

Date: April 14, 2023

To: UCPATH Functional Users, Business Officers and AP Analysts

From: UCSB Academic Personnel Office

Re: Systemwide Updates to GSR Active Records in UCPATH

UCOP has completed the updates to all active Graduate Student Researcher Employee records 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.

4/1 FTE Updates

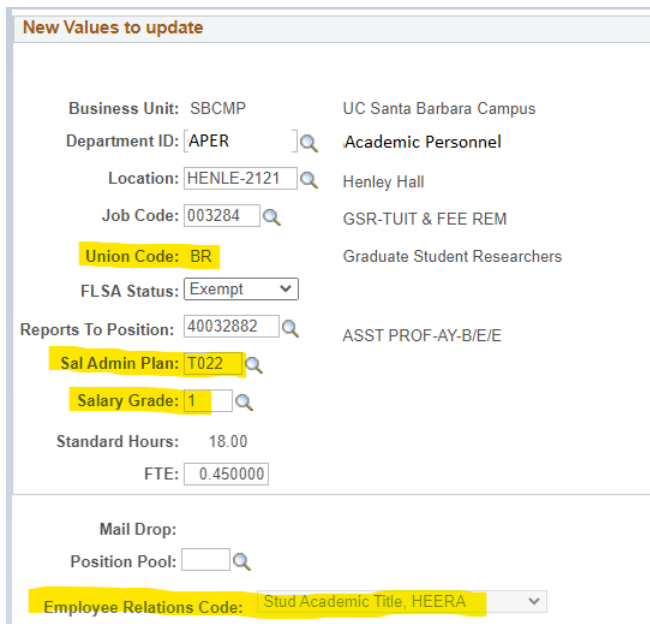
Departments who are updating FTE effective 4/1/23 will need manage this change via an [Inquiry/Case](#) (Topic: Workforce Administration; Category: Position Management) with a completed [Position & Job Data Update Form](#) attached.

Departments that have 30 or more FTE updates effective 4/1, may be able to manage via a spreadsheet rather than individual cases. Please reach out to t_berton@ucsb.edu with the number of employee records you need to update if you wish to request this option.

Note: if the update appears in Job Data after payroll processing, Missed Pay action via BFS ServiceNow will be necessary.

Hire Transactions with Old Position Attributes:

If a *Hire* transaction was processed for a position that was not yet updated with all of the new CBU position attributes, corrective action may be required. Please review recent *Hires* via **PayPath** on the *Position* tab for the following set up:



New Values to update	
Business Unit:	SBCMP UC Santa Barbara Campus
Department ID:	APER Academic Personnel
Location:	HENLE-2121 Henley Hall
Job Code:	003284 GSR-TUIT & FEE REM
Union Code:	BR Graduate Student Researchers
FLSA Status:	Exempt
Reports To Position:	40032882 ASST PROF-AY-B/E/E
Sal Admin Plan:	T022
Salary Grade:	1
Standard Hours:	18.00
FTE:	0.450000
Mail Drop:	
Position Pool:	
Employee Relations Code:	Stud Academic Title - HEERA

If corrections are needed to one or more of the above attributes, the action can be initiated within the **PayPath** transaction:

- Effective Date = **Hire Date*** (*note: if the date turns red, this means that date was "used" with a prior position update, submit a Case with the Position/Job Update form to UCPC*)
- Position Action Reason = **ACR** (accretion)
- Update the required fields:
 - To correct the **Union Code** or **Employee Relations Code** (auto-derived fields):

- Remove the **Job Code** and tab out of the field.
- Re-enter the **Job Code** to derive the corrected data points
- Sal Adm Plan = **T022**
- Grade = **1**
- Navigate to the **Job Data** tab and Input the appropriate **Step**; verify the correct rate is derived
- **Submit** for approval

Review **Job Data** after the transaction is approved to ensure all data attributes updated properly. If fields did not update with the new data points, a Case with UCPC should be initiated.

Note: After the April Pay Confirm for the 5/1 paycheck, UCPC will start denying Hire transactions where positions have not been updated with the new union attributes.

*If the Hire date is *before* 4/1, the PayPath transaction should use the 4/1/23 effective date to align with the accretion date related to the UCPATH implementation.

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