

Academic Students

	<u>TA/Assoc/Reader/Tutor</u>	<u>GSR</u>
Create/Modify Vacant Position *Data writes directly to the system upon final campus approval	*Department uses existing positions as appointees cycle through *Department adds positions via Position Control; updates positions via Position Control (single head count) or Case with UCPC (multi head count) >Reviewer 1: AP	*Department uses existing positions as appointees cycle through *Department adds positions via Position Control; updates positions via Position Control (single head count) or Case with UCPC (multi head count) >Reviewer 1: AP
Funding Entry *Data writes directly to the system upon final campus approval	*Department enters funding via Funding Module >Reviewer 1: Dept	*Department enters funding via Funding Module >Reviewer 1: Dept
Hire Templates: (Full/Rehire/Concurrent/Transfer) *Data writes to the system upon UCPC fulfillment	*Department initiates appropriate Hire template **If from another UC, coordinates with other campus >Reviewer 1: Dept, Fulfiller: UCPC	*Department initiates appropriate Hire template **If from another UC, coordinates with other campus >Reviewer 1: Dept, Fulfiller: UCPC
Reappointment/End Date Extension *Data writes directly to the system upon final campus approval	*Department inputs updates into UCPATH via PayPath *Department audits changes in Job Data >Reviewer 1: Dept	*Department inputs updates into UCPATH via PayPath *Department audits changes in Job Data >Reviewer 1: Dept
Job Data Change/Pay Rate Change *Data writes directly to the system upon final campus approval; if a Case is required, data writes to the system upon UCPC fulfillment	*Department inputs updates into UCPATH via PayPath (or initiates a Case with UCPC if needed) *Department audits changes in Job Data >Reviewer 1: Dept; Case Fulfiller: UCPC	*Department inputs updates into UCPATH via PayPath (or initiates a Case with UCPC if needed) *Department audits changes in Job Data >Reviewer 1: Dept; Case Fulfiller: UCPC
Short Work Break *Data writes directly to the system upon final campus approval; if a Case is required, data writes to the system upon UCPC fulfillment	*Department inputs SWB/RWB and 0 FTE into UCPATH via PayPath; (or initiates a Case with UCPC if needed) *Department audits changes in Job Data >Reviewer 1: Dept; Case Fulfiller: UCPC	*Department inputs SWB/RWB and 0 FTE into UCPATH via PayPath; (or initiates a Case with UCPC if needed) *Department audits changes in Job Data >Reviewer 1: Dept; Case Fulfiller: UCPC
Additional Pay - Recurring (administrative stipend) *Data writes directly to the system upon final campus approval	n/a	n/a
Additional Pay - One-Time (Faculty consultant, honoraria, recruitment allowance) *Data uploaded as part of Payroll processing	*Department submits via Self Service>One Time Pay *AP Analysts validate request *Department validates once pay is issued (Review Paycheck Summary or General Ledger) >Reviewer 1: AP; Upload: Payroll -Childcare Reimbursements	*Department submits via Self Service>One Time Pay *AP Analysts validate request *Department validates once pay is issued (Review Paycheck Summary or General Ledger) >Reviewer 1: AP; Upload: Payroll -Childcare Reimbursements
Leaves/Extended Absence *Data writes to system upon UCPC fulfillment	*Department routes paper Leave approvals *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, Fulfiller: UCPC	*Department routes paper Leave approvals *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, Fulfiller: UCPC
Termination and Retirement Templates *Data writes to the system upon UCPC fulfillment 1Involuntary templates do NOT route through AP	*Department initiates appropriate Termination template or utilizes Auto End checkbox, and initiates BFS ServiceNow ticket for Final Pay >Reviewer 1: Dept, Fulfiller: UCPC	*Department initiates appropriate Termination template or utilizes Auto End checkbox, and initiates BFS ServiceNow ticket for Final Pay >Reviewer 1: Dept, Fulfiller: UCPC
Other:		
Summer Session Teaching	*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
Summer Research/Additional Compensation *See Summer Salary Tool Kit for details	n/a	n/a