

July 13, 2022

To: Business Officers and AP Analysts

From: Tamara Berton, UCPATH Manager & Leave Administrator  
June Betancourt, Director, Academic Personnel

Re: UCPATH Updates & Department Inquiries

July is a very busy month with all of the new academic appointments, range adjustments and merit and promotion case finalizations that are in process with a 7/1 effective date. The AP staff are doing their best to process appointments and the subsequent actions in UCPATH as quickly as possible. We are also receiving a large number of email inquiries from departments asking when changes and updates will be reflected in UCPATH.

During this time, in order to allow the central teams to focus on finalizing all of the necessary actions for the July pay deadline, we ask that departments hold off on sending email inquiries until they review if appointment changes appear in Job Data as follows:

If there is a 7/1/22 effective dated row, the appointment changes have been initiated:

o Pay Changes:

- Action Reasons of **Academic Merit** and **Promotion** should also include the Range Adjustment for applicable titles (7/1 RA is N/A to senate faculty).
- Action Reason of **Range Adjustment** should reflect the updated salary scale amounts; please note that the post audit and corrections from the systemwide range is still in process and corrections are actively being applied.

***Unless an egregious issue is identified, please hold on reaching out to AP with inquiries, as Job Data is still actively being reviewed/corrected.***

For FTE or Job Code changes that appear with a 7/1 effective date and the data points are incorrect, please reach out to [AP-Path@ucsb.edu](mailto:AP-Path@ucsb.edu) for additional review/correction.

If there is NOT a 7/1/22 effective date row in Job Data, it is likely that the actions are in process, ***so unless there are significant issues that require immediate mitigation***, your patience is greatly appreciated:

- Pay changes entered after the payroll deadline for July will automatically pay on the next on-cycle paycheck via the retro-module. Please hold off on contacting AP regarding when this will be processed. If the expected pay changes do not appear by the first week of August, please reach out then.

- FTE, or Job Code/Pay Frequency (between 9/9 & 9/12 titles) changes entered after the payroll deadline require departments to take additional action with BFS once the data is correct in Job Data. (Initiate Missed or Over Pay via ServiceNow.) ***Please reach out if:***
  - The FTE or Frequency change will create a significant overpayment to the employee.
  - The potential Missed Pay will create a financial burden to the employee.
  - We will do our best to expedite these.