			Non Faculty, Non Student			
Researchers, Project Scientist, Specialist, Academic						
	Coordinators & AU Librarians (3600 & 3610)	Librarians	Recall	CWR-Academic	Dean	Postdoc
Create/Modify Vacant Position	*AP Analysts notify AP-Path of need for new/modified	*Department creates/modifies existing vacant position via	*AP Analysts notify AP-Path of need for new/modified		*AP Analysts notify AP-Path of need for modified position	*AP Analysts notify AP-Path of need for new/modified
•	position (post recruitment/offer acceptance)	Position Control	position (post recruitment/offer acceptance)		when existing role is vacated	position (post recruitment/offer acceptance)
Data writes directly to the system upon	*AP-Path creates/modifies existing vacant position	>Reviewer 1: AP	*AP-Path creates/modifies existing vacant position	n/a	*AP-Path modifies existing vacant position	*AP-Path creates/modifies existing vacant position
final campus approval	*AP-Path emails department with position#		*AP-Path emails department with position#		*AP-Path emails department with position#	*AP-Path emails department with position#
	>Reviewer 1: AP		>Reviewer 1: AP		>Reviewer 1: AP	>Reviewer 1: AP
	*DdtttttttMd-I-	*December of control for discoving Freedom Madeda	*December out out on the first time time to the Markets		*December out autom for discussion Francisco Mandale	*December of extension in Francisco Media
Funding Entry	*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		*Department enters funding via Funding Module >Reviewer 1: Dept	*Department enters funding via Funding Module >Reviewer 1: Dept
*Data writes directly to the system upon	Newewer 1. Dept	Neviewer 1. Dept	Neviewer 1. Dept	n/a	Neviewer 1. Dept	Neviewei 1. Dept
final campus approval						
Hire Templates:	*Department initiates appropriate Hire template	*Department initiates appropriate Hire template	*Department initiates appropriate Hire template	*Department initiates appropriate ADD CWR template and	*Department initiates Concurrent Hire template	*Department initiates appropriate Hire template
(Full/Rehire/Concurrent/Transfer)	**If from another UC, coordinates with other campus	**If from another UC, coordinates with other campus	**If from another UC, coordinates with other campus	necessary paperwork	*AP places Professorial position on SWB/In Abeyance	**If from another UC, coordinates with other campus
(runnerme) Concurrence Transier)	>Reviewer 1: Dept, Reviewer 2: AP, Fulfiller: UCPC	>Reviewer 1: Dept, Reviewer 2: AP, Fulfiller: UCPC	>Reviewer 1: Dept, Reviewer 2: AP, Fulfiller: UCPC	*AP Analyst validates necessary paperwork	>Reviewer 1: Dept, Reviewer 2: AP, Fulfiller: UCPC	>Reviewer 1: Dept, Reviewer 2: AP, Fulfiller: UCPC
*Data writes to the system upon UCPC				>Reviewer 1: Dept, Reviewer 2: AP, Fulfiller: UCPC		
fulfillment				·		
Reappointment/End Date Extension	*AP Analysts notify AP-Path of reappointment/ extension	*Department initiates updates via PayPath	*AP Analysts notify AP-Path of reappointment/ extension	*Department initiates appropriate Renew or Extend CWR		*AP Analysts notify AP-Path of reappointment/ extension
rouppenianoni zna zato zatonoion	approval	*Department audits changes in Job Data	approval	template and corresponding paperwork		approval
*Data writes directly to the system upon	*AP-Path inputs updates into UCPath via PayPath	>Reviewer 1: AP	*AP-Path inputs updates into UCPath via PayPath	*AP Analyst validates any necessary paperwork	n/a	*AP-Path inputs updates into UCPath via PayPath
final campus approval	*Department audits changes in Job Data		*Department audits changes in Job Data	>Reviewer 1: Dept, Reviewer 2: AP, Fulfiller: UCPC		*Department audits changes in Job Data
	>Reviewer 1: AP		>Reviewer 1: AP	<u>[</u>	<u>[</u>	>Reviewer 1: AP
Job Data Change/Pay Rate Change	*AP Analysts notify AP-Path of appointment/ modification	*Department initiates updates via PayPath (or initiates a	*AP Analysts notify AP-Path of appointment/ modification		*AP-Path notified of appointment/ modification approval by	
	approval	Case with UCPC if needed)	approval		approving authority	approval
*Data writes directly to the system upon	*AP-Path inputs updates into UCPath via PayPath (or	*Department audits changes in Job Data	*AP-Path inputs updates into UCPath via PayPath (or	n/a	*AP-Path inputs updates into UCPath via PayPath (or	*AP-Path inputs updates into UCPath via PayPath (or
final campus approval; if a Case is	initiates a Case with UCPC if needed)	>Reviewer 1: AP; Case Fulfiller: UCPC	initiates a Case with UCPC if needed)	iva	initiates a Case with UCPC if needed)	initiates a Case with UCPC if needed)
required, data writes to the system upon	*Department audits changes in Job Data >Reviewer 1: AP; Case Fulfiller: UCPC		*Department audits changes in Job Data >Reviewer 1: AP; Case Fulfiller: UCPC		*Department audits changes in Job Data >Reviewer 1: AP; Case Fulfiller: UCPC	*Department audits changes in Job Data >Reviewer 1: AP; Case Fulfiller: UCPC
UCPC fulfillment			Providence 1. At , oase I diffict. Out o		Providence 1. 74 , odde i dillilet. ooi o	Proviewer 1. Ar , Gase r uniner. Gor G
Short Work Break	*AP Analysts notify AP-Path of SWB/Dates (part of					
	appointment approval process)					
*Data writes directly to the system upon	*AP-Path inputs SWB/RWB into UCPath via PayPath (or initiates a Case with UCPC if needed)	n/a	n/a	n/a	n/a	n/a
final campus approval; if a Case is	*Department audits SWB/RWB in Job Data	iva	iva	104	100	iva
required, data writes to the system upon UCPC fulfillment	>Reviewer 1: AP; Case Fulfiller: UCPC					
	Fitonomor 1:711 , Gazor allimor. Ger G					
Additional Pay - Recurring (administrative		*Department enters Additional Pay via PayPath				
stipend)		*Department audits additional pay in Self			*Part-time Faculty Administrators - see Academic	
	n/a	Service>Additional Pay	n/a	n/a	Administrators column	n/a
*Data writes directly to the system upon		>Reviewer 1: AP			Administratoro obtanni	
final campus approval						
Additional Pay - One-Time	*Department submits via AP Folio UCPath Cert form	*Department inputs One-Time-Pay transaction via Self Service Transactions			*Department submits via AP Folio UCPath Cert form	*Department submits via AP Folio UCPath Cert form
(Faculty consultant, honoraria, recruitment	*AP Analysts certify request *AP-Path inputs One-Time-Pay transaction	*Department validates once pay is issued (Review			*AP Analysts certify request *AP-Path inputs One-Time-Pay transaction	*AP Analysts certify request *AP-Path inputs One-Time-Pay transaction
allowance)	*Department validates once pay is issued (Review	Paycheck Summary or General Ledger)			*Department validates once pay is issued (Review	*Department validates once pay is issued (Review
*Data uploaded as part of Payroll	Paycheck Summary or General Ledger)	>Reviewer 1: AP; Upload: Payroll	n/a	n/a	Paycheck Summary or General Ledger)	Paycheck Summary or General Ledger)
processing	>Reviewer 1: AP; Upload: Payroll	-only Honoraria applies			>Reviewer 1: AP; Upload: Payroll	>Reviewer 1: AP; Upload: Payroll
processing	-only Faculty Consultant and Honoraria apply	, , , , , , , , , , , , , , , , , , , ,			-only Faculty Consultant and Honoraria apply	-only Honoraria applies
Leaves/Extended Absence	*Department routes Leave Request via AP Folio	*Department routes Leave Request via AP Folio			*Department routes Leave Request via AP Folio	*Department routes Leave Request via AP Folio
	*AP Analysts notify AP-Path of approved Leaves	*AP Analysts notify AP-Path of approved Leaves			*AP Analysts notify AP-Path of approved Leaves	*AP Analysts notify AP-Path of approved Leaves
*Data writes to system upon UCPC	*AP-Path enters Leaves into Extended Absence	*AP-Path enters Leaves into Extended Absence	n/o	n/o	*AP-Path enters Leaves into Extended Absence	*AP-Path enters Leaves into Extended Absence
fulfillment	*Department audits changes in Job Data or	*Department audits changes in Job Data or	IVa	Iva	*Department audits changes in Job Data or	*Department audits changes in Job Data or
	DataWarehouse reports	DataWarehouse reports			DataWarehouse reports	DataWarehouse reports
	>Reviewer 1: AP, Fulfiller: UCPC	>Reviewer 1: AP, Fulfiller: UCPC			>Reviewer 1: AP, Fulfiller: UCPC	>Reviewer 1: AP, Fulfiller: UCPC
Termination and Retirement Templates	"Department initiates appropriate Termination template and	*Department initiates appropriate Termination template and	*Department initiates appropriate Termination template and	*Department initiates Complete CWR template or utilizes	*Department initiates appropriate Termination template and	"Department initiates appropriate Termination template ar
	BFS ServiceNow ticket for Final Pay >Reviewer 1: Dept, Reviewer 2: AP1, Fulfiller: UCPC	BFS ServiceNow ticket for Final Pay >Reviewer 1: Dept, Reviewer 2: AP1, Fulfiller: UCPC	BFS ServiceNow ticket for Final Pay >Reviewer 1: Dept, Reviewer 2: AP1, Fulfiller: UCPC	the End Date and Auto End checkbox. >Reviewer 1: Dept, Reviewer 2: AP, Fulfiller: UCPC	BFS ServiceNow ticket for Final Pay >Reviewer 1: Dept, Reviewer 2: AP1, Fulfiller: UCPC	BFS ServiceNow ticket for Final Pay >Reviewer 1: Dept, Reviewer 2: AP1, Fulfiller: UCPC
*Data writes to the system upon UCPC	>Reviewer 1: Dept, Reviewer 2: AP1, Fulfiller: UCPC	>keviewer 1: Dept, keviewer 2: AP1, Fulfiller: UCPC	>keviewer 1: Dept, keviewer 2: AP1, Fulfiller: UCPC	>Reviewer 1: Dept, Reviewer 2: AP, Fulfiller: UCPC	>Reviewer 1: Dept, Reviewer 2: AP1, Fulfiller: UCPC	>Reviewer 1: Dept, Reviewer 2: AP1, Furtiller: UCPC
fulfillment 1Involuntary templates do NOT route						
through AP						
an eagil Ai						
Othori						
Other:	*Department initiates appointment		*CLIMC property Many Hire code of an also indicate 11.0			
Summer Session Teaching	*Department initiates appointment modification process to reduce FTE to accomodate, when applicable		*SUMS prepares Mass Hire upload and/or individual Hire template, validated by AP, and fulfilled by UCPC			
	*SUMS prepares Mass Hire upload and/or individual Hire		*SUMS prepares OTP Mass upload (I-618), validated by			
	template, validated by AP, and fulfilled by UCPC		AP, uploaded by Payroll			
	*SUMS prepares OTP Mass upload (I-618), validated by		*SUMS prepares Mass PayPath upload to update the Auto			
	AP, uploaded by Payroll	n/a	Term Flag, validated and uploaded by AP	n/a	n/a	n/a
	*SUMS prepares Mass PayPath upload to update the Auto	1.00	*SUMS validates all Job Data records			
	Term Flag, validated and uploaded by AP					
	*SUMS validates all Job Data records					
Summer Research/Additional						
Compensation						
	n/a	n/a	n/a	n/a	n/a	n/a
*See Summer Salary Tool Kit for details						