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
<table>
<thead>
<tr>
<th>Pay Cycle</th>
<th>Check Date</th>
<th>Pay Period Dates</th>
<th>Run ID Schedule</th>
<th>Location</th>
<th>Location</th>
<th>Location</th>
<th>Location</th>
<th>Pay Confirm (up to 4:00pm)</th>
<th>GL Post Confirm</th>
<th>Pay Run Confirm</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>Wed 01-09-19</td>
<td>12-16-18 - 12-29-18</td>
<td>181229B1X</td>
<td>Fri 12-28-18 *</td>
<td>Thu 01-03-19</td>
<td>Fri 01-04-19</td>
<td>Fri 01-04-19</td>
<td>Fri 01-04-19</td>
<td>Fri 01-04-19</td>
<td>Fri 01-04-19</td>
</tr>
</tbody>
</table>
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

Karen Moreno  x 5429  karen.moreno@ucsb.edu
UC Path Manager

Danica Acosta  x 5963  ddacosta@ucsb.edu
UC Path Analyst

Monique Chaidez  x 5977  monique.chaidez@ucsb.edu
UC Path Analyst

Academic Personnel web site  https://ap.ucsb.edu/
Questions?