

January 8, 2019

To: UCPATH initiators, Departmental Business officers and Academic Personnel Analysts (via SBADM-L)

From: Cindy Doherty, Academic Personnel Director

Re: UCPATH Updates: Academic Employee Processing

As we enter the start of winter quarter, please keep the following information in mind when processing academic employee actions in UCPATH.

Deadline dates

For non-student academic employee transactions that are processed via the Academic Personnel office, requests for processing or administrative approval must be to the Academic Personnel office by the dates listed below. January and February deadlines are impacted by University holidays and thus come earlier than during other months. The schedule for the full calendar year is available on the Academic Personnel web site at <https://ap.ucsb.edu/> on the UCPATH tab.

Academic Personnel submission

Friday, January 18, 10:00 a.m.  
Friday, February 15, 10:00 a.m.  
Tuesday, March 19, 10:00 a.m.

UCPATH Center submission

Tuesday, January 22, 3:00 p.m.  
Tuesday, February 19, 3:00 p.m.  
Wednesday, March 20, 3:00 p.m.

Effective dates

Effective dates are very important in UCPATH. For employees paid on a monthly basis starting in January, make sure the effective date is January 1, 2019 (not December 31 or January 3 or 7.) If the percent time or any other pay-impacting attributes changed beginning in Winter quarter, also make sure those changes have an effective date of January 1, 2019. Incorrect effective dates have been one of the main reasons for pay problems since the transition to UCPATH.

An employee placed on Short Work Break (SWB) for winter quarter should have a return date of April 1 (if 9/9) or March 1 (if 9/12). The return date is the first day of the return, not the last day of SWB.

### End dates

Check end dates that have passed. Remember that end dates do not stop pay unless the end job automatically box has been checked.

- If the end date has passed and the employee is still working, the end date should be updated to the new end date. End dates that have passed can cause problems with other types of updates to the system and may negatively impact the employee.
- If the end date has passed and the employee is not working, either terminate the job or place the employee on SWB.

### Intra-location transfer

We are learning more about the intra-location transfer process. While this process works well when an active employee moves between two very similar positions, it is a bit more complicated when the old and new positions vary. Please take the following into consideration:

- If the employee is currently on SWB, they will have to be returned from SWB on the current job and then transferred.
- If the employee is transitioning from a BW to MO or from a MO to BW job it may be best to use the concurrent hire/term process rather than intra-location transfer. The intra-location transfer may cause unintended problems with time reporting, particularly if any retro pay is needed.

### Vacant positions

Vacant positions can be reused. Rather than creating a new position, an existing vacant position can be used to hire a new employee. This can be particularly helpful with student positions where the position may already contain all the appropriate attributes.

### Continued clean-up of non-pay impacting conversion issues

The academic personnel office will be working with departments to finish post-conversion clean up items such as jobs on SWB that need to be terminated, AP Folio/UCPath department mismatches, and expired job end dates.

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