

June 13, 2018

To: PPS Preparers and Reviewers (via PPS-L)

From: Cindy Doherty, Director, Academic Personnel
Cynthia Seneriz, Director, Human Resources

Re: Preparation for UCPATH

In preparation for the campus transition to UCPATH this fall the campus will need to take a uniform approach to PPS data input and updates over the next few months. The following is the first in a series of important updates regarding PPS input. The information is also attached as a PDF for your convenience. This update includes: students with appointments ending in June, faculty summer research compensation, and general PPS data clean up. Please read this information carefully and be on the lookout for more information over the summer.

PPS Preparation for transition to UCPATH

STARTING IN JUNE

Student (graduate and undergraduate) employees:

During the UCPATH conversion which will begin in late August, student employees who are “inactive” in PPS will be converted into UCPATH as being on Short Work Break (SWB.) As a result, the following actions are recommended **for students with employment ending in June or over the summer months** to minimize clean-up after the conversion process.

- Student employees with no pay after May 30, 2018 (i.e. no paycheck in June or later) should be separated in PPS.
- Student employees who will not be returning to future employment in your department or unit, should be separated in PPS, otherwise the conversion process will place them on SWB and return them to pay status in the fall in the same department, which will require the department to initiate a termination of the job/appointment in UCPATH, AFTER conversion takes place.
- If the student will be returning to work in the same department in the fall, do not separate them in PPS in June. The PPS appointment can lapse, putting the employee in “inactive” status. At the time of conversion to UCPATH, these employees will be placed on SWB in UCPATH. As part of the conversion process, Academic Personnel and Human Resources will work with the campus departments to automate the process that returns the students from SWB status and places them into the appropriate employment status. This approach will cut down on the number of separation and rehire actions that need to take place after conversion takes place.

Since the volume of student hiring is very high at the start of Fall quarter, which coincides with our campus transition to UCPATH, Academic Personnel and Human Resources will work with the campus to coordinate the UCPATH transactions required for the hiring process via mass uploads to UCPATH in order to minimize the data entry requirements within departments that traditionally have a high volume of hires during this time period. Further details regarding these processes will be shared over the summer.

Faculty summer research compensation:

New methodology for the input of summer research compensation has been instituted. Payments are to be made using full month cycles, on an exception pay basis. Campus training was held in April 2018. If you missed the training, please review the [Additional Compensation Workshop](#) training materials on the Academic Personnel web site.

Additional compensation entered into PPS using the old methodology will not be converted to UCPATH.

Data updates and corrections in PPS

Departments are encourage to review their employees' data to verify accuracy. Academic Personnel and Human Resources will continue to reach out to ask departments to clear up input errors, but departments should also proactively assure data is correct. In some cases, departments may need to adjust their data entry practices to ensure that employee data is correctly converted into UCPATH. Incorrect data may cause employees to fail to be converted or to receive an incorrect paycheck immediately after our transition to UCPATH.

Cindy Doherty
Director
UCSB Academic Personnel
(805) 893-8332
Cindy.Doherty@ucsb.edu