

July 11, 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: July reminders and updates about processing of academic employee transactions

### **June 30 end dates**

Job end dates in UCPath do not stop pay unless the end job *automatically* box is checked. Please use the Data Warehouse EZ Access reports to monitor job end dates for your employees. If a job is not terminated or the employee put on short work break (SWB) the employee will continue to be paid. Overpayments are one of the most complicated problems to resolve in UCPath, so please help us to avoid them by assuring the June 30 end dates are properly managed. Changes must be made prior to the July payroll cut-off date to assure no overpayments occur.

### **Short work breaks for summer**

The UCPath Center has informed us that there is a problem with how ACA (affordable care act) calculations take place for employees on SWB. A programming fix is due to be released later in the summer, but in the mean-time, campuses were instructed to reduce the FTE to 0 for employees on SWB so that employees (in particular students) would not inappropriately become eligible for ACA coverage. The Academic Personnel office processed a mass upload file to reduce FTEs to 0 to avoid this problem. (Note that we were not able to make any changes for employees in multiple-headcount positions.) There have been reports that the UCPC processing removed the SWB designation from some employees when the FTE was reduced to 0. If you have employees where this occurred, you do not need to do anything. While the Active status with 0 FTE is not ideal, it will prevent the employee from getting pay, and will also avoid the need for a rehire action in fall. In the fall, rather than a return from SWB, the job can be updated with the new FTE on the appropriate effective date. We will provide further instructions before fall hiring begins.

### **July 1, 2019 salary increase UCPath freeze**

As announced earlier this week, salaries for non-senate faculty (Lecturers and Supervisors of Teacher Education) and non-represented academic employees (academic coordinators, non-rep researchers, project scientists, specialists and librarians) will take place July 1, 2019. The full announcement is available on the academic personnel web site under [memos to campus](#). To facilitate the increase, there will be a UCPath freeze on impacted employees only beginning Friday July 12 at 5:00 PM through Tuesday, July 16 at 9:00 AM.

### **Faculty summer salary**

There is a system defect that is not allowing the use of capped funds when the gap is NOT being filled. We have been informed that the fix should be in place within the next day or two. However, once we receive that information we need time to test the fix before sharing the information with the campus. In the event that the fix still does not solve the problem, there is a workaround (developed by our colleagues at UCB) however we are a bit hesitant to use the workaround given the sensitivity of federal funding. We are making every attempt to share a solution before the payroll cut-off for July. At this time, a process is in place for capped funds *if you are supplementing and filling the gap.*

We have had reports of a handful of situations where faculty summer salary has correctly been submitted using the ACR earn code, but the resulting transaction and pay have shown an earn code of DEF. This has resulted in incorrect withholdings for the individual on the summer salary. This issue has been escalated to the UCPC leadership and we are awaiting a response. We are hoping these were isolated cases, but if you have a faculty member who experiences this issue, please 1) submit a ticket to the UCPC reporting the problem, and 2) send an email to [cindy.doherty@ucsb.edu](mailto:cindy.doherty@ucsb.edu) including the faculty member's name and the ticket number. This will allow us to instruct the UCPC to escalate the case.

### **Processing time on campus and at UCPC**

As you know, the June-July period is very high volume in regard to ending appointments, summer salary, changes in administrator appointments, along with the underlying ongoing activity. In addition, this is the first summer on UCPath and so internal and campus processes are still being refined.

The Academic Personnel Office UCPath team is prioritizing transactions as follows:

- New appointments and reappointments that impact base pay for July.
- Any other pay impacting transactions for July, such as summer salary, new administrative stipends, and leaves without pay.
- Transactions to be effective later in the summer.

We appreciate your understanding and partnership as we work through these processes and activities for the first time.

The deadlines for submission of transactions to be applied to the August 1 paycheck are:

- Actions to Academic Personnel: Friday July 19 at 10:00 AM
- Actions to the UCPath Center (UCPC): Monday July 22 at 3:00 PM

The UCPC turnaround time for template and other transactions has slowed due to the high volume across the system. To the extent possible, please be proactive and process transactions far enough in advance to account for these extended processing times. The UCPC has indicated a goal of no more than three days for processing template

transactions but we are currently seeing processing times of up to four or five days. We understand the difficulty this causes for campus users and continue to actively engage with the UCPC to correct this situation.

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