

Date: April 20, 2023

To: UCPath Functional Users, Business Officers and AP Analysts

From: UCSB Academic Personnel Office

Re: CORRECTION: Systemwide Updates to GSR Active Records in UCPath

As announced on April 14, UCOP completed updates to all active Graduate Student Researcher Employee records in UCPath. Please see original memo [here](#).

We have learned that the Position Action Reason does not come up as an option in PayPath and only appears in the Position Control update. We are writing today to provide the following correction: **The Position Action Reason in the PayPath transaction is COR.**

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.

Below please find the revised instructions with the correction in red.

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 = COR**
- 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.