

October 1, 2018

To: Business Officers (via SBADM-L)

From: Cindy Doherty
Academic Personnel Director

Re: Graduate Student Employees UCPATH: Post-conversion clean-up and
October 1, 2018 Range Adjustment

The timing of our UCPATH conversion created some challenges related to Graduate Student employment, the resolution of which will require work on the part of the department. It is very important that your department complete the tasks below within the time-frame indicated. Failure to complete the tasks may have impacts to both pay and fee-remission.

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Schedule

Sept. 27- Oct. 9: Departmental updates (see attached Departmental Tasks document)

Oct. 10- Oct. 15: UCPATH freeze for updates to graduate student employees to facilitate the October 1 range adjustment process (see attached Range Adjustment document)

Oct. 22, 3:00 PM: deadline for submission of actions to UCPC to impact the November 1 paycheck.

This memo, along with the attachments will be posted on the Academic Personnel website under the [UCPATH tab](#).

Thank you for your continued assistance and patience as we complete the transition to UCPATH. Please share this information as appropriate with others in you department.

Questions may be directed as follows:

UCPATH specific queries: AP-Path@ucsb.edu

Policy and procedure or range adjustment queries: Billy Ko, billy.ko@ucsb.edu or x4441

Cindy Doherty
Director
UCSB Academic Personnel
(805) 893-8332
Cindy.Doherty@ucsb.edu

Departmental Graduate Student Employment conversion clean-up tasks

Short Work Break (SWB) resolution

Description: During the conversion process appointments with end dates in September were, in most cases, placed on SWB. This allowed the conversion process to continue, while providing departments the opportunity to assess each employment situation to determine if the job should end or if the job should be continued.

Process: Run the *Short Work Break Inquiry* report from Data Warehouse. Please note that the *Job Eff Date* and *Expected Return Date* will be dates in September 2018 for most employees. This is because the data was generated during the conversion process. Future reports will have the actual dates entered for SWBs.

For each employee on SWB take one of the following actions:

(1) Terminate the job. If the employee will not be returning to this job by Winter quarter, the job should be terminated. This can be done either by adding an expected end date (if one does not exist) and checking the end job automatically check box via a PayPath action or by submitting a termination template. A comment must be included saying “term job: employee not returning from SWB”

(2) Return from SWB into active employment in the job. If the employee is returning to the position in either fall or winter quarter, the appropriate return from SWB date should be entered.

Fall appointments

Description: Review your fall appointments to ensure all graduate student appointments are in UCPath. Appointments may have been converted from PPS, may have been entered via the mass hire process, or may have been entered manually by the department. Central review has occurred but because of the volume and complexity of these appointments, we are asking that you also conduct a review.

Process: Run the *Jobs by Group* report from Data Warehouse. The report may be run by job code (title code) or by Job Class Code 11. If errors are found, the department should initiate a correction. If retro-active pay is required or over-payment exists, contact the payroll office via the BFS ServiceNow Portal at <https://www.bfs.ucsb.edu/> to process the retro-active pay or over-payment.

Approaching end dates

Description: An expected end date should be entered for every student job. This will assist in monitoring changes in employment and will assure fee-remission is appropriately applied. The expected end date in UCPath does not stop pay unless the end job automatically box has also been checked. If the box is checked, the job will end as of the date listed. If the job ended is the only job, the employee will be terminated from employment. It is very important that departments carefully monitor end dates in order to avoid over-payment or inadvertent termination.

Process: Run the *Jobs Ending* report from Data Warehouse. For each job with an approaching end date determine if:

- (1) The job will end, in which case the end job automatically box may be checked or a termination template should be done
- (2) The job will be renewed, in which case the job end date should be modified to a later date and any necessary changes made to the job

Future dated changes

Description: The conversion process focused mainly on current information and it is possible that some future dated changes entered into PPS were not correctly converted into UCPath.

Process: Run employee *Appointment and Distribution* reports from Data Warehouse using the PPS historical data. Filter on future dated actions and ensure that these actions are correctly appearing in UCPath. If they are not, take appropriate action to add the future dated information in UCPath.

October 1, 2018 Range Adjustment for Graduate Student Employees

The Office of the President has issued the October 1, 2018 salary scale for graduate student employee titles including:

Table 18 Readers and Teaching Assistants

Table 19 Associates

Table 20 Remedial Tutors

Table 22 Graduate Student Researchers

The new scales reflect an increase of 3% effective October 1, 2018. Information regarding grad and step (new fields in UCPATH for these titles) have been added to the scales. The new salary scales are available on the Academic Personnel web site at

<https://ap.ucsb.edu/compensation.and.benefits/ucsb.salary.scales/>

The UCPATH Center will be loading the new salary scales into UCPATH prior to October 10. Once loaded, the new rates will be generated when a new hire is transacted. All other jobs will be updated via the central process.

A UCPATH freeze will take place for the impacted titles effective **Tuesday, October 9 at 5:00 PM through October 15 at 8:00 AM**. Four-month fall appointments will be adjusted appropriately during the central range.

A reminder regarding the freeze will be sent to UCPATH initiators before the start of the freeze.