

December 5, 2018

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

From: Cindy Doherty, Academic Personnel Director

Re: UCPATH updates: Academic Employee Processing

The Academic Personnel staff appreciates the continued efforts of departmental staff as we have been working through our first few months live on UCPATH. We hope that you will find the following information helpful as we approach the end of the calendar year and the transition from Fall to Winter quarter.

Initiation and routing of academic employee actions

Please reference the attached *Who Does What* job aid when preparing to initiate an action. Although Departments both initiate and approve the majority of transactions for academic student appointees, for academic non-students many transactions are initiated and approved in Academic Personnel.

Deadlines for December

The UCPC payroll cut-off date for Paypath and template based transactions is Tuesday, December 18 at 3:00 pm. Please remember:

- Transactions must be correct and complete by the deadline, not just submitted.
- Transactions that require Academic Personnel initiation or approval must be submitted to Academic Personnel by Monday, December 17 at 10:00 am.
- The Academic Personnel office and Payroll office will be minimally staffed during the winter break. Only the highest priority items will be processed between December 22 and January 1.

A calendar of submission deadlines for academic employee actions for 2019 will be published after the first of the year.

Continued clean-up of non-pay impacting conversion issues

The majority of pay-impacting issues that resulted from conversion have been resolved and Academic Personnel will now focus on assisting the campus with clean-up on non-pay impacting items. Over the next few months we will be working with departments on items such as:

- Jobs on short work break that need to be terminated
- AP Folio/UCPATH department mismatches
- Expected job end dates
- Postdoctoral Scholar accrual balances

Transition from Fall to Winter quarter

Many academic-year jobs will have changes at the start of winter quarter. Jobs end, new jobs start, percentages of time change, etc. The following resources will assist in the departmental management of the quarter change:

- Data warehouse *Jobs Ending* report. Use this report to monitor jobs that will end December 31, 2018. Extensions or changes to short work break for jobs with the *auto end checkbox* set as yes, must be processed prior to the job end date.
- Attend or view via zoom the Knowledge Transfer Session on Student Employment. The session will be held Wednesday, December 5 at 2:00 and will also be posted to the UCSB UCPATH website following the session.

Resolving pay issues

Both departments and central offices are gaining familiarity with UCPATH and by and large pay is correct for most employees. However, we know that pay issues do continue. Please remind all of your employees to contact your department staff if they experience missed or incorrect pay. The departmental staff are in the best position to assess the pay issues. If you are unsure of how to resolve the issue, please consult with Academic Personnel for assistance. Contact information is available on the Academic Personnel web site: <https://ap.ucsb.edu/contacts/>

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Job Aid: Who Does What

<i>Employee Class</i>	<i>Non-Student Academic</i>			<i>Academic Student</i>			<i>Staff & Students</i>		
	Initiator	Approval 1	Approval 2	Initiator	Approval 1	Approval 2	Initiator	Approval 1	Approval 2
New Hire	Dept	Dept	AP	Dept	Dept		Dept	Dept	
Rehire	Dept	Dept	AP	Dept	Dept		Dept	Dept	
Job Data Changes	AP	AP		Dept	Dept		Dept	Dept	
Short Work Beak/RWB	AP	AP		Dept	Dept		Dept	Dept	
Voluntary Terminations / Retirement	Dept	Dept		Dept	Dept		Dept	Dept	
Involuntary Terminations	AP	AP		AP	AP		Dept	Dept	
Final Pay	Service Now - BFS			Service Now - BFS			Service Now - BFS		
Personal Data Changes	Dept	Dept		Dept	Dept		Dept	Dept	
Add/Renew Contingent Worker	Dept	Dept					Dept	Dept	
Additional Pay (recurring flat rate)	AP	AP					Dept	Dept	
One Time Pay	AP	AP		Dept	AP		Dept	Dept	
Position Data (PayPath Actions)	AP	AP		Dept	Dept		Dept	Dept	
Position Control	AP	AP		Dept	AP		Dept	HR	

<i>Employee Class</i>	<i>Non-Student Academic</i>			<i>Academic Student</i>			<i>Staff & Students</i>		
Transactions	Initiator	Approval 1	Approval 2	Initiator	Approval 1	Approval 2	Initiator	Approval 1	Approval 2
Position Change (Filled/Multi headcount – Staff only)							Service Now – HR		
Pay Rate Change	AP	AP		Dept	Dept		Dept	Dept	
Job Data Change	AP	AP		Dept	Dept		Dept	Dept	
Extended Absences	AP	AP		AP	AP		Service Now – HR		
Manage Accruals	Service Now - BFS			Service Now - BFS			Service Now - BFS		
Funding Changes	Dept	Dept		Dept	Dept		Dept	Dept	
Direct Retro (Salary Cost Transfers)	Dept	Dept		Dept	Dept		Dept	Dept	
Missed Pay (Off-cycle Payment Request)	Service Now - BFS			Service Now - BFS			Service Now - BFS		