May 18, 2020

To: UCPath Functional Users Who Manage Academic Employees
               Business Officers and Academic Personnel Analysts in Academic Units (via SBADM-L)

From: Cindy Doherty, Academic Personnel Director

Re: Reminders and Updates Regarding UCPath Academic Employee Transaction Processing

As we approach the end of Spring quarter and transition into Summer, I am writing to provide a number of updates and reminders regarding academic employee transactions in UCPath. Our Academic Personnel UCPath team remains available to assist campus users while we work in the remote environment. The team can be reached at AP-Path@ucsb.edu

Processing Times

The AP-UCPath team will be prioritizing transactions that are pay-impacting in July. Transactions with later effective dates may be held and processed after the July payroll deadlines.

Departments are encouraged to submit transactions impacting July pay as soon as possible. We expect that the UCPC turnaround times will be longer in June and early July due to the transition of the last two campuses, UCSF and UCSD, to UCPath as of June 1.

Transition from Spring quarter to Summer for Academic -Year Jobs

Many academic-year jobs will have changes at the end of the academic year (June 30) such as jobs ending, new jobs starting, and percentages of time change.

Use the Data warehouse Jobs Ending report to monitor both student and non-student academic jobs that are set to end June 30, 2020. Extensions or changes to Short Work Break (SWB) for jobs with the auto end checkbox set as **yes**, must be processed prior to the job end date or the job will be terminated.

If a student employee will be working again in fall, or is likely to work in fall, the job can be extended and placed on SWB through the summer. This will allow summer session or other departments to use the concurrent hire function during the summer, and will prevent the need for a rehire in the fall. If the student does not return in the fall, the job

can be terminated at that time. There are 3 [UPK's](#) that can be referenced on how to process SWB transactions in PayPath:

Initiate Short Work Break PayPath Transaction (Staff/Acad)

Initiate Return from Short Work Break PayPath Transaction (Staff/Acad)

Initiate Short Work Break Extension PayPath Transaction (Staff/Acad)

Lecturers who are appointed on a 9/12 basis and will be reappointed for the upcoming year should, if at all possible, have their jobs extended before June 30. Allowing a termination or placing the employee on SWB may cause benefits-related issues for the employee. Lecturers who are appointed on a 9/9 basis may be placed on SWB if they will continue in the fall. Requests to place a Lecturer on SWB should be submitted through the UCPath Certification form on AP Folio.

July 1 Merit and Promotion Transactions

All merit and promotion outcomes for academic employees will be entered into UCPath centrally. Departments do not need to initiate these actions. Updates will be done via batch uploads, approximately once a week in June, rather than immediately following individual decisions.

Range Adjustment

The President has not yet announced plans for a 2020 range adjustment for non-represented academic employees. Represented employees will receive increases in accord with their bargaining agreements. All increases will be processed centrally.

Summer Salary

The PowerPoint and recorded version of the annual Additional Compensation training and workshop are available on the Academic Personnel web site:
https://ap.ucsb.edu/training.and.workshops/staff.training.materials/ Additional resources can be found in the Resources for Department Analysts section under *Summer Research Additional Compensation Toolkit*:
https://ap.ucsb.edu/resources.for.department.analysts/summer.research.additional.compensation.toolkit/

Important Reminders:
- Departments should use existing positions, only requesting additional positions via the UCPath Cert Form on AP Folio if needed.

- Departments should update positions via Position Control prior to initiating Concurrent Hire transactions.
- Pay Components entered on hire transaction should match existing Professorial position.
- Earns Distribution with the appropriate Earn Code must be completed on the hire transaction.

Questions related to the management of summer compensation may be directed as follows:
- Policy and procedure: Helly Kwee helly.kwee@ucsb.edu or Lia Cabello lia.cabello@ucsb.edu
- UCPath initiation and processing: AP-Path@ucsb.edu

Retirement Dates

Many faculty or other academic employees who retire at the end of spring quarter choose to do so a day prior the end of the pay period to take advantage of the retirement plan July 1 COLA. In order to assure proper UCPath input, verify with the employee if they are ending active employment June 29 or June 30. Please refer to the UPK *Job Aid: Retirement Transaction Process for July 1 Retirement Date* for detailed processing instructions.

Other July 1 Actions

All changes to administrative stipends including new appointments, reappointments and termination of existing appointments will be managed centrally. Funding changes are managed by departments.

Resources

UCPath Certification and Input Form – a new UCPath Cert Instructions user guide is available on the Certification Form landing page.

A new **Extended Absence Report** is available in Data Warehouse. Please refer to the *Leaves User Guide* in the "Resources for Department Analysts" section of AP Folio for detailed information.

Recorded **KTS sessions** from 2019 on topics such as Summer Transitions, Student Employment and Hiring processes are available on the UCSB UCPath website.

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