

Date: April 13, 2023

To: UCPATH Functional Users, Business Officers and AP Analysts

From: UCSB Academic Personnel Office

Re: Systemwide Updates to ASE & GSR Active Records in UCPATH

The following provides systemwide updates regarding ASE & GSR Active Records in UCPATH:

ASE Updates:

UCOP has completed the updates to all active Academic Student Employee in UCPATH.

Departments can review active employee records in *Job Data* or via *Cognos* and *Datawarehouse* reports to validate that the correct Range Adjusted rate has been applied.

GSR Updates – Active Records:

UCOP has processed the mass update files for active Graduate Student Research appointments, but is still reviewing the results and making data corrections to records that were not properly updated via the mass process or due to a recent Hire on a Position that was not yet updated. As soon as UCPC has complete their review and update of all GSR records, we will provide an update to campus with guidance on reviewing and taking corrective action.

Vacant GSR Positions:

UCPC is still working on applying the new GSR bargaining unit attributes to all vacant positions. This project is more cumbersome due to data integrity issues and is taking longer than expected. In the interim, **departments must pay close attention when Hiring into vacant positions**. The following attributes should be on any GSR Hire:

- Union Code: **BR**
- Sal Admin Plan: **T022**
- Salary Grade: **1**

If any of the above attributes are incorrect in the Hire template, **deny the transaction**.

Departments have two options to move forward with a Hire:

- Update the existing Position (if the effective date is available) via a Position Control Request
 - Use an effective date of **4/1/23** or after
 - Input the Action Reason = **ACR** (accretion)
 - Remove the Job Code and tab out of the field.
 - Re-enter the **Job Code** (this will assign the correct Union Code “BR”)
 - Update the Sal Adm Plan = **T022**
 - Update the Grade = **1**
 - Update any other required data points (Reports To, FTE, etc.)
 - Input the Employee Relations Code (ERC) = **Student Academic Title, HEERA**
 - Submit for approval
- Create a new Position via the normal Position Control Request (if the required date is taken on the previously identified position).

Note -these positions will eventually be updated by UCPC, but the timing of the updates is still uncertain.

Questions on any processing issues can be sent to ap-path@ucsb.edu.