

June 7, 2019

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 about processing of academic employee transactions

If you were unable to attend the Knowledge Transfer Session (KTS) held on May 22, you are strongly encouraged to review the presentation, which covered many of the same topics that are mentioned in this notice. The presentation is available on the UCSB UCPATH website under the Functional User Support Tab, Access Support Documentation button, under the Videos heading, [KTS Session: Summer Transitions](#).

Transition from Spring quarter to Summer

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 will end June 30, 2019. 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 termed.

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 if the student will be working again in fall. If the student does not return in the fall, the job can be termed at that time.

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.

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. Departments will not receive notification when an update is made,

but will be provided with verification reports after both the advancement actions and the potential July 1 range adjustments have been updated in UCPATH. Data Warehouse reports are also being reviewed with the intent of providing more information regarding future dated changes.

Range adjustment

The President has not yet announced plans for a 2019 range adjustment. Once an announcement is made, it will be shared with the campus.

Summer Salary

The Academic Personnel Office will hold a brief session on the use of capped fund sources for summer additional compensation. If your department manages capped funding sources and you are interested in attending the training, please register for the Additional Compensation Capped Funding Workshop on the [Academic Personnel Training](#) page. Please register by June 14, 2019. The time and date will be set once registration closes (when you sign up you will see the date of January 1, 2020: this is a placeholder only.)

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

The job codes used for summer salary have not changed, but the descriptions associated with the codes have. For example, code 3205 used to appear as Res-AY- 1/9, but now appears as RES-LR SCL—AY-1/9. The new titles are intended to better differentiate research titles used only for Senate faculty summer salary and release to grant from those titles used for appointees in the Professional Research series.

Other July 1 actions

The following actions will all be managed centrally by the Academic Personnel UCPATH team. Departments do not need to take any action.

- Lecturers in the Security of Employment series will have their new steps and rounded salaries entered into UCPATH effective July 1, 2019.
- Appointees in titles covered by the newly formed Academic Researcher bargaining unit who are supervisors will be transitioned to new title codes to designate their non-represented status.
- All changes to administrative stipends including, new appointments, reappointments and termination of existing appointments will be managed centrally.

Fall planning, UCD go live

UC Davis is will be transitioning to UCPath in September 2019. While this transition will not be as disruptive to campus as our own transition last September, there will be a few short system blackouts in the fall. To the extent possible, please do fall hiring and returns from SWB as early as possible. Further information will be shared with the campus over the summer.

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