

October 9, 2018

To: Business Officers and Academic Personnel Analysts (via SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Re: UCPATH Freeze on Graduate Student Employees

This is a reminder that a UCPATH freeze will be in effect for Graduate Student Employees (TA, Associate, Reader, Remedial Tutor, GSR) **effective end of day Tuesday October 9, 2018**. The freeze is scheduled to end at 8:00 AM on Monday October 15, 2018. Please do not initiate any transactions on active employees in the impacted titles during the freeze.

TAs and Associates hired as of September 1 will have their pay rate adjusted retroactively to September 1 and will have their pay basis corrected from 9/9 to 9/12 as part of the central process.

New hires or rehires in these titles MAY be processed during the freeze. If you initiate a hire action during the freeze, please send an email to my attention, subject line "Hire during Freeze" and in the body of the email include the employee name, job title, and department. This will assist the Academic Personnel office in assuring the UCPC processes these actions.

If you have transactions in process for this population currently in process, we are aware there have been some issues with routing and approvals. We are actively working with the UCPATH Center to get these issues resolve and will share further information as we can.

This is our first experience processing a salary adjustment in UCPATH. I appreciate your understanding and cooperation as we work through the range adjustment in the midst of everything else occurring in our first month of UCPATH.

Cindy

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