

October 31, 2019

To: UCPATH Functional Users Who Manage Academic Employees Business Officers and Academic Personnel Analysts in Academic Units (via SBADM-L)

From: Cindy Doherty, Academic Personnel Director

Re: Reminders about processing of academic employee transactions

October 1 range adjustment

Effective October 1, 2019, the salary scales for Senate faculty (professorial and SOE series appointees) and academic student employees (TAs, Associates, GSRs, Readers, and Tutors) were increased. The increases were processed centrally at the UCPATH center in collaboration with the campus Academic Personnel office. If you believe any of your employee salaries were not appropriately range adjusted October 1, please contact the Academic Personnel office at ap-path@ucsb.edu.

End dates

Check both upcoming end dates and 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 extended to the new end date via a PayPath action. 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 by initiating a Termination template, or place the employee on SWB via a PayPath action.
- If the end date is approaching and you need to make a change such as extending the job, terminating the job, or making changes such as the FTE, be aware of deadlines for submission and current processing times at the UCPATH Center, particularly in light of the December winter break and UCPATH down times due to the next round of campuses going live.

Academic student employees appointed on a 9/12 basis for fall

Academic student employees who are appointed on a 9/12 basis for fall and will be continuing into Winter quarter will need to have the comp frequency changed from UC912 to UC_9M effective January 1, 2020 via a PayPath action. If this change is not made, the employee will be over-paid in January.

Lecturer process for Winter quarter

To assist with timely processing of Lecturer appointments and reappointments, the attached process map has been developed. Due to the winter break and UCPATH down times due to the next round of campus conversions paperwork must be submitted, and transactions initiated in a timely manner to assure correct pay in January.

Down times and deadlines

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. November and December deadlines are impacted by University holidays and the planned system down-times to accommodate the UCI/UCSC go-live 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

Thursday, November 14th at 10 am

Tuesday, December 17th at 10 am

UCPATH Center submission

Friday, November 15th at 3 pm

Wednesday, December 18th at 3 pm

UCPATH system down-times for conversion

Thursday December 5 at 5:00 pm through Monday December 9 at 8:00 am

Wednesday December 18 at 5:00 pm through Sunday December 22 at 8:00 am

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Lecturer Process Map – Winter Quarter 2020

