

Non Faculty, Non Student						
	<u>Researchers, Project Scientist, Specialist, Academic Coordinators &amp; AU Librarians (3600 &amp; 3610)</u>	<u>Librarians</u>	<u>Recall</u>	<u>CWR-Academic</u>	<u>Dean</u>	<u>Postdoc</u>
<b>Create/Modify Vacant Position</b> <b>*Data writes directly to the system upon final campus approval</b>	*AP Analysts notify AP-Path of need for new/modified position (post recruitment/offer acceptance) *AP-Path creates/modifies existing vacant position *AP-Path emails department with position# >Reviewer 1: AP	*Department creates/modifies existing vacant position via Position Control >Reviewer 1: AP	*AP Analysts notify AP-Path of need for new/modified position (post recruitment/offer acceptance) *AP-Path creates/modifies existing vacant position *AP-Path emails department with position# >Reviewer 1: AP	n/a	*AP Analysts notify AP-Path of need for modified position when existing role is vacated *AP-Path modifies existing vacant position *AP-Path emails department with position# >Reviewer 1: AP	*AP Analysts notify AP-Path of need for new/modified position (post recruitment/offer acceptance) *AP-Path creates/modifies existing vacant position *AP-Path emails department with position# >Reviewer 1: AP
<b>Funding Entry</b> <b>*Data writes directly to the system upon final campus approval</b>	*Department enters funding via Funding Module >Reviewer 1: Dept	*Department enters funding via Funding Module >Reviewer 1: Dept	*Department enters funding via Funding Module >Reviewer 1: Dept	n/a	*Department enters funding via Funding Module >Reviewer 1: Dept	*Department enters funding via Funding Module >Reviewer 1: Dept
<b>Hire Templates: (Full/Rehire/Concurrent/Transfer)</b> <b>*Data writes to the system upon UCPC fulfillment</b>	*Department initiates appropriate Hire template **If from another UC, coordinates with other campus >Reviewer 1: Dept, Reviewer 2: AP, Fulfiler: UCPC	*Department initiates appropriate Hire template **If from another UC, coordinates with other campus >Reviewer 1: Dept, Reviewer 2: AP, Fulfiler: UCPC	*Department initiates appropriate Hire template **If from another UC, coordinates with other campus >Reviewer 1: Dept, Reviewer 2: AP, Fulfiler: UCPC	*Department initiates appropriate ADD CWR template and necessary paperwork *AP Analyst validates necessary paperwork >Reviewer 1: Dept, Reviewer 2: AP, Fulfiler: UCPC	*Department initiates Concurrent Hire template *AP places Professorial position on SWB/In Abeyance >Reviewer 1: Dept, Reviewer 2: AP, Fulfiler: UCPC	*Department initiates appropriate Hire template **If from another UC, coordinates with other campus >Reviewer 1: Dept, Reviewer 2: AP, Fulfiler: UCPC
<b>Reappointment/End Date Extension</b> <b>*Data writes directly to the system upon final campus approval</b>	*AP Analysts notify AP-Path of reappointment/ extension approval *AP-Path inputs updates into UCPath via PayPath *Department audits changes in Job Data >Reviewer 1: AP	*Department initiates updates via PayPath *Department audits changes in Job Data >Reviewer 1: AP	*AP Analysts notify AP-Path of reappointment/ extension approval *AP-Path inputs updates into UCPath via PayPath *Department audits changes in Job Data >Reviewer 1: AP	*Department initiates appropriate Renew or Extend CWR template and corresponding paperwork *AP Analyst validates any necessary paperwork >Reviewer 1: Dept, Reviewer 2: AP, Fulfiler: UCPC	n/a	*AP Analysts notify AP-Path of reappointment/ extension approval *AP-Path inputs updates into UCPath via PayPath *Department audits changes in Job Data >Reviewer 1: AP
<b>Job Data Change/Pay Rate Change</b> <b>*Data writes directly to the system upon final campus approval; if a Case is required, data writes to the system upon UCPC fulfillment</b>	*AP Analysts notify AP-Path of appointment/ modification approval *AP-Path inputs updates into UCPath via PayPath (or initiates a Case with UCPC if needed) *Department audits changes in Job Data >Reviewer 1: AP; Case Fulfiler: UCPC	*Department initiates updates via PayPath (or initiates a Case with UCPC if needed) *Department audits changes in Job Data >Reviewer 1: AP; Case Fulfiler: UCPC	*AP Analysts notify AP-Path of appointment/ modification approval *AP-Path inputs updates into UCPath via PayPath (or initiates a Case with UCPC if needed) *Department audits changes in Job Data >Reviewer 1: AP; Case Fulfiler: UCPC	n/a	*AP-Path notified of appointment/ modification approval by approving authority *AP-Path inputs updates into UCPath via PayPath (or initiates a Case with UCPC if needed) *Department audits changes in Job Data >Reviewer 1: AP; Case Fulfiler: UCPC	*AP Analysts notify AP-Path of appointment/ modification approval *AP-Path inputs updates into UCPath via PayPath (or initiates a Case with UCPC if needed) *Department audits changes in Job Data >Reviewer 1: AP; Case Fulfiler: UCPC
<b>Short Work Break</b> <b>*Data writes directly to the system upon final campus approval; if a Case is required, data writes to the system upon UCPC fulfillment</b>	*AP Analysts notify AP-Path of SWB/Dates (part of appointment approval process) *AP-Path inputs SWB/RWB into UCPath via PayPath (or initiates a Case with UCPC if needed) *Department audits SWB/RWB in Job Data >Reviewer 1: AP; Case Fulfiler: UCPC	n/a	n/a	n/a	n/a	n/a
<b>Additional Pay - Recurring (administrative stipend)</b> <b>*Data writes directly to the system upon final campus approval</b>	n/a	*Department enters Additional Pay via PayPath *Department audits additional pay in Self Service>Additional Pay >Reviewer 1: AP	n/a	n/a	*Part-time Faculty Administrators - see Academic Administrators column	n/a
<b>Additional Pay - One-Time (Faculty consultant, honoraria, recruitment allowance)</b> <b>*Data uploaded as part of Payroll processing</b>	*Department submits via AP Folio UCPath Cert form *AP Analysts certify request *AP-Path inputs One-Time-Pay transaction *Department validates once pay is issued (Review Paycheck Summary or General Ledger) >Reviewer 1: AP; Upload: Payroll -only Faculty Consultant and Honoraria apply	*Department inputs One-Time-Pay transaction via Self Service Transactions *Department validates once pay is issued (Review Paycheck Summary or General Ledger) >Reviewer 1: AP; Upload: Payroll -only Honoraria applies	n/a	n/a	*Department submits via AP Folio UCPath Cert form *AP Analysts certify request *AP-Path inputs One-Time-Pay transaction *Department validates once pay is issued (Review Paycheck Summary or General Ledger) >Reviewer 1: AP; Upload: Payroll -only Faculty Consultant and Honoraria apply	*Department submits via AP Folio UCPath Cert form *AP Analysts certify request *AP-Path inputs One-Time-Pay transaction *Department validates once pay is issued (Review Paycheck Summary or General Ledger) >Reviewer 1: AP; Upload: Payroll -only Honoraria applies
<b>Leaves/Extended Absence</b> <b>*Data writes to system upon UCPC fulfillment</b>	*Department routes Leave Request via AP Folio *AP Analysts notify AP-Path of approved Leaves *AP-Path enters Leaves into Extended Absence *Department audits changes in Job Data or DataWarehouse reports >Reviewer 1: AP, Fulfiler: UCPC	*Department routes Leave Request via AP Folio *AP Analysts notify AP-Path of approved Leaves *AP-Path enters Leaves into Extended Absence *Department audits changes in Job Data or DataWarehouse reports >Reviewer 1: AP, Fulfiler: UCPC	n/a	n/a	*Department routes Leave Request via AP Folio *AP Analysts notify AP-Path of approved Leaves *AP-Path enters Leaves into Extended Absence *Department audits changes in Job Data or DataWarehouse reports >Reviewer 1: AP, Fulfiler: UCPC	*Department routes Leave Request via AP Folio *AP Analysts notify AP-Path of approved Leaves *AP-Path enters Leaves into Extended Absence *Department audits changes in Job Data or DataWarehouse reports >Reviewer 1: AP, Fulfiler: UCPC
<b>Termination and Retirement Templates</b> <b>*Data writes to the system upon UCPC fulfillment</b> <b>1Involuntary templates do NOT route through AP</b>	*Department initiates appropriate Termination template and BFS ServiceNow ticket for Final Pay >Reviewer 1: Dept, Reviewer 2: AP1, Fulfiler: UCPC	*Department initiates appropriate Termination template and BFS ServiceNow ticket for Final Pay >Reviewer 1: Dept, Reviewer 2: AP1, Fulfiler: UCPC	*Department initiates appropriate Termination template and BFS ServiceNow ticket for Final Pay >Reviewer 1: Dept, Reviewer 2: AP1, Fulfiler: UCPC	*Department initiates Complete CWR template or utilizes the End Date and Auto End checkbox. >Reviewer 1: Dept, Reviewer 2: AP, Fulfiler: UCPC	*Department initiates appropriate Termination template and BFS ServiceNow ticket for Final Pay >Reviewer 1: Dept, Reviewer 2: AP1, Fulfiler: UCPC	*Department initiates appropriate Termination template and BFS ServiceNow ticket for Final Pay >Reviewer 1: Dept, Reviewer 2: AP1, Fulfiler: UCPC
<b>Other:</b>						
<b>Summer Session Teaching</b>	*Department initiates appointment modification process to reduce FTE to accommodate, when applicable *SUMS prepares Mass Hire upload and/or individual Hire template, validated by AP, and fulfilled by UCPC *SUMS prepares OTP Mass upload (I-618), validated by AP, uploaded by Payroll *SUMS prepares Mass PayPath upload to update the Auto Term Flag, validated and uploaded by AP *SUMS validates all Job Data records	n/a	*SUMS prepares Mass Hire upload and/or individual Hire template, validated by AP, and fulfilled by UCPC *SUMS prepares OTP Mass upload (I-618), validated by AP, uploaded by Payroll *SUMS prepares Mass PayPath upload to update the Auto Term Flag, validated and uploaded by AP *SUMS validates all Job Data records	n/a	n/a	n/a
<b>Summer Research/Additional Compensation</b> <b>*See Summer Salary Tool Kit for details</b>	n/a	n/a	n/a	n/a	n/a	n/a