

Faculty

| | Senate | Non-Senate Faculty (Lecturer, Visiting Prof. Adi) | Emeriti | Academic Administrator |
|--|--|---|---|---|
| Create/Modify Vacant Position *Data writes directly to the system upon final campus approval | *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 | *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 requests position via AP Folio Cert *AP-Path creates position *AP-Path emails department with position # >Reviewer 1: AP | *EVC's office notifies AP-Path of need for position **some Admin roles do not have a separate job code/ position-STP will be set on Professorial job *AP-Path creates/updates vacant position *AP-Path emails department with position# >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 | n/a | *Department enters funding via Funding Module **if pay is issued on Professorial position, a separate STP funding line must be entered >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, Reviewer 2: AP, Fulfiller: UCPC | *Department initiates appropriate Hire template **If from another UC, coordinates with other campus >Reviewer 1: Dept, Reviewer 2: AP, Fulfiller: UCPC | *Department initiates appropriate Hire template >Reviewer 1: Dept, Reviewer 2: AP, Fulfiller: UCPC | *AP-Path initiates Concurrent Hire template >Reviewer 1: AP, Reviewer 2: AP, Fulfiller: UCPC |
| Reappointment/End Date Extension *Data writes directly to the system upon final campus approval | 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 | n/a | *EVC's office notifies AP-Path of reappointment/ extension approval *AP-Path inputs updates into UCPath via PayPath *Department audits changes in Job Data >Reviewer 1: AP |
| 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 | *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 Fulfiller: 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 Fulfiller: UCPC | n/a | n/a |
| 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 | n/a | *AP-Path notified of SWB/Dates **via appointment approval process by AP Analyst, OR **via AP Folio UCPath Cert by department for 1/9 Lecturer over summer *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 Fulfiller: UCPC | n/a | n/a |
| Additional Pay - Recurring (administrative stipend) *Data writes directly to the system upon final campus approval | *AP Analysts notify AP-Path of approval *AP-Path enters Additional Pay via PayPath *Department audits pay in Self Service>Additional Pay >Reviewer 1: AP | n/a | n/a | *EVC's office/ASEN notify AP-Path of approval *AP-Path enters Additional Pay via PayPath **Most Admin STP's are paid on separate position ** STP is paid on Professorial position for ASEN roles or if separate Job Code not available *Department audits pay in Self Service>Additional Pay >Reviewer 1: AP |
| Additional Pay - One-Time (Faculty consultant, honoraria, recruitment allowance) *Data uploaded as part of Payroll processing | *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 | *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 | n/a | n/a |
| Leaves/Extended Absence *Data writes to system upon UCPC fulfillment | *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, Fulfiller: 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, Fulfiller: UCPC | n/a | n/a |
| Termination and Retirement Templates *Data writes to the system upon UCPC fulfillment 1Involuntary templates do NOT route through AP | *Department initiates appropriate Termination template and BFS ServiceNow ticket for Final Pay >Reviewer 1: Dept, Reviewer 2: AP1, Fulfiller: UCPC | *Department initiates appropriate Termination template and BFS ServiceNow ticket for Final Pay >Reviewer 1: Dept, Reviewer 2: AP1, Fulfiller: UCPC | *Department initiates appropriate Termination template >Reviewer 1: Dept, Reviewer 2: AP1, Fulfiller: UCPC | *AP-Path initiates auto-termination using the End Job Automatically flag and End Date in PayPath >System auto-terminates appointment |
| 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 | *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 |

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| Summer Research/Additional Compensation *See Summer Salary Tool Kit for details | *Department reviews existing positions, requests new positions only if needed via AP Folio Cert (AP-Path creates and emails new position #'s to dept.) *Department updates FTE via Position Control *Department enters fund details via Funding Module *Department initiates appropriate Hire template (including end date and auto-term flag) *Department initiates PayPath actions for FTE/JED and other changes on job record *Department validates Job Data >Reviewer 1: AP, Hire Templates Fulfiller: UCPC | *Department reviews existing positions, requests new positions only if needed via AP Folio Cert (AP-Path creates and emails new position #'s to dept.) *Department updates FTE via Position Control *Department enters fund details via Funding Module *Department initiates appropriate Hire template (including end date and auto-term flag) *Department initiates PayPath actions for FTE/JED and other changes on job record *Department validates Job Data >Reviewer 1: AP, Hire Templates Fulfiller: UCPC | n/a | n/a |