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](image)

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