

The background features several thin, light gray lines that intersect to form various geometric shapes, including triangles and quadrilaterals, primarily concentrated on the right side of the slide.

# UCPath Academic Student processing

September 18, 2018

# Agenda

- ▶ Where we are right now
- ▶ Initiation of actions; who does what
- ▶ Appointments and hiring
- ▶ Concurrent employment
- ▶ 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
  - ▶ Student appointments most complicated
    - ▶ Multiple appointments
    - ▶ 4 months TA/Associates
    - ▶ End of summer appointments in Aug/Sept
- ▶ Mass-hire process underway
  - ▶ Submit via Google form
  - ▶ New hires only
- ▶ Departmental access as of September 27
  - ▶ Production
  - ▶ Post Conversion clean up

# Initiating transactions: who does what

- ▶ Positions created and maintained by Academic Personnel
  - ▶ AP creates and deactivates positions via *Position Control Request*
  - ▶ Some modifications can be done via paypath by department
    - ▶ FLSA override
    - ▶ Change in FTE
- ▶ Leaves entered into UCPath by Academic Personnel
  - ▶ Will be done on line soon
  - ▶ FMLA paperwork handle by AP rather than department

- ▶ All other Academic Student actions initiated and approved by the Department
  - ▶ WFA actions (hire, term, percent time change)
  - ▶ Funding changes
    - ▶ Home department manages funding
    - ▶ Change to new position if all funding moves to a new department
  
- ▶ Exception: one-time additional pay is initiated by department and approved by AP
  - ▶ Child care reimbursement

# Appointments and Hiring

- ▶ Multi-headcount positions
  - ▶ Appropriate for TAs, Readers, Tutors
  - ▶ Departments may request starting immediately; not for conversion or mass hire
  - ▶ Current one to one may be moved to the multi-headcount
- ▶ Possible uses of mass actions in the future
  - ▶ Use during cutover; challenges and benefits
  - ▶ May expand to rehires
- ▶ On-boarding process/prehires
  - ▶ Changes to I-9, etc.
  - ▶ Some can be done ahead of arrival on campus

# Concurrent jobs

- ▶ Always check *Person Org Summary* or *Workforce Job Summary* to see if the potential employee is already in the system
  
- ▶ FLSA and pay cycle overrides
  - ▶ Only one pay cycle (MO or BW) and FLSA (exempt or non-exempt) status per employee
  - ▶ Academic student appointments are Exempt
  - ▶ TAs, Associates and GSRs stay exempt, MO
  - ▶ Readers & Remedial Tutors
    - ▶ Stand alone, exempt BW
    - ▶ With other grad student title on MO, change pay cycle to MO
    - ▶ With student assistant, stays exempt BW

- ▶ Coordinate with other department
- ▶ If FLSA conflict:
  - ▶ Override FLSA status on position
  - ▶ Do secondary hire
- ▶ If pay cycle conflict modify as appropriate:
  - ▶ 8AC= MO with exception pay
  - ▶ 8BH= BW with hourly reporting
  - ▶ 8MH = MO with hourly reporting (via override only; indicated in template comments)
- ▶ Do not have to modify if one job goes on SWB



# End date monitoring

- ▶ When to use auto term check box
  - ▶ Reasonably expect the job to end; little chance of extension, student will not return to active service within 2 quarters
- ▶ Expected end date does not stop pay or end job unless auto term box is checked. Options:
  - ▶ SWB- if student is expected to return to active work within 2 quarters (or 1 quarter + summer)
    - ▶ Extend expected end date and place on SWB
  - ▶ Extend end date if job will continue
  - ▶ Term job if ending; can be done by checking the auto term box



UCPath  
Center

2018 UCPath Production

Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule	Location					UCPath Ce		
		Begin	End		<ul style="list-style-type: none"> <li>• PayPath</li> <li>• Mass Hire</li> <li>• HR template</li> <li>• Leave Transaction (3pm)Ⓜ</li> </ul>	Non Med Center		Med Center only Ⓜ		Pay Confirm (up to 4:00pm)	GL Post Confirm	Pay U
						<ul style="list-style-type: none"> <li>• Inbound Files Due (3pm)</li> <li>• Msg Error Log Distribution (5pm)</li> </ul>	<ul style="list-style-type: none"> <li>• Location Corrections To Msg Error Log (2pm) (** indicates 10am deadline)</li> <li>• E-703 Funding Upload</li> </ul>	<ul style="list-style-type: none"> <li>• Inbound Files Due (12pm)</li> <li>• Msg Error Log Distribution (12pm) (** indicates 10am deadline)</li> <li>• E-703 Funding Upload</li> </ul>	<ul style="list-style-type: none"> <li>• Location Corrections To Msg Error Log (2pm) (** indicates 10am deadline)</li> <li>• E-703 Funding Upload</li> </ul>			
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	
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	M
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	M
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	M
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	
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 *	M
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 *	M
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 *	V
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	M
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 *	M
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	
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	M
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 *	M

# Post conversion tasks: Sept 27 and later

- ▶ Review future dated appointments or other changes
  - ▶ Use data warehouse reports with PPS data to assist
- ▶ Review students on SWB; return or term appointments
  - ▶ During conversion some students with end dates in Aug/Sept placed on SWB
  - ▶ SWB FTE needs to be set to 0
- ▶ Review approaching end dates via Cognos reports
- ▶ Kronos implications if overrides or pay cycle changes (do NOT do before 9/27)

# Upcoming and ongoing support

- ▶ Drop -in labs beginning 9/27
- ▶ AP web site
- ▶ UCPATH help
- ▶ Instructions for 9/12 to 9/9 switch in January to come
- ▶ Training in late winter/early spring regarding summer issues
- ▶ New employee training in development

# Academic Personnel UCPath contacts

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Questions?