The Job Compensation section should be left blank; do not enter any **Comp Rate Codes** or **Amounts**
- When you save the transaction, the system will warn you that FTE is 0; click **OK**

Do not enter additional pay on the **Additional Pay** tab
- You must wait until the day after the Hire template has been approved by the UCPC before entering the additional pay
- An overnight process runs after approval to assign the appropriate **Pay Group** that determines the **Earn Codes** an appointee may be paid on
A Note about Dates to Use for Positions and Hire Templates

Position Dates
It is recommended that Positions be set-up to begin a month before the anticipated hire date.  
That gives us sufficient effective dated rows if position corrections are necessary before the individual begins.

Hire Template Dates
Effective date = The hire date/beginning of the summer pay period.
Expected job end date = Last day of the pay period the employee will be paid.

You may note the summer service dates in the comments.  
(We don’t show service dates in UCPath like we did in PPS.)
UCPath Steps: Create a New Position, Hire the Person, Wait, Submit Additional Pay (continued)

Step 3: **Wait until after July 1st.** We also need to wait until the day after the Hire template has been approved by UCPC.

Step 4: Use **PayPath** to enter Summer Session course salary on **Additional Pay** tab.

1. **Earnings Code** = **ASN**
2. **Pay Period** **Begin and End Dates.**
   - Session 1: 7/1/20 - 7/31/20
   - Session 2: 8/1/20 - 8/31/20
3. **Pay Period Amt** = Amount that will be issued each month.
   (For different amounts each month, enter as separate one-time additional pay rows.)
4. **Reason** = **New Additional Pay**
5. **Goal** = The total amount you want to pay over the earnings period. (from begin date to end date)

**Safety Net** - Use BOTH **Earnings End Date** and **Goal Amount**.
Job Aid: How to Process Payments for Lecturers in Summer Session

Pre-Processing Steps for Departments:

1. Is the returning Lecturer in UCPath? (Do they have a new employee ID?) If not, you need to hire them as NEW Lecturer.

2. Make sure the Lecturer has been approved to teach and accepted the offer.

3. Review spreadsheet from Summer Session with payment dates and amounts.

4. Make sure the Lecturer’s summer salary does not exceed the 3/9ths limit from all sources.

5. Submit transaction in time for approval before the Employee Data Change deadline on the Payroll Processing Calendar:
   https://ucpath.ucsd.edu/_files/training/2020-UCPath-Payroll-Calendar.pdf
UCPath Steps: Create a New Position, Rehire the Person, Wait, Submit Additional Pay after July 1st

Step 1: Create a Position (Chair)

1. Create a position using the Job Code = 001550 and FTE = 0
2. Add funding for the new position using a Blank Earn Code row or rows; all earnings will be from the ASN Earn Code

Step 2: Hire the Lecturer using the Rehire template.

Step 3: Wait until after July 1st. We also have to wait until the day after the Hire template has been approved by UCPC.

Step 4: Use PayPath to enter Summer Session course salary on Additional Pay tab.

1. Earnings Code = ASN
2. Pay Period Begin and End Dates.
   - Session 1: 7/1/20 - 7/31/20
   - Session 2: 8/1/20 - 8/31/20
3. Pay Period Amt = Amount that will be issued each month.
   (For different amounts each month, enter as separate one-time additional pay rows.)
4. Reason = New Additional Pay
5. Goal = The total amount you want to pay over the earnings period. (from begin date to end date)
Pre-Processing Steps for Departments:

1. Make sure the Lecturer has accepted the offer.

2. Review spreadsheet from Summer Session with payment dates and amounts.

3. Make sure the Lecturer’s summer salary does not exceed the 3/9ths limit from all sources.

4. Submit transaction in time for approval before the Employee Data Change deadline on the Payroll Processing Calendar: [https://ucpath.ucsd.edu/_files/training/2020-UCPath-Payroll-Calendar.pdf](https://ucpath.ucsd.edu/_files/training/2020-UCPath-Payroll-Calendar.pdf)
Excerpt from the Zoom-a-Day on Summer Salary:

A Unit 18 Lecturer appointed on the 09/12 basis (pay period 7/1-6/30) may work as a Lecturer in Summer Session. Though the pay periods will overlap, the service periods will not. In such cases, the Lecturer in Summer Session would be processed as a Concurrent Hire. The standard 3/9ths summer salary limit for academic year appointees would apply.

UCPath Steps: Lecturers with AY Appointments

Step 1: Create position; Job Code =001550 and FTE=0.

Step 2: Hire the Lecturer using the Concurrent Hire template.

Step 3: Use PayPath after July 1st to enter Summer Session course salary on Additional Pay tab.

1. Earnings Code = ASN
2. Pay Period Begin and End Dates.  
   - Session 1: 7/1/20 - 7/31/20 and  
   - Session 2: 8/1/20 - 8/31/20
3. Pay Period Amt = Amount that will be issued each month.
4. Reason = New Additional Pay
5. Goal = The total amount you want to pay over the earnings period. (from begin date to end date)

Safety Net - Use BOTH Earnings End Date and Goal Amount.
Lecturers with AY & FY Appointments

Job Aid: How to Process Payments for Lecturers in Summer Session

UCPath Steps: Staff or FY Academics as Lecturers - Use Concurrent Hire template

Special Handling Required for FY Appointments

- Process the hire using the Concurrent Hire template.
- The FTE of the staff or FY academic job must be reduced during the summer service period dates by an amount equivalent to the teaching contract appointment percentage.
  
  Note: FTE on the Lecturer in Summer Session position/job in UCPat will remain 0 since the payment is being issued via Additional Pay.
- Alternatively, FY academics may choose to forfeit accrued vacation leave, equivalent to the Summer Session payment amount, in lieu of reducing their FTE
  
  - Contact Summer Session if that option is requested for assistance calculating the required vacation leave forfeiture.
  - This option will only be allowed if the employee has already accrued a sufficient vacation balance prior to the beginning of the teaching contract.

Refer to Job Aids:
How to Process Payments for Lecturers in Summer Session
How to Create a Position
How to Create Position Funding
How to Initiate a Full Hire Template Transaction (refer to instructions on tabs included in the Concurrent Hire Template)
How to Update Position Data for a Filled Position
How to Submit One-Time and Recurring Additional Pay
Tips from Zoom-a-Day Session on Summer Salary:

Lecturers in Summer Session

ALL LECTURERS

1. Create position; Job Code = 001550 and FTE = 0
2. Add position funding
3. Submit hire template; do not enter Compensation
4. Set up additional pay in PayPath with Earn Code = ASN

Remember
- If prorated amounts are needed, these must be entered as separate one-time additional pay rows
- Enter Job Data Comments that explain the action
- Do not enter additional pay on the Additional Pay tab in the Hire templates
- You cannot delete a pending one-time payment or completely stop a new recurring additional pay on your own; Please contact the Rapid Response Center for assistance.
Faculty from other UC Campuses

Steps for Departments:

1. Make sure the Faculty has been approved to teach and accepted their offer.

2. Coordinate with Academic Personnel for next steps.
Graduate Student Employment
General Employment Policy

- No need to wait for the May employment email from Graduate Division
- Obtain Academic Home Department approval to hire students in other departments
- Check eligibility (academic and financial)
- Check work permit end date
  - F1: see I-20
  - J1: see DS-2020
General Employment Policy (continued)

- Only enter approved appointments into UCPath
  - What if the class gets cancelled?
    - Student will move to a different job - Intralocation v Interlocation Transfer
    - Student will not move to a different job (no employment) - Freeze unfilled position OR create a case with UCPC to correct history and remove hire
Job Aid: How to Process Payments for Graduate Students in Summer Session

HOW TO PROCESS PAYMENTS FOR GRADUATE STUDENTS IN SUMMER SESSION

This job aid describes how to initiate summer payments to Graduate Student employees in the following titles:
- Associate In
- Teaching Assistant (TA)
- Reader/Tutor

Pre-Process
Departments are responsible for:
- Coordinating with Graduate Employment, Summer Session, and other departments to ensure percentage of appointment limits are not exceeded
- Looking the employee up on the Person Organizational Summary page to check for other active jobs at UCSD or other campuses
- Submitting transactions in time for approval before the Employee Data Change deadline on the Payroll Processing Calendar
Summer Session Payroll

Graduate Student Employment
Choosing the Correct Template

- Full Hire
- Rehire

https://collab.ucsd.edu/x/rROYBQ
Choosing the Correct Template

- Concurrent Hire
- Intralocation Transfer
- Interlocation Transfer Process

What Next?

After you choose your template transaction, refer to the Job Aids on the UCPath and UCPath for Graduate Student Employment website for details on how to complete them.
A Few Notes on Short Work Breaks

- Should be used ONLY to bridge students between appointments
- Not the same as GSR WOS
Short Work Breaks

**Example:** Spring appointment ends 6/30 and next appointment does not begin until Summer Session II. You want to put student on a SWB until Summer Session II; Summer Session II starts 08/03, but we’re using pay periods only in UCPath

- Step 1: By 6/29, update the Expected Job End Date to 07/31 to accommodate the SWB duration OR through the end of Summer Session II if they will be in the same position (must be approved by 06/29)
- Add SWB effective 07/01
Additional Pay

Special Handling for Cancelling Additional Pay

You cannot delete a pending one-time payment or completely stop a new recurring additional pay on your own. Please contact the Rapid Response Center for assistance.
Mass Upload Additional Pay

- Associates
  - We have all the information and we can process for you: rates; approved people
- Teaching Assistants
  - Highly encouraged if you have a large quantity
- We will provide blank spreadsheet with instructions on Collab. Ultimately, we will need:
  - Position numbers
  - UCPath Employee ID
  - Employee Record #
  - Funding information
- You will need to create the Position and hire the person ahead of submitting this info to us
- Timing
  - Positions created, people hired, Google Forms submitted by 07/02
## Additional Pay Tab

**Earnings Code:** ASN

**Pay Period Amt:** The amount that will be issued **each month** (will not prorate)

**Goal Amount:** The total amount you want to pay over the earnings period (from begin to end date)

**FTE:** Change FTE to 0

### Reason:
New Additional Pay

### Verify Position #, Dept, & Job Code

### Initiator Comments:
See Comment Template (be sure to include comments on Job Data tab as well)

<table>
<thead>
<tr>
<th></th>
<th>Summer Session I</th>
<th>Summer Session II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective Date</strong></td>
<td>07/01/2020</td>
<td>08/01/2020</td>
</tr>
<tr>
<td><strong>End Date</strong></td>
<td>07/31/2020</td>
<td>08/31/2020</td>
</tr>
<tr>
<td>EMP NAME</td>
<td>Employee</td>
<td>Empl ID</td>
</tr>
<tr>
<td>----------</td>
<td>----------</td>
<td>---------</td>
</tr>
</tbody>
</table>

**New Additional Pay**

<table>
<thead>
<tr>
<th>*Earnings Code:</th>
<th>ASN</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>*Effective Date:</th>
<th>08/01/20</th>
<th></th>
</tr>
</thead>
</table>

**Payment Details**

<table>
<thead>
<tr>
<th>Addl Seq #:</th>
<th>End Date:</th>
<th>Pay Period Amt:</th>
<th>Goal Amount:</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>08/31/20</td>
<td>$4,626</td>
<td>$4,626</td>
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</tbody>
</table>

**Reason:** New Add’l Pay

**Applies To Pay Periods**

- [ ] First
- [ ] Second
- [ ] Third
## Transaction Comments

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Associates-in</th>
<th>Teaching Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Hire /Rehire /Concurrent Hire</strong></td>
<td>[Hire] effective 07/01/20. Summer Session I, Associate-In, 50.00% (0.00% FTE, flat-rate paid on Additional Pay). Course Dates: 06/29-08/02. Course Payment: $4626.</td>
<td></td>
</tr>
<tr>
<td><strong>Extend End Date + FTE Change</strong></td>
<td>Extend End Date effective [07/01/20] to [07/31/20]. Change FTE effective [07/01/20] from [50.00%] to 0.00%.</td>
<td></td>
</tr>
<tr>
<td><em>(Use these comments if you will enter Additional Pay at a later time or submit for mass upload action)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Extend End Date + FTE Change + Additional Pay</strong></td>
<td>Extend End Date effective [07/01/20] to [07/31/20]. Change FTE effective [07/01/20] from [50.00%] to 0.00%. Additional Pay effective 07/01/20-07/31/20. Pay Period/Goal Amount: $4626.</td>
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</tr>
<tr>
<td><strong>Additional Pay</strong></td>
<td>Additional Pay effective 07/01/20-07/31/20. Pay Period/Goal Amount: $4626.</td>
<td></td>
</tr>
<tr>
<td><em>(Use these comments if you have already extended the end date and changed the FTE at an earlier time OR have already completed a Hire/Rehire/Concurrent Hire action)</em></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Transaction Comments

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Reader</th>
<th>Tutor</th>
</tr>
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<td><strong>Full Hire /Rehire /Concurrent Hire</strong></td>
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</tr>
<tr>
<td><strong>Extend End Date + FTE Change</strong></td>
<td>Extend End Date effective [07/01/20] to [07/31/20]. Change FTE effective [07/01/20] from [50.00%] to [25.00%]</td>
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<tr>
<td><strong>Extend End Date + FTE Change + Additional Pay</strong></td>
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<td>N/A</td>
</tr>
<tr>
<td><strong>Additional Pay</strong></td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Tips for Processing Summer Employment

Tales from the Cutover

- Gather data before you begin
  - Empl ID
  - Reports to (Position number from UCPath)
  - Mapped index information
  - Your transactor role and the people in your AWE
  - Job aids
- Add Comments to all the fields
- Start as soon as possible!
Help for Graduate Student Appointments

- Graduate Student Employment
- UCPath for Graduate Student Employment
- Graduate Division Office Hours
The Rapid Response Center Opens June 1st.

https://ucpath.ucsd.edu/need-help/index.html

Where to go with a problem or question:

- UCPath Training Hub
- Videos on Demand – Review Resources
- UC San Diego Job Aids
- Survival Kit
- Rapid Response Center (RRC) — UC San Diego’s local support center
  
  Submit a ticket to UCPath Support

  Chat with the Rapid Response Center team
  
  Hours: Monday - Friday: 8 am - 4:30 pm / Saturdays: 8 am - 12 pm

  Call
  858-298-2732
  
  Hours: Monday - Friday: 8 am - 6 pm / Saturdays: 8 am - 12 pm

- UCPath Center (UCPC) - Log in to UCPath online self-service portal
  
  Ask UCPath Center
  
  Submit a ticket using AskUCPath button

  Chat with UCPath
  
  Open a Chat

  Call
  951-787-5095

  Hours
  
  Monday - Friday: 8 am - 5 pm
Submit a Ticket through Service Now

http://support.ucsd.edu

You can submit UCPath questions through Service Now, and a team of our local experts will respond.

1. Go to support.ucsd.edu
2. Select Payroll, Academic Personnel & HR
3. Select Get Help & Order Services
4. In the Categories box on the left side of the page, select Get Help (UCPath)
5. Select Submit a Ticket
6. In the first field, select I want to…Make a Request.
7. Complete the remaining fields with your question. You can also attach screen shots.
8. When you are done, select Submit.
Schedule a “How to” Zoom Appointment

https://ucpath.ucsd.edu/for-transactors/index.html

“How To” Zoom Appointments
Reserve 15-minute timeslots to review how to enter or complete a specific transaction. Time-sensitive and pay impacting, the Rapid Response Center (RRC) team should be contacted instead. Slots are released weekly, reserve up to one slot/week. If a small group of department transactors have same question, book one appt and share Zoom info. Reserve a slot
Attend a Weekly Q&A Session by VC Area
Starting June 1st.
https://ucpath.ucsd.edu/for-transactors/index.html

VC Area / Special Population Zoom Sessions
One hour weekly Q&A sessions targeted to VC Area or Special Population served. Share your challenges and get your basic transaction questions answered.

To join a zoom session click on the VC Area name.

<table>
<thead>
<tr>
<th>Time</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tr>
<td>8:30 AM</td>
<td>StudWrkrs/WorkStudy Meeting ID: 990 0529 4303</td>
<td>Grad Students Meeting ID: 985 7307 5120</td>
<td>Postdocs Meeting ID: 958 9501 4237</td>
<td>CO/VCSA/VC-ADV Meeting ID: 927 2500 6251</td>
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<td>9:45 AM</td>
<td>VCMS-S10 Meeting ID: 928 7779 9562</td>
<td>VC-CFO Meeting ID: 997 0216 3273</td>
<td>VCMS: S10 Meeting ID: 959 3942 8562</td>
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<td>11:00 AM</td>
<td>VCAA-Academic Meeting ID: 931 1590 4309</td>
<td>VCR Meeting ID: 937 5509 3296</td>
<td>VCAA - Staff Meeting ID: 931 8209 5654</td>
<td>VCAA-Academic Meeting ID: 965 0682 5584</td>
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<tr>
<td>12:45 PM</td>
<td>HHR/ARC Meeting ID: 931 0863 0655</td>
<td>HHR/ARC Meeting ID: 984 5295 2042</td>
<td>VCRMP Meeting ID: 930 3987 0662</td>
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To join via phone, dial +1 213 338 8477 and enter the meeting ID.
3 Zoom-A-Day Sessions for Summer Salary!

https://ucpath.ucsd.edu/training/review.html

<table>
<thead>
<tr>
<th>Zoom Session</th>
<th>11:00 - 12:00</th>
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<tr>
<td>Summer Salary (General Campus &amp; SIO)</td>
<td>Friday, May 29</td>
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<tr>
<td>Click to Join</td>
<td>Friday, June 5</td>
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<tr>
<td>Meeting ID: 965 0682 5584</td>
<td>Friday, June 12</td>
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</table>

To join via phone, dial +1 213 338 8477 and enter the meeting ID.
Where to Find UCPath Help

Find your UCPath Lead at:
https://ucpath.ucsd.edu/_files/training/UCPath-Leads.pdf

Who are the UCPath LEADs | 53 Strong!

<table>
<thead>
<tr>
<th>VCAA / VC-EDI</th>
<th>VCFA</th>
<th>VCSA</th>
<th>APO</th>
<th>VCR</th>
<th>CSC</th>
<th>GME</th>
<th>VCHR</th>
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<td>Cecilia Ozkan</td>
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<td>Jessica Ison</td>
<td>Kelly Maheu</td>
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<td>Feifei Yu</td>
<td>Cindy Slaughter</td>
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<td>Han Ho</td>
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<td>Jessica Nakashima</td>
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<td>Mary Lewis</td>
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<td>Ley Clegg</td>
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<td>Russ Tkebuchava</td>
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<td>Miguel Ramirez</td>
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<td>Patricia Camacho</td>
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<td>Rexi Bonilla-Danes</td>
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<td>Sandra Dreda</td>
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<td>Tara Nadeau</td>
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<td>Vinny Ursillo</td>
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<td>Amber Baren</td>
<td></td>
<td>Mira Dover</td>
<td>Courtney Aguila</td>
<td>Jennifer Bourque</td>
<td>Karin McGregor*</td>
<td>Kathy Brumfield</td>
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<td>Nelson de Guzman*</td>
<td>Kacy Cashatt</td>
<td>Jennie Salomon</td>
<td>Paul Rodriguez</td>
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<td>Liz Duenas*</td>
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<td>Kelli Dayton</td>
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<td>Kenia Quiñonez</td>
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<td>Rashmi Umdekar</td>
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UCSanDiego
UC San Diego GO LIVE Survival Kit

https://ucpath.ucsd.edu/training/survival-kit.html
Where to Find UCPath Help

UC San Diego Job Aids and Quick References

https://ucpath.ucsd.edu/training/job-aids.html

<table>
<thead>
<tr>
<th>UCPATH</th>
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<tr>
<td>About</td>
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</tbody>
</table>

### UC San Diego Job Aids and Quick References

- **Job Aids**: Provide succinct step-by-step instructions for key transactions with appropriate business process context
- **Quick References**: Provide summarized information on concepts and data that span multiple UCPath transactions and modules

We are creating Job Aids especially for our UC San Diego transactors. If the Job Aid below does not have a hotlink, it is still in progress, but coming soon.

- Expand All

- **Global References**
- **Accruals Management**
- **Extended Leave of Absence**
- **Funding**
- **PayPath Transactions**
<table>
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**Getting Ready**

Complete UCPayroll Deadlines calendar is at:

[https://ucpath.ucsd.edu/files/training/2020-UCPath-Payroll-Calendar.pdf](https://ucpath.ucsd.edu/files/training/2020-UCPath-Payroll-Calendar.pdf)

- **28** - SS Payroll Roadmap
  - Make sure ISA is up to date.
- **29** - NEW UCPayroll Summer Salary Zoom 11:00-12:00 (Gen campus & SIO)
  - [https://ucpath.ucsd.edu/training/review.html](https://ucpath.ucsd.edu/training/review.html)

**Roadmap**

Make sure ISA is up to date.
### June

<table>
<thead>
<tr>
<th>MO</th>
<th>TU</th>
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<tbody>
<tr>
<td>1 - UCPath opens.</td>
<td>2 - Start creating positions for Session 1 Lecturers.</td>
<td>3 - 1st Snapshot for Session 1 SS email depts. classes with low enrollment - HOLD on those hires</td>
<td>4 - Hire New Session 1 Instructors using 0% FTE. Bring questions to Zoom tomorrow</td>
<td>5 - <strong>NEW</strong> UCPath Summer Salary Zoom 11:00-12:00 <a href="https://ucpath.ucsd.edu/training/review.html">https://ucpath.ucsd.edu/training/review.html</a></td>
</tr>
<tr>
<td>Organize instructors into buckets. Gather info you need to hire.</td>
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<tr>
<td>8 - S1 Courses cancelled for low enrollment.</td>
<td>9</td>
<td>10 - Download spreadsheet for Assoc-In payments from Grad Div collab site. (Link will be sent via email to the grad list serves.)</td>
<td>11</td>
<td>12 - <strong>NEW</strong> UCPath Summer Salary Zoom 11:00-12:00 <a href="https://ucpath.ucsd.edu/training/review.html">https://ucpath.ucsd.edu/training/review.html</a></td>
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<td>15</td>
<td>16</td>
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<tr>
<td>22 - Payroll worksheets available on OneDrive.</td>
<td>23</td>
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<tr>
<td>29 - Session 1 classes begin.</td>
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**Grad Office Hrs**
[https://ucsd.zoom.us/j/7250717464](https://ucsd.zoom.us/j/7250717464)

M+W: 1pm - 3pm
T+TH: 9am - 11am
FR: 2pm - 3pm
<table>
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<tr>
<td></td>
<td></td>
<td></td>
<td>2 - Info due to Grad Div for Session 1 Payments - (for mass upload)</td>
<td>3 - Holiday. No Classes.</td>
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<tr>
<td>6</td>
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<tr>
<td>- Start creating Additional Pay for 7/31/20 pay date</td>
<td>7 - 2nd Snapshot for Session 1. Increase contingent payments if eligible.</td>
<td>8 - 1st Snapshot for Session 2. SS email depts. classes with low enrollment - HOLD on those hires</td>
<td>9 - Hire New Session 2 Lecturers using 0% FTE.</td>
<td>10 - Final Session 1 worksheets on OneDrive. Add additional pay for any increase to contingent salaries.</td>
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<td>13</td>
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<tr>
<td>S2 courses cancelled for low enrollment.</td>
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<tr>
<td>20 - S1 Additional Pay must be APPROVED</td>
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<tr>
<td>21 - UCPay S1 PAYROLL DEADLINE 3pm</td>
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<td>27</td>
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<tr>
<td>29 - Prelim. Session 2 payroll worksheets on OneDrive - Enter additional pay in UCPay. EXCEPT for contingent salaries</td>
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UCPath Processing Deadlines

https://ucpath.ucsd.edu/_files/training/2020-UCPath-Payroll-Calendar.pdf

Grad Office Hrs
Tues + Thurs
1-3pm

Zoom Link:
https://ucsd.zoom.us/j/3380380304
Meeting ID: 338 038 0304

JULY

UCPath Processing Deadlines

https://ucpath.ucsd.edu/_files/training/2020-UCPath-Payroll-Calendar.pdf
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<td><strong>UCPath Processing Deadlines</strong></td>
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<tr>
<td>3 - Session 2 classes begin.</td>
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<tr>
<td>7 - Spreadsheet due to Grad Div for Session 2 TA/Assoc-In additional pay mass upload (optional)</td>
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<td>10 - 2nd Snapshot for Session 2. Increase contingent payments if eligible.</td>
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<tr>
<td>11 - Final Session 2 worksheets on OneDrive.</td>
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<td>Add additional pay for any increase to contingent salaries.</td>
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<td>20 - UCPay S2 PAYROLL DEADLINE 3pm</td>
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**SEPTEMBER**

| 1 - Session 2 Instructor Pay Date  |
Questions?

We are happy to help!

Contacts

**Summer Session**
Lisa Bargabus
summer-payroll@ucsd.edu

**Academic Personnel**
Kelly Maheu
kmaheu@ucsd.edu

**Graduate Division**
Courtney Aguila
claguila@ucsd.edu

Kacy Cashatt
kcashatt@ucsd.edu