

April 1, 2020

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

From: Cindy Doherty, Director Academic Personnel

Re: Academic Personnel UCPATH updates

The Academic Personnel UCPATH team is working fully remotely at this time. Please continue to use the AP-Path@ucsb.edu email to contact the team. Routine work continues, and we are also able to escalate urgent matters to the UCPATH Center as appropriate. We are currently recruiting to fill our vacant UCPATH HR Analyst position (please see the posting in OASIS) but do not expect this to impact our short-term ability to process transactions.

Following are updates and enhancements that have been put in place to assist campus initiators in the processing of academic personnel transactions.

UCPATH Deadline dates

For non-student academic employee transactions that are processed via the Academic Personnel office, requests for processing or administrative approval must be to the Academic Personnel office by the dates listed below. May will be impacted by the transition of UCSD and UCSF to UCPATH so departments are encouraged to submit transactions as early in May as possible. The schedule for the full calendar year is available on the Academic Personnel web site at <https://ap.ucsb.edu/> > *Resources for Department Analysts > UCPATH*

Academic Personnel submission

UCPATH Center submission

Friday, April 17, 10:00 a.m.

Tuesday, April 21, 3:00 p.m.

Monday May 18, 10:00 a.m.

Wednesday, May 20, 3:00 p.m.

July 1 merits and promotions

All merit and promotion outcomes for academic employees will be entered into UCPATH centrally via mass uploads beginning in early June. We will inform the campus when the update process is complete.

UCPath Certification Form instructions

To assist departmental users in the submission of requests for one-time pay, short-work break, and new positions, a help document walking users through the information necessary for submission has been added to the Academic Personnel website at <https://ap.ucsb.edu/~ucpath.certification.and.input.requests/index.cfm>

Academic Leave Resources

To assist both academic employees and departmental staff in the processing of academic leave requests, a User's Guide has been added to the Leave module on Academic Personnel web site at <https://ap.ucsb.edu/resources.for.academic.employees/>

A new Data Warehouse report has also been developed to assist departments in tracking and monitoring academic employees who are on leave. See the guide at <https://ap.ucsb.edu/resources.for.department.analysts/>

Additional Compensation training

In preparation for summer, the annual Additional Compensation class will be held on April 16, 2020. This session is intended for staff new to processing additional compensation. The Additional Compensation workshop will be held on April 23, 2020. This session is intended for those who are actively involved in the processing of additional compensation. Both sessions will be offered via zoom. Further information and registration are available on the Academic Personnel web site at <https://ap.ucsb.edu/~staff.training.registration/>.

UCPC services

The UCPath center staff are also, for the most part, working remotely. Phone inquiry is limited to central campus escalated issues, however campus users may still: process transactions, submit cases to the UCPC, and perform self-service actions.

We will provide further information regarding the spring to summer transition and summer activity later in the quarter.

Questions may be directed to AP-Path@ucsb.edu

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