To: Business Officers, Academic Personnel Analysts, UCPath Transactors

From: Academic Personnel and UCPath

Re: ASE & GSR Contract - UCPath Implementation, DEPARTMENT ACTION NEEDED

UCPath Center and UCOP will be implementing the new pay elements for ASE & GSR appointments per the new union contracts effective 4/1/23.

Department Action:

To ensure the 4/1/23 system wide changes are properly applied to ASE and GSR records in UCPath, Departments should review the Expected Job End Date on all records, and take the appropriate action on appointments with a 3/31/23 end date:

- Extend continuing appointments via PayPath (Action: DTA; Reason: EXT)
- Terminate appointments ending on 3/31/23 either via the Auto-Termination flag or a Termination Template

Data can be pulled using the Data Warehouse Jobs Ending report, or Cognos R-103 Jobs with Approaching End Dates report.

Freeze Dates:

Departments should hold all PayPath transactions during the following freeze dates to ensure the systemwide Range Adjustment is applied to UCPath Job records correctly:

- ASE – 4/1/23 through 4/5/23
- GSR – 4/6/23 through 4/11/23

Questions on updating employee records can be addressed to ap-path@ucsb.edu.