Hello Everyone!

Here is important information, for you to know, as we transition to UCPath on June 1.

**ESPECIALLY FOR SENIOR LEADERS, BUSINESS OFFICERS, AND HR MANAGERS:**

**UCPATH REPORTS**
UCPath HR and Payroll Reports are listed on the UC San Diego Reports Dashboard. From here employees can view report titles and descriptions, as well as launch reports for which they have access, VPN required.
Job Aids for the Reports Dashboard and Cognos are available.

**INQUIRY ROLE**
A Guide to UCPath Inquiry Roles is available on the UCPath website. This Job Aid contains details about the 19 different inquiry roles in UCPath; screen shots of accessible pages, navigation to viewable pages, and links to self-paced training materials if available.

**UCPath SYSTEM ACCESS AND UCPath REPORT ACCESS**
Starting June 1, Access Requests can be submitted through PATH SNOW.

**ESPECIALLY FOR TRANSACTORS:**

**TRANSACTOR ZOOM-A-DAY SESSIONS @ 2:30: MAY 28–JUNE 5**
Transactors should participate in these sessions. Time well spent; decrease the number of transactions entered incorrectly, decrease cycle time. Access the schedule and URLs.

**NEW TRANSACTOR SUPPORT OPPORTUNITIES: STARTING THE WEEK OF JUNE 1**

**VC Area / Specific Population – Targeted Zoom Sessions:**

Participate in weekly Q&A session targeted to VC Area or Special Population. Get basic transaction questions answered. Find schedule and URLs on our “For Transactors” page.

**"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.

**RAPID RESPONSE CENTER (RRC) TEAM: STARTING THE WEEK OF JUNE 1**

Submit a Ticket. Opne a Chat. Make a Phone Call.
Team resolves pay issues, answers questions from employees, provides guidance and support to transactors and escalates time-sensitive issues to Quality Care Unit at the UCPath Center. Access links and more information on June 1.

Thank you. Together we do it better.

Kelly Maheu
UCPath, AP Lead
Sr. Director, Academic Compensation and Data Initiatives