

UCPath Non-Student Academic processing

September 17, 2018

Agenda

- Where we are right now
- Initiation of actions; who does what
 - Processes for communication with AP
- Appointments and hiring
- End date monitoring
- Timing and deadlines
- Post conversion tasks
- Support and Resources
- Q & A

Where we are right now

- MO conversion is complete; BW in process
 - Most non-student conversion fairly clean
 - Summer comp appointments auto-ended
- Mass-hire process underway
 - Submit via Google form
 - New hires only
- Departmental access as of September 27
 - Production
 - Post Conversion validation

Initiation of transactions: who does what

- Department initiates:
 - Hiring (includes hire, rehire, concurrent hire)
 - Voluntary termination (early end of appointment)
 - Funding
- AP initiates:
 - Modifications (e.g. change in % time, paid to WOS, reappointment)
 - Involuntary terminations
 - Stipends
 - Leaves
 - One-time additional pay
 - Short Work Break (SWB)

Processes for communication with AP

- Position creation via appointment request
- Via approval of reappointment, modification, merit in AP Folio or paper process
- New request for processing via AP Folio
 - SWB, one-time pay
- Leave processing to move on line soon
 - FMLA paperwork handle by AP rather than department

Appointments and Hiring

- Updated appointment forms and DMI screens to include position info
- Faculty with appointments in multiple departments have multiple positions/jobs
- On-boarding process/prehires
- Concurrent hires
 - Always check *Person Org Summary* or *Workforce Job Summary* to see if the potential employee is already in the system
 - Coordination
 - FLSA conflicts or pay cycle conflicts; consult with AP/HR

End date monitoring

- When to use auto term check box
 - When you reasonably expect the job to end; little chance of extension.
 - Expiration of appointment is considered “involuntary” termination
- Expected end date does not stop pay or end job unless “auto term box” is checked. Options:
 - SWB- mainly for Lecturers working intermittently (9/9)
 - Extend expected end date and place on SWB
 - Extend end date if job will continue (contingent on appropriate approvals)
 - Term job if ending; AP to term, dept does final pay if needed

Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule	Location					UCPath Center		
		Begin	End		<ul style="list-style-type: none"> • PayPath • Mass Hire • HR template • Leave Transaction (3pm) 	Non Med Center		Med Center only		Pay Confirm (up to 4:00pm)	GL Post Confirm	Pay S UC
						<ul style="list-style-type: none"> • Inbound Files Due (3pm) • Msg Error Log Distribution (5pm) 	<ul style="list-style-type: none"> • Location Corrections To Msg Error Log (2pm) (** indicates 10am deadline) • E-703 Funding Upload 	<ul style="list-style-type: none"> • Inbound Files Due (12pm) • Msg Error Log Distribution (12pm) (** indicates 10am deadline) *** indicates 2pm deadline) 	<ul style="list-style-type: none"> • Location Corrections To Msg Error Log (2pm) (** indicates 10am deadline) • E-703 Funding Upload 			
MO	Mon 10-01-18	09-01-18	09-30-18	180930MOX	Wed 09-19-18	Wed 09-19-18	Fri 09-21-18	Wed 09-19-18	Fri 09-21-18	Tue 09-25-18	Wed 09-26-18	Th
B1	Wed 10-03-18	09-09-18	09-22-18	180922B1X	Tue 09-25-18	Wed 09-26-18	Thu 09-27-18	Thu 9/27/2018***	Fri 09-28-18	Sat 09-29-18	Sat 09-29-18	Me
B2	Wed 10-17-18	09-23-18	10-06-18	181006B2X	Fri 10-05-18	Tue 10-09-18	Wed 10-10-18	Wed 10-10-18	Wed 10-10-18	Thu 10-11-18	Fri 10-12-18	Me
B3	Wed 10-31-18	10-07-18	10-20-18	181020B3X	Fri 10-19-18	Tue 10-23-18	Wed 10-24-18	Wed 10-24-18	Wed 10-24-18	Thu 10-25-18	Fri 10-26-18	Me
MO	Thu 11-01-18	10-01-18	10-31-18	181031MOX	Mon 10-22-18	Fri 10-19-18	Wed 10-24-18	Mon 10-22-18	Wed 10-24-18	Fri 10-26-18	Mon 10-29-18	Tu
B1	Wed 11-14-18	10-21-18	11-03-18	181103B1X	Fri 11-02-18 *	Tue 11-06-18	Wed 11-07-18 **	Wed 11-07-18 **	Wed 11-07-18 **	Wed 11-07-18 *	Thu 11-08-18 *	Me
B2	Wed 11-28-18	11-04-18	11-17-18	181117B2X	Fri 11-16-18 *	Mon 11-19-18 *	Tue 11-20-18 *	Tue 11-20-18 *	Tue 11-20-18 *	Wed 11-21-18 *	Wed 11-21-18 *	Me
MO	Fri 11-30-18	11-01-18	11-30-18	181130MOX	Fri 11-16-18 *	Thu 11-15-18	Tue 11-20-18	Fri 11-16-18	Tue 11-20-18	Mon 11-26-18 *	Tue 11-27-18 *	W
B1	Wed 12-12-18	11-18-18	12-01-18	181201B1X	Fri 11-30-18	Tue 12-04-18	Wed 12-05-18	Wed 12-05-18	Wed 12-05-18	Thu 12-06-18	Fri 12-07-18	Me
B2	Wed 12-26-18	12-02-18	12-15-18	181215B2X	Fri 12-14-18 *	Tue 12-18-18	Wed 12-19-18	Wed 12-19-18	Wed 12-19-18	Thu 12-20-18 *	Thu 12-20-18 *	Me
MO	Wed 01-02-19	12-01-18	12-31-18	181231MOX	Tue 12-18-18 *	Mon 12-17-18	Thu 12-20-18	Tue 12-18-18	Thu 12-20-18	Wed 12-26-18	Thu 12-27-18	Su
B1	Wed 01-09-19	12-16-18	12-29-18	181229B1X	Fri 12-28-18 *	Wed 01-02-19 *	Thu 01-03-19 *	Thu 01-03-19 *	Thu 01-03-19 *	Fri 01-04-19 *	Fri 01-04-19	Me
B2	Wed 01-23-19	12-30-18	01-12-19	180112B2X	Fri 01-11-19 *	Tue 01-15-19	Wed 01-16-19 **	Wed 01-16-19 **	Wed 01-16-19 **	Wed 01-16-19 *	Thu 01-17-19 *	Me

Post
conversion
tasks: Sept. 27
and later

- Review future dated appointments or other changes
- Monitor end dates in October and take appropriate action
- Use data warehouse reports with PPS data to assist

Upcoming and ongoing support

- Drop in labs beginning 9/27
- AP web site
- UCPATH help
- Training in late winter/early spring regarding summer issues:
 - summer research compensation
 - summer session teaching
 - SWB for lecturers
- New employee training in development

Academic Personnel UCPath contacts

Karen Moreno
UC Path Manager

x 5429 karen.moreno@ucsb.edu

Danica Acosta
UC Path Analyst

x 5963 ddacosta@ucsb.edu

Monique Chaidez
UC Path Analyst

x 5977 monique.chaidez@ucsb.edu

Academic Personnel web site <https://ap.ucsb.edu/>

Questions?