Understanding UCPath Resources:
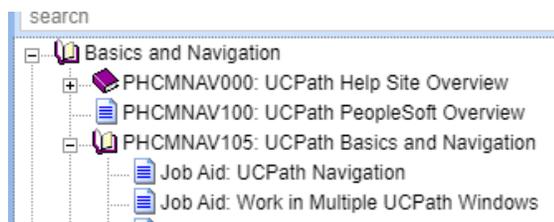
Where can I find…?

UCPath User Productivity Kits (UPK's)

Provide a step by step walk through and Job Aids for all actions within the UCPath system.

Navigation: ucpath.universityofcalifornia.edu

- Login to UCPath
- Help / FAQ > Location Users
- Search by heading or keyword

Ask UCPath Center

"Search Solution" allows for a keyword search for support documentation and instructions.

Navigation: ucpath.universityofcalifornia.edu

- Login to UCPath
- Select the "Ask UCPath" button in the top right corner
- Search by keyword, topic, or knowledge type

UCSB UCPath Website

Provides campus specific job aids, training materials, resource documents and campus communications.

Navigation: ucpath.ucsb.edu

Campus Job Aids & Support Documentation

Provides the most up-to-date campus UCPath training materials, handouts and Job Aids that include a step by step walk through of campus transactional processes, including screenshots.

Navigation: https://www.ucpath.ucsb.edu/transactional-users/job-aids-handouts-and-resources

UCPath Users Desk Manual

Provides resources, processes and best practices from a department perspective.

Navigation: https://www.ucpath.ucsb.edu/ucpath-users-desk-manual

Academic Personnel (AP) Resources and Job Aids

Provides AP specific job aids and resource documents.

Navigation: https://ap.ucsb.edu/resources.for.department.analysts/ucpath/

The AP-Path team is also available to provide assistance and answer questions related to all academic appointments, including students, in UCPath via the ap-path@ucsb.edu email.

Reporting:

Data Warehouse

Data is pulled from the UCPath System daily, and provides departments with a mechanism to audit Position, Job, Person and Leave information via a report format.

Navigation: https://ezaccess.isc.ucsb.edu/EZaccess

Recommended Reports:

- **Jobs by Group** - Displays over 30 job attributes; filters available e.g., union code, paygroup, FLSA.
  - Provides a variety of attributes, and departments should be utilizing this report to audit job records and take corrective action when needed. (e.g. review if Merit and Promotions have been properly applied; review if correct salary appears after Range Adjustments; review if appointments have been extended properly; etc.)
- **Jobs Ending** - Displays jobs with an Expected End Date.
  - Jobs with upcoming end dates should be reviewed, and appropriate action taken. (e.g. extension/modification request; termination; etc.)
- **Short Work Break Inquiry** – Displays employees with jobs on SWB.
  - Jobs with SWB applied should be reviewed, and appropriate action taken. (e.g. extend/Return from SWB; termination; etc.)
- **Leave Reports:**
  - Provides a variety of leave data attributes, and departments should be utilizing this report to audit job records and take corrective action when needed. (e.g. Leave Revision; corrective action; etc.)
  - **Employees on Leave** – Displays employees on active leave in Job Data.
  - **Extended Absence Report** – Displays leave transaction data (from Extended Absence module).

Cognos

Data is pulled from the UCPath System and provides a wide variety of reports for departments. Note: not all UCPath users have access to Cognos reports – please refer to your department Business Officer if you feel you need access.

Navigation: ucpath.universityofcalifornia.edu

- Login to UCPath
- Select *Quicklinks > Cognos Reports* from the left menu