

September 24, 2018

To: Business Officers and Academic Personnel Analysts (via SBADM-L)  
From: Cindy Doherty  
Academic Personnel Director  
Re: New communication channels for Academic Personnel UCPATH actions

There are two new ways for departmental users to contact the Academic Personnel office when questions related to UCPATH arise or transactions require central processing. Both options will be available beginning **Thursday, September 27** when the campus gains access to UCPATH.

[AP-Path@ucsb.edu](mailto:AP-Path@ucsb.edu) This email may be used for general inquiries related to UCPATH transactions for academic employees. The email will be monitored by the Academic Personnel UCPATH staff. Use of this email allows us to track issues that arise so that we can better respond to campus need. Use of the email will also eliminate delays that might occur when using a specific staff member's contact information.

UCPATH Certification and Input Request for Non-Student Academic Employees This form may be used to submit specific transaction requests to the Academic Personnel office for non-student academic employees. These are transactions that do not require approval beyond the department, but that are initiated in UCPATH by Academic Personnel rather than the department. Examples include one-time additional pay, short-work-break management, and some end date management. Departmental users must sign into the Academic Personnel web site with their UCSBnetID and password to access the form.

Thank you for your continued patience and understanding as we move through the UCPATH implementation.

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