

March 20, 2023

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](mailto:ap-path@ucsb.edu).