

March 22, 2019

To: Business officers and AP analysts (via SBADM-L)
UCPath functional users who manage academic employees

From: Cindy Doherty, Academic Personnel Director

Re: UCPath *reports-to* data for academic employees

During the conversion to UCPath, the campus did not have a full understanding of the impact and use of the *reports-to* data for academic employees. We also did not have a source document to easily populate the information. For these reasons we chose to leave the field blank at the time of conversion. Now that we are close to six months into UCPath, we have a better understanding of the field and how it can best be populated. Academic Personnel will be centrally updating this information for all filled academic positions that currently have no data in the *reports-to* field. As a default, the department chair or unit director will be assumed to be the *reports-to*. Positions that have the *reports-to* field populated will not be included in the update process.

The following will assist departments in determining if they wish to modify the default *reports-to* after the central update is completed.

UCPath: The individual holding the *reports-to* position will see these individuals listed in the information on their UCPath landing page. They will have access to information for these individuals including basic job and contact information. Chairs and Directors should be informed of this change, but assured that they are not being asked to take on any additional responsibilities.

LMS: The system uses the *reports-to* as the individual to receive informational notices to supervisors regarding mandatory training that is managed through the LMS.

Kronos: For employees who report time, the UCPath *reports-to* does not have to be the same as the Kronos supervisor responsible for time-card sign off. Departments may want to align the two, but it is not a requirement.

At this time we are not aware of any other campus systems that are using the *reports-to* data, or any serious issues that might occur if the field is left blank. However, as a best practice, we will be assuring that all new positions created include a *reports-to*. We plan to complete the central update by early April. Questions may be directed to AP-Path@ucsb.edu

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