

Approving Template Transactions

In UCPath

WFA Approvers play a critical role in UCPath:

- Validate transaction data matches approvals
- Catch errors prior to data writing to the system
- Avoid negative impacts to employee pay & benefits due to data issues
- Ensure timely processing of transactions (catching errors within transactions can eliminate lengthy delays related to corrective action)
- Reduce the number of Cases to UCPC to process corrections
- Lower the number of campus and UCPC touch points needed with corrective action
- Provide training/support to Initiators – learning opportunities

UCPath Worklist

Transactions pending approval will appear in the UCPATH Worklist of all authorized approvers.

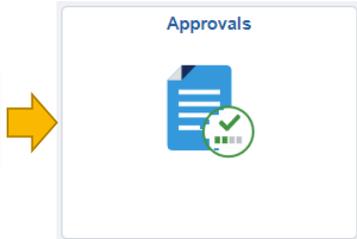
Update Your Personal Contact Information
Please review your personal information regularly to keep it up to date.
Sep 30, 2022

Worklist

Date From	Link
11/29/2022	UC_SBCMP_SmartHRTemplate, 1343595, UC_SBCMP_SEMPLID:NEW EFFDT_NOKEY:2022-12-01 BUSINESS_U
11/29/2022	UC_SBCMP_SmartHRTemplate, 1343597, UC_SBCMP_SEMPLID:10555231 EFFDT_NOKEY:2022-11-16 BUSINE!

Transactions pending approval can be accessed directly on the UCPATH Dashboard, or by selecting the Worklist option from the left menu.

The Worklist can also be accessed via the PeopleSoft Homepage > Workforce Administration page under the Approvals tile.



UCPath Worklist

Transaction Link text includes:

- Action (*Hire, Rehire, etc.*)
- Transaction # (*T001152166*)
- Employee ID – *if existing*
- Effective Date

Irene Initiator	12/09/2022	Approval Routing	Approval Workflow	Select an Opt ▼	UC_SBCMP_SmartHRTemplate, 1353434, UC_SBCMP_SHR_Hire, 2018-01-01, N, 0, UC_TRANSACTION_ID:T001152166 EMPLID:10034157 EFFDT_NOKEY:2023-01-01 BUSINESS_UNIT:SBCMP RDC:RA,0,A,
Irene Initiator	12/10/2022	Approval Routing	Approval Workflow	Select an Opt ▼	UC_SBCMP_SmartHRTemplate, 1353910, UC_SBCMP_SHR_Rehire_AC, 2018-01-01, N, 0, UC_TRANSACTION_ID:T001152608 EMPLID:10139389 EFFDT_NOKEY:2023-01-01 BUSINESS_UNIT:SBCMP RDC:RA,0,A,

Select the blue Transaction link from within the **Worklist** to open the transaction detail.

Approvers validate data on Smart HR Templates.

Format differs by transaction type...

Hire Templates:

Smart HR Transactions
Enter Transaction Information

Click here to Hide Header Details

Template: UC_FULL_HIRE_AC **Name:**
Effective Date: 12/01/2022 **Action/Action Reason:** HIR/HIR (Hire - No Prior UC Affiliation)
Employee ID: NEW **Employee Record:**

Personal Data Job Data Earns Dist Person Profile

Employee Information

Includes data across multiple tabs.

Termination & Retirement Templates:

Smart HR Transactions
Enter Transaction Information

Click here to Hide Header Details

Template: UC_INVOL_TERM **Name:** Joe Smith
Effective Date: 10/01/2018 **Action/Action Reason:** TER/ACE (Appointment Expired)
Employee ID: 1003 4567 **Employee Record:** 4 (RES-AY-1/9-B/E/E)

[Return to Enter Transaction Details Page](#)

Save and Submit Save Cancel

Job Data

Includes all information on one page.

The Smart HR Transaction Details page provides basic transaction information

The **Approve/Deny** action buttons should not be utilized until the full transaction detail has been validated.

Select the employee Name link to open detail and validate all data points.

SS Smart HR Transactions

Transaction Details

Transaction ID T001139651 Transaction Status Pending

Hire Details Personalize | Find | View All | First 1 of 1 Last

Name	Type of Hire	Start Date	Action	Country
1 Joe Smith	Employee	12/01/2022	HIR	USA

Initiator Comment Joe Smith is arriving from Canada. National ID will be entered when he arrives in the US.

Requester ID 10034567 Irene Initiator

Requested 11/22/22 12:31:55.000000PM

Approve **Pushback** **Deny**

Approver Comment

HIRE

Transaction: T001139651, ID: NEW, Effdt: 2022-12-01, Unit: SBCMP:Pending View/Hide Comments

Approved

- Alice Approver Approver 1 - Hire 11/29/22 - 4:28 PM

Skipped

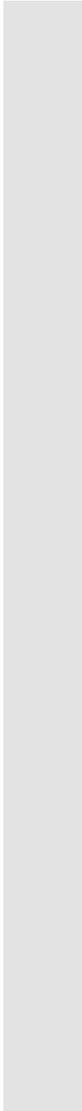
- Irene Initiator Approver 1 - Hire 11/29/22 - 4:25 PM

Pending

- Multiple Approvers Approver 2 - Hire

Callouts:

- The employee Name is a link that opens transaction detail.
- Template Transactions require the approver to open additional pages to view/validate transaction detail.
- Note the Initiator information, and any comments they have provided to inform the Approver of relevant transaction information.
- The Transaction number and status, are identified within the transaction box at the bottom of the page.
- Other available approvers can be identified by selecting the **Multiple Approvers** link.



Template Transactions

Approving Hire Templates

The Smart HR Transaction > Enter Transaction Details page

Hire Templates

< SS Smart HR Transactions

Smart HR Transactions Enter Transaction Details

Name Joe Smith

The following transaction details are required.

Template Full Hire - Academic Use Only

Organizational Relationship Employee

*Empl ID NEW

*Effective Date 12/01/2022

*Action Hire

*Reason Code Hire - No Prior UC Affiliation

*Address Format United States

Continue

Cancel

Select "Continue" to proceed into the full transaction detail.

Verify the Effective Date, Template & Reason Code are correct.

Reason Codes have downstream impacts – Person Org Summary should be reviewed to make sure the Reason Code selected aligns with the Hire scenario and/or existing employee relationship in the system.

Note: The Hire Template Decision Guide on AP's website provides guidance.

Enter Transaction Information

Review all details across tabs

Personal Data tab

Smart HR Transactions

Enter Transaction Information

[Click here to Hide Header Details](#)

Template: UC_FULL_HIRE_AC **Name:**
Effective Date: 12/01/2022 **Action/Action Reason:** HIR/HIR (Hire - No Prior UC Affiliation)
Employee ID: NEW **Employee Record:**

Personal Data | Job Data | Earns Dist | Person Profile

Employee Information

Primary Name - English

*First Name Emily Middle Name Excellent
*Last Name Employee Name Suffix

Name should match legal name detail.

Birthday Information

Date of Birth XX/XX/XX

The Date of Birth is included (masked in the XX/XX/XX format).

Person Education Level

Highest Education Level

Person Phone Number

Personalize | Find | View All | First 1 of 1 Last

Phone Type	Telephone	Preferred
1 Home	123/456-7890	<input checked="" type="checkbox"/>

Phone should be marked as Preferred.

Person Email Address

Personalize | Find | View All | First 1 of 1 Last

Email Type	Email Address
1 Home	Emily@email.com

Email MUST be marked as "Home" to initiate lg.

Enter Transaction Information

Personal Data tab (cont.)

Person National ID United States

National ID Type

National ID

National ID (Social Security Number) appears in masked format XXX-XX-XXXX.

If incumbent does not yet have a SSN, note regarding visa/pending status must be included in comments.

Person Address 01 - United States

*Address Type

Address Line 1

Address matches Hire paperwork.

Address Line 2

City

State

*Postal Code

UC External System ID

Business Unit

External System

UC External System ID fields remain blank.

External System ID

UC I-9 Information

Tracker Profile ID

Rem

Tracker Profile ID is only included if I9 process initiated in advance via BFS. (Questions should be addressed to BFS ServiceNow.)

Comments

Comments

Comments reflect any detail that needs to be communicated to UCPath Center. (UCPC does not read Initiator Comments that appear below.)

[Return to Enter Transaction Details Page](#)

Save and Submit

Save

Cancel

[Supporting documents](#)

Navigate to the Next tab. 

Enter Transaction Information

Job Data tab

Personal Data | **Job Data** | Earns Dist | Person Profile

Employee Information

Work Location - Position Data

*Position Number

Work Location - Job Fields

Business Unit Department
Location Code Establishment ID

Job Information - Job Code

Job Code

Job Information - United States

FLSA Status

Job Labor - Union Code

Union Code Union Seniority Date

Job Information - Reporting Information

Reports To Position Number

Position Number matches Hire information.

Position attributes pull from the position information – validate correct.

If data points related to the Position are incorrect, the Template needs to be denied/cancelled, and corrections must be managed via Position Control prior to initiating a new Hire transaction.

*Note: **Academic Non-Student** Position updates are managed by the central AP-Path team – please email ap-path@ucsb.edu if issues are identified with this population.*

Academic Employee Classification auto-populates (*cannot be edited*).
Staff Employee Classification is input by the initiator to match appointment type (*Career, Limited or Contract*).

Job Information - Employee Classification

Employee Classification	<input type="text" value="10"/>	LBNL Officer Code	<input type="text" value="None"/>
Classified/Unclassified Ind	<input type="text" value="Academic"/>		

FTE should align with appointment approval; if it is not correct, it must be updated via Position Control.

Job Information - Standard Hours

Standard Hours	<input type="text" value="40.000000"/>	FTE	<input type="text" value="1.000000"/>
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UC Job Data data-entry differs by population and should align with appointment approvals:

UC Job Data

Academic Duration of Appt	<input type="text"/>	Location Use End Date	<input type="text"/>
Location Use Type	<input type="text"/>	Post Docs Anniversary Date	<input type="text"/>
Cubicle	<input type="text"/>		

Enter Transaction Information

Job Data tab (cont.):

Academic:
Duration of Appointment
Postdoc Anniversary Date

Staff:
Probation Code
Probation End Date

All Represented:
Cubicle
(detailed Physical Work Location for union reporting)

Enter Transaction Information

Job Data tab (cont.):

Job - Salary Plan

Salary Administration Plan T036 Salary Grade 2

Step 2

Salary Admin Plan and Grade align with appointment.

Step (if applicable) matches hiring paperwork.

Job Compensation - Pay Components Personalize | Find | View All | First 1 of 1 Last

Comp Rate Code	Compensation Rate	Compensation Frequency
1 UCANNL	78564.000000	A

Comp Rate Code and Rate match hiring paperwork

Comp Rate is typically:
H = Hourly (non-exempt)
A = Annual (exempt)
Academics may also have an Off-Scale

Job Compensation - Payroll Currency and Frequency

*Compensation Frequency UC_FY

Compensation Frequency aligns with appointment approvals.

Staff Comp Rates:
H = Hourly (non-exempt)
M = Monthly (exempt)

Academic Comp Rates:
H = Hourly (non-exempt)
9/12 = Academic Year (exempt)
9M = Quarterly (exempt)
FY = Fiscal Year (exempt)

Work Location - Expected Job End Date

Expected Job End Date 06/30/2023 End Job Automatically

Return to Enter Transaction Details Page

Save and Submit Save Cancel Supporting documents

Expected Job End Date input, if applicable.

End Job Automatically should only be selected for temporary academic appts.



Enter Transaction Information

Earns Dist tab:

Smart HR Transactions

Enter Transaction Information

[Click here to Hide Header Details](#)

Template: UC_FULL_HIRE_AC **Name:**
Effective Date: 12/01/2022 **Action/Action Reason:** HIR/HIR (Hire - No Prior UC Affiliation)
Employee ID: NEW **Employee Record:**

Earns Dist tab should be left blank on Hire templates*.

Personal Data | Job Data | **Earns Dist** | Person Profile

Employee Information

Job Earnings Distribution Type

Earnings Distribution Type

Aggregate Comp Rate

Job Earnings Distribution

Personalize | Find | View All | First 1 of 1 Last

	Earnings Code	Compensation Rate	Percent of Distribution		
1					

[Return to Enter Transaction Details Page](#)

Save and Submit

Save

Cancel

Supporting documents

**Exception – Academic Summer Compensation. Please refer to AP Additional Comp training and materials for detailed guidance.*

Navigate to the Next tab.

Enter Transaction Information

Person Profile (academics):

Employee Experience (staff):

The screenshot shows the 'Person Profile' tab with the following sections:

- Employee Information**
- JPM Degrees**
 - *Effective Date: 06/08/2020
 - *Degree: PHD
 - Education Field: []
 - Country: []
 - State: []
 - School: []
 - School Description: []
 - Year Acquired: []
 - Graduated
 - Terminal Degree for Discipline
- UC Oath Date**
 - Oath Signature Date: []
- UC Patent Acknowledgment**
 - Patent Acknowledgment Sign Dt: []
 - Modified Patent Ackmnt Sign Dt
- Employee Experience** (Table)

Employer Name	Job Description	Start Date	End Date	UC Relevant Experience	UC Rel
1 []	[]	[]	[]	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Return to Enter Transaction Details Page, Save and Submit, Save, Cancel

JPM Effective Date and Degree required for Academics

The screenshot shows the 'Employee Experience' tab with the following sections:

- Employee Information**
- Employee Experience** (Table)

Employer Name	Job Description	Start Date	End Date	UC Relevant Experience	UC Rel
1 []	[]	[]	[]	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Personalize, Find, View All, First, 1 of 1, Last

No Data entered on this tab for staff.

Once all data is validated – cancel out of the transaction to return to the **Transaction Details** page where you can approve or deny the transaction.

The Smart HR Transaction Details

Approve/Deny

SS Smart HR Transactions

Transaction Details

Transaction ID T001139651

Transaction Status Pending

Hire Details

Personalize | Find | View All | First 1 of 1 Last

Name	Type of Hire	Start Date	Action	Country
1 Joe Smith	Employee	12/01/2022	HIR	USA

Initiator Comment

Joe Smith is arriving from Canada. National ID will be entered when he arrives in the US.

Requester ID 10034567

Irene Initiator

Requested 11/22/22 12:31:55.000000PM

Approve

Pushback

Deny

Approver Comment

Once all Transaction Detail is validated:

- Approve transactions with correct data points.
- Deny transactions where data corrections are necessary – Comments instructing the Initiator on corrective action are REQUIRED.

HIRE

Transaction: T001139651, ID: NEW, Effdt: 2022-12-01, Unit: SBCMP:Pending View/Hide Comments

HIRE

Approved

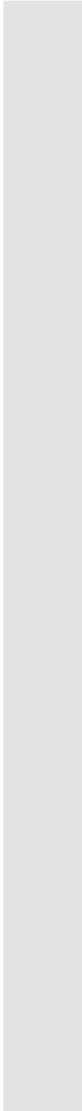
Alice Approver
Approver 1 - Hire
11/29/22 - 4:28 PM

Skipped

Irene Initiator
Approver 1 - Hire
11/29/22 - 4:25 PM

Pending

Multiple Approvers
Approver 2 - Hire



Template Transactions

Approving Termination or Retirement Templates

Termination and Retirement Templates

Enter Transaction Details page

Smart HR Transactions
Enter Transaction Details

Name Ellen Employee

The following transaction details are required.

Template Voluntary Termination

Organizational Relationship Employee

*Empl ID 12345678  Ellen Employee

*Employment Record Number 0 (POSTDOC-EMPLOYEE) 

*Effective Date 12/30/2022

Action Termination

*Reason Code Resign - Accept Another Job 

Confirm the Template aligns with the intended action:

- Voluntary Termination
- Involuntary Termination
- Retirement

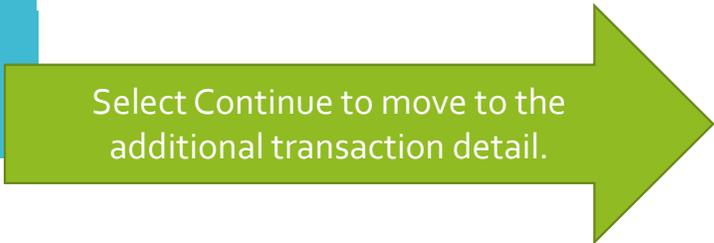
Confirm the correct Employment Record is selected.

- A separate Termination Template is required for each job that is ending.
- Only ONE Retirement template is needed to retire an employee from ALL jobs.

Ensure the Effective Date reflects the date the employment record becomes INACTIVE (AFTER their last active day in the appointment).

Ensure the Reason Code aligns with the reason the employee is separating from UC.

Select Continue to move to the additional transaction detail.



Enter Transaction Information

[Click here to Hide Header Details](#)

Template: UC_VOL_TERM **Name:** Ellen Employee
Effective Date: 12/30/2022 **Action/Action Reason:** TER/AAJ (Resign - Accept Another Job)
Employee ID: 10486105 **Employee Record:** 0 (POSTDOC-EMPLOYEE)

[Return to Enter Transaction Details Page](#)

Job Data

Work Location - Position Data

Position Number

Work Location - Job Fields

Business Unit Department
Location Code

Job Information - United States

Last Date Worked Override Last Date Worked

Comments

Comments

Confirm the Last Date Worked is the last date the employee physically worked in the role.

Comments to the UCPath Center should be relevant to the transaction.

[Return to Enter Transaction Details Page](#)

[Supporting documents](#)

Transaction ID: T001147620
Initiator Comments:

Select "Cancel" to return to the Transaction Details page to Approve or Deny the transaction.

Termination and Retirement Templates

Enter Transaction Info page

Approving UCPath Template Transactions

Key Takeaways

- Approvers play a critical role in ensuring data is correct before it writes to the UCPath system.
- Approvers serve as the first line of defense in ensuring employee pay and benefits are correctly applied in the system.
- The Effective Date drives the transaction; incorrect effective dates can cause downstream impacts, and require a UCPC Case to correct which can lead to pay and benefit enrollment delays.
- Action/Reason(s) have downstream impacts; what is entered on the transaction must align with the existing employee relationship and action taken.
- Review all data points on the transaction – this is an opportunity to catch potential issues and ensure correct data cascades to Job Data.