

August 27, 2018

To: Academic Business Officers and Analysts (via SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Re: Academic employee processing in UCPATH

In preparation for the transition to UCPATH, the Academic Personnel Office is offering two training sessions that focus on employment processing for academic employees. These sessions are supplemental to the formal UCPATH user training, however completion of the formal training is not mandatory for attendance at these sessions.

Staff from both academic departments and research units are welcome and should enroll in one or both sessions according to their areas of responsibility. These two sessions will separately cover topics relating to employee groups as follows:

- Academic non-student employees
- Academic student employees

Topics to be covered include: Handoffs and contact points between departments and Academic Personnel; new processes such as Short Work Break, position management and job end date monitoring; process timing; and other items specific to the student and non-student employee groups.

Academic non-student employee processes in UCPATH

DATE: Monday, September 17, 2018
TIME: 8:30-10:00 am
PLACE: Engineering Sciences Building (ESB) 1001

Academic student employee processes in UCPATH

DATE: Tuesday, September 18, 2018
TIME: 8:30-10:00 am
PLACE: Engineering Sciences Building (ESB) 1001

I encourage you to make this training opportunity available to your staff who manage or assist with employment transactions for academic employees.

Advance registration will be required via the Academic Personnel web site under the “training and workshops” tab, or directly at: <https://ap.ucsb.edu/~staff.training.registration>

If you have questions about this training, please contact Karen Moreno at karen.moreno@ucsb.edu

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