Approving Template Transactions

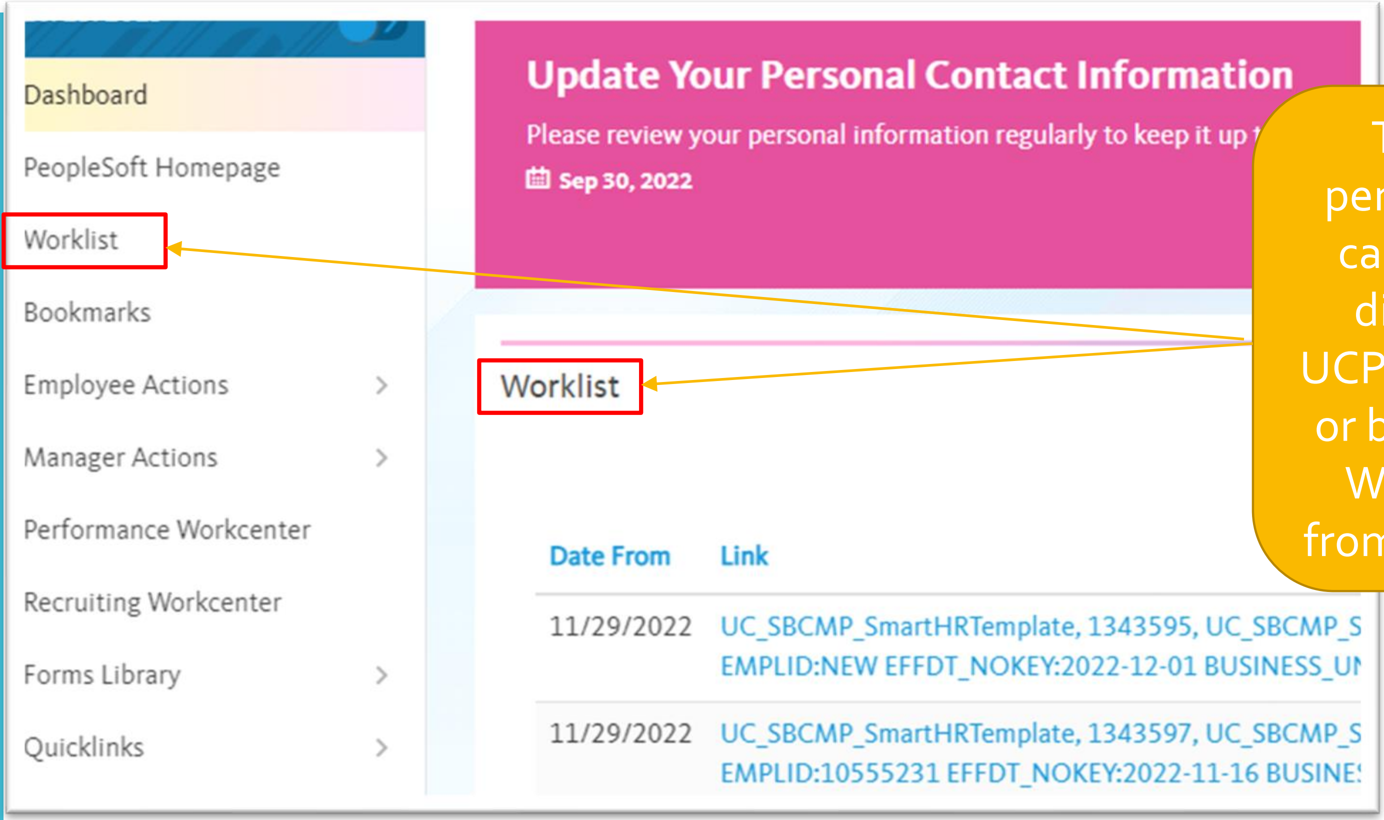
In UCPath

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

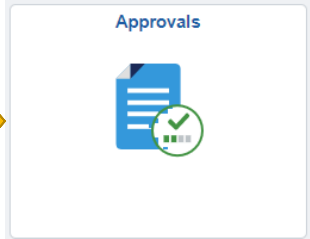
UCPath Worklist

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



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

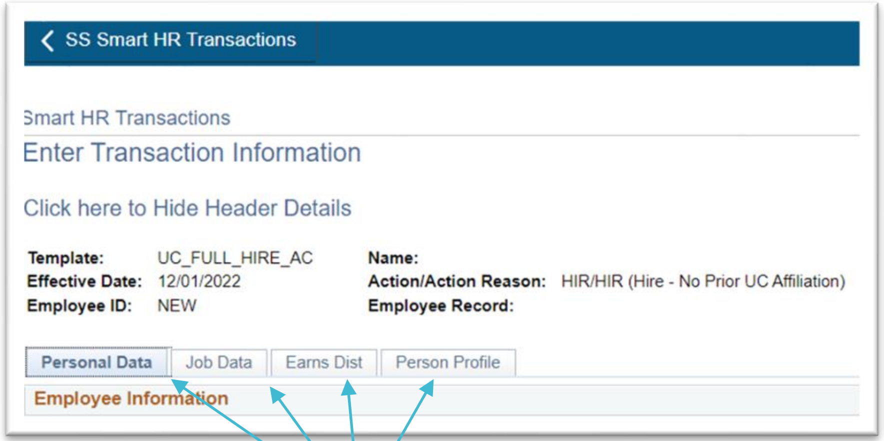
Irene Initiator	12/09/2022	Approval Routing	Approval Workflow	Select an Opt	UC_SBCMP_SmartHRTemplate, 1353434, UC_SBCMP_SHR_Hire, 2018-01-01, N, 0, UC_TRANSACT_ID:T001152166 EMPLID:10034157 EFFDT_NOKEY:2023-01-01 BUSINESS_UNIT:SBCMP RDC:RA,0,A,
Irene Initiator	12/10/2022	Approval Routing	Approval Workflow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

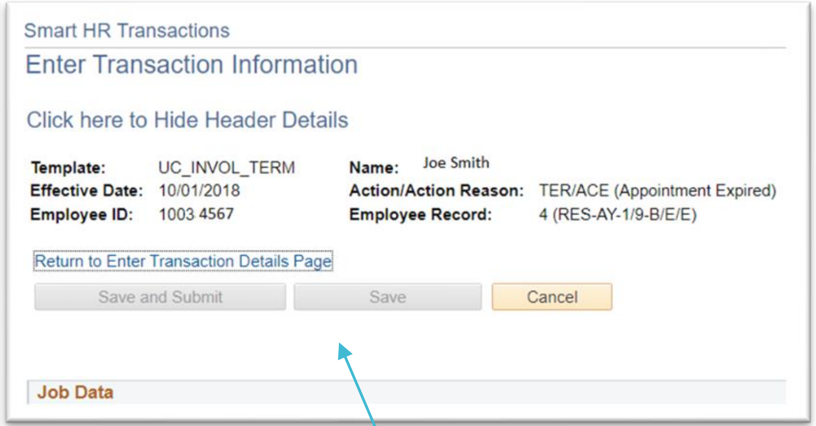
Format differs by transaction type…

Hire Templates:



Includes data across multiple tabs.

Termination & Retirement Templates:

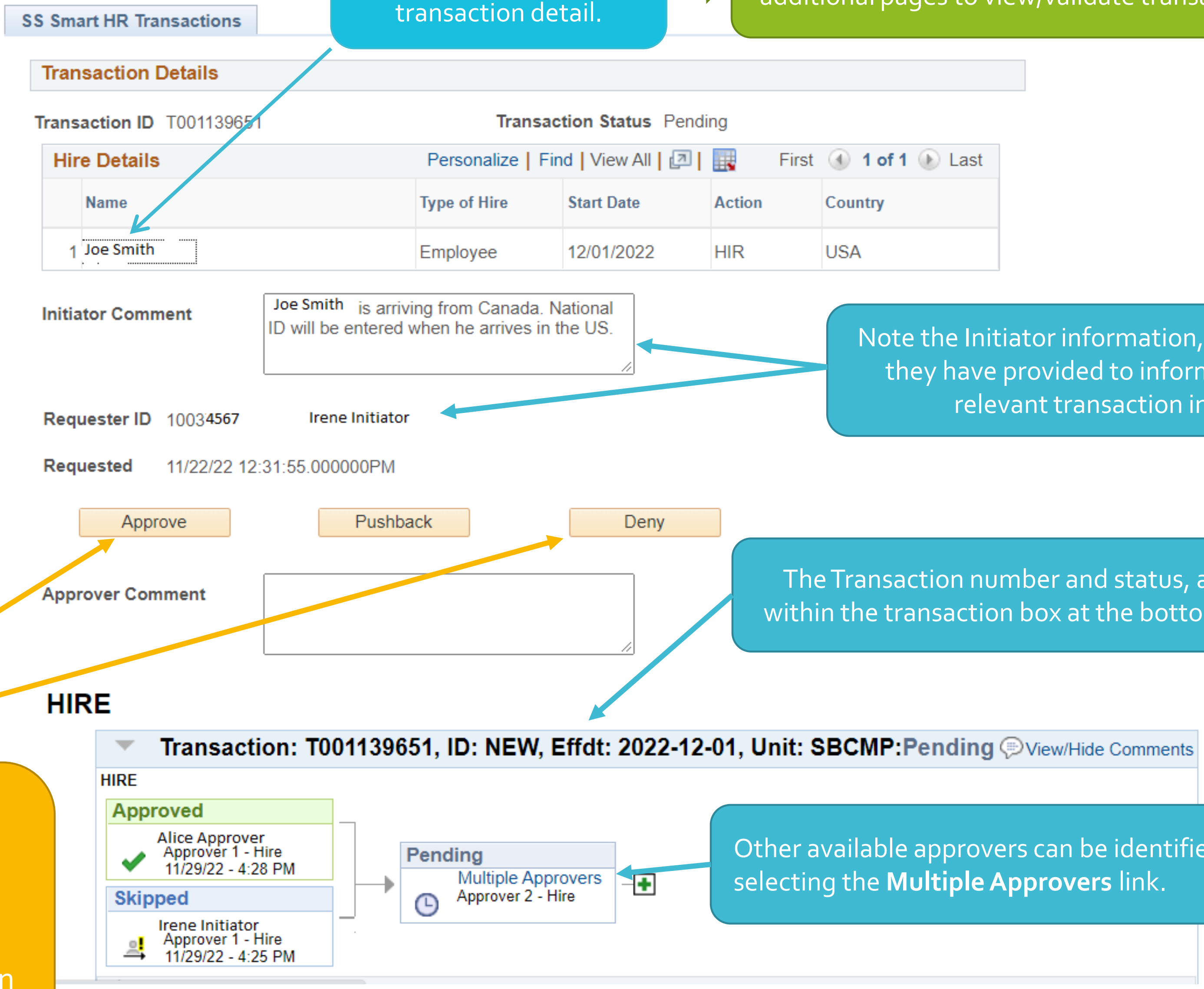


Includes all information on one page.

The Smart HR **Transaction Details** page provides basic transaction information

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.

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.

Template Transactions

Approving Hire Templates

The Smart HR Transaction > **Enter Transaction Details** page

Hire Templates

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.

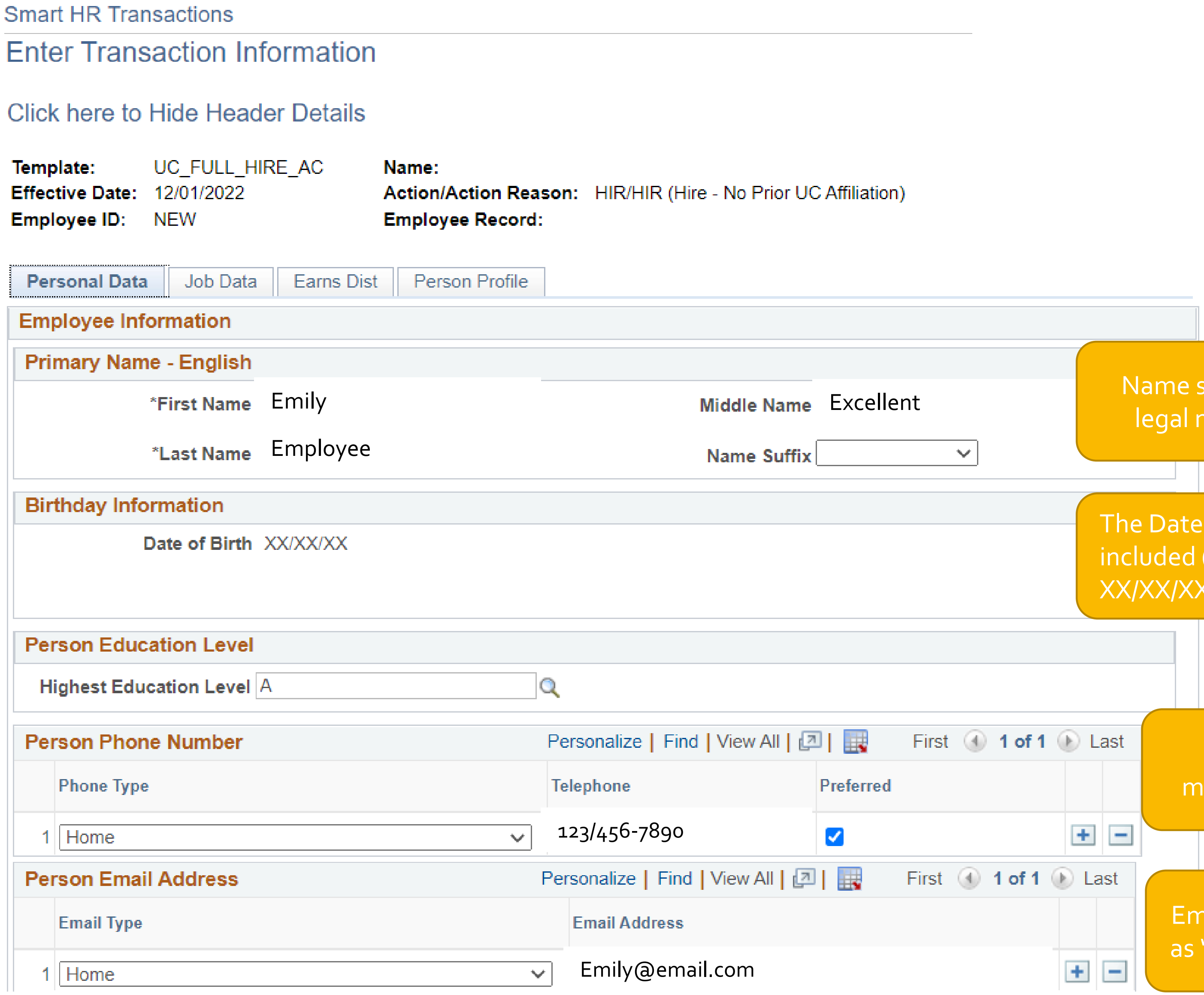
Select "Continue" to proceed into the full transaction detail.

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	

Birthday Information

Date of Birth XX/XX/XX

Person Education Level

Highest Education Level A

Person Phone Number Personalize | Find | View All | First 1 of 1 Last

	Phone Type	Telephone	Preferred
1	Home	123/456-7890	☑

Person Email Address Personalize | Find | View All | First 1 of 1 Last

	Email Type	Email Address
1	Home	Emily@email.com

Name should match legal name detail.

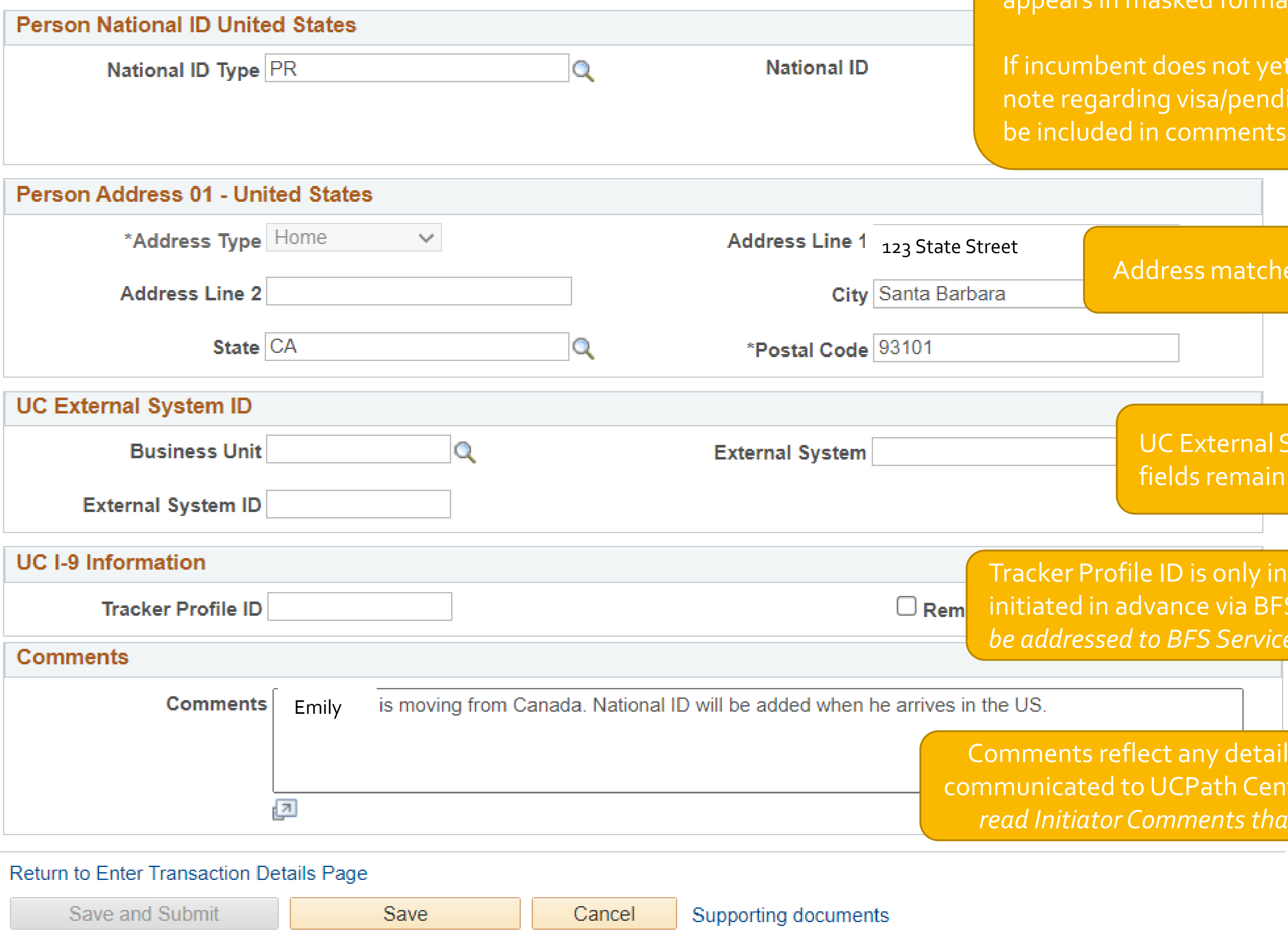
The Date of Birth is included (masked in the XX/XX/XX format).

Phone should be marked as Preferred.

Email MUST be marked as "Home" to initiate I9.

Enter Transaction Information

Personal Data tab (cont.)



Person National ID United States

National ID Type: PR
National ID:

Person Address 01 - United States

*Address Type: Home
Address Line 1: 123 State Street
Address Line 2:
City: Santa Barbara
State: CA
*Postal Code: 93101

UC External System ID

Business Unit:
External System:
External System ID:

UC I-9 Information

Tracker Profile ID:
Rem

Comments

Comments: Emily is moving from Canada. National ID will be added when he arrives in the US.

Return to Enter Transaction Details Page

Save and Submit | Save | Cancel | Supporting documents

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.

Address matches Hire paperwork.

UC External System ID fields remain blank.

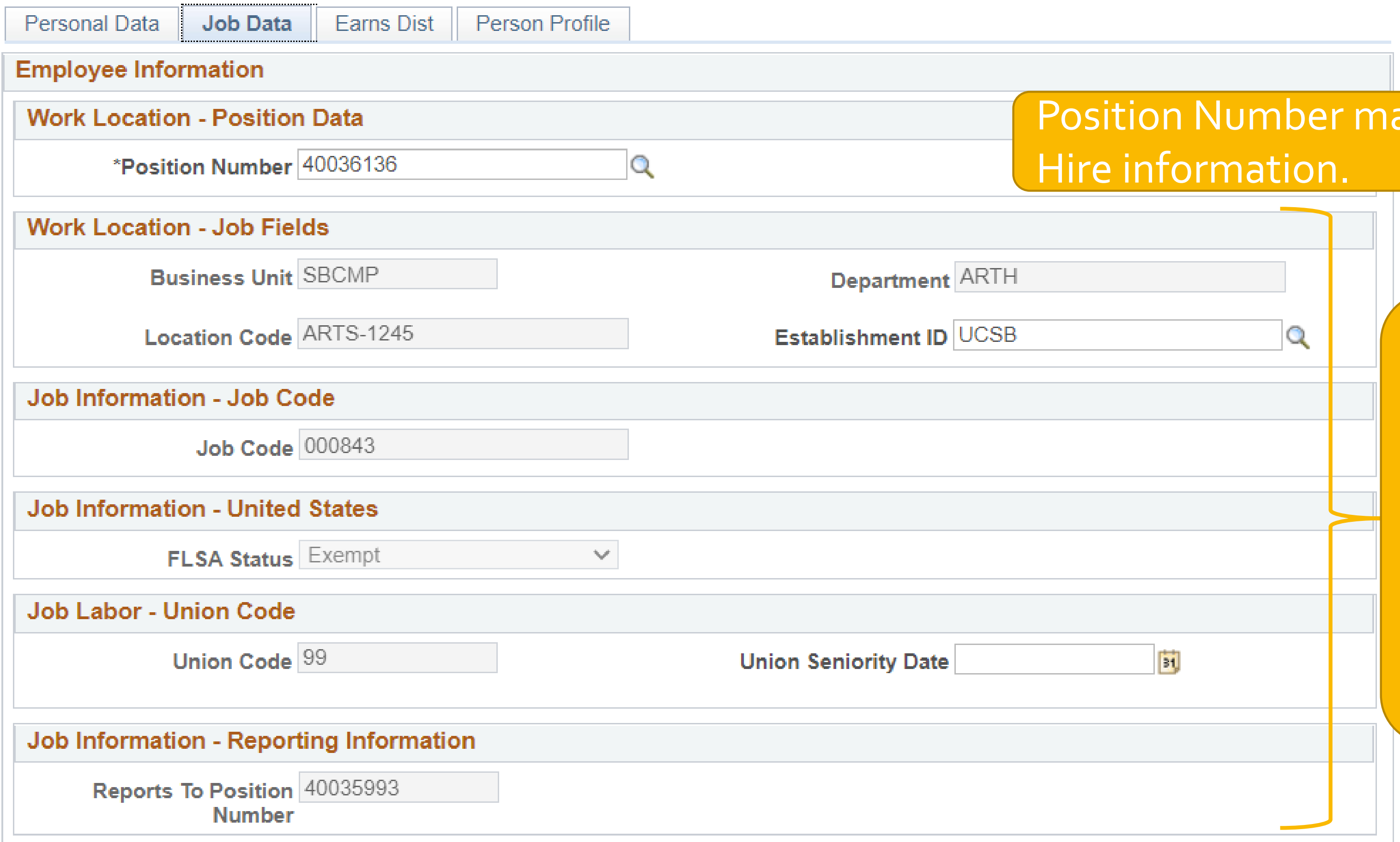
Tracker Profile ID is only included if I9 process initiated in advance via BFS. *(Questions should be addressed to BFS ServiceNow.)*

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

Navigate to the Next tab.

Enter Transaction Information

Job Data tab



Position Number matches Hire information.

Position attributes pull from the position information – validate correct.

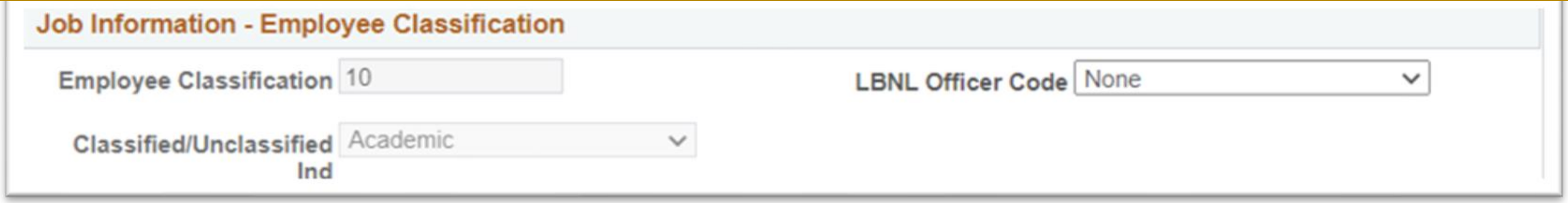
If data points related to the Position are incorrect, the Template needs to be denied/cancelled, and corrections must be managed via Position Control prior to initiating a new Hire transaction.

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.

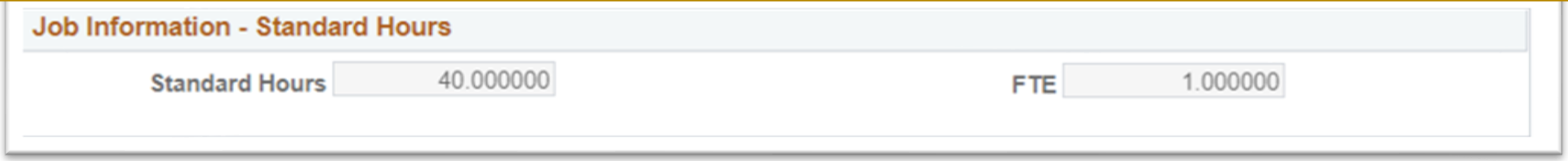
Enter Transaction Information

Job Data tab (cont.):

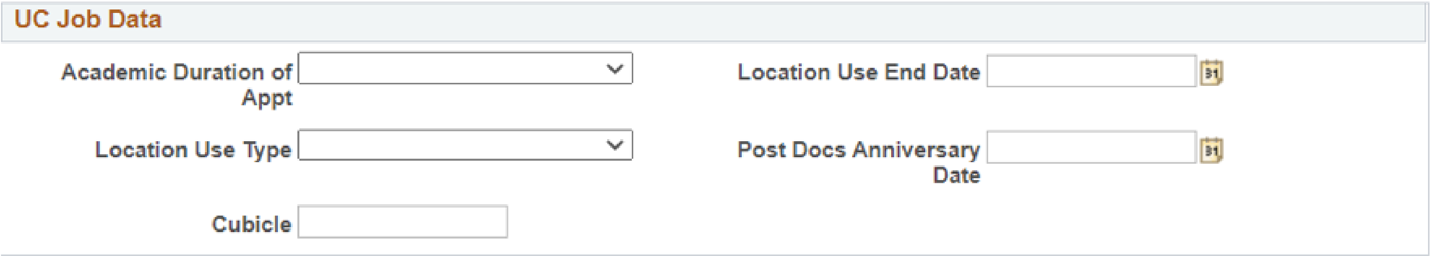
Academic Employee Classification auto-populates *(cannot be edited)*.
Staff Employee Classification is input by the initiator to match appointment type *(Career, Limited or Contract)*.



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



UC Job Data data-entry differs by population and should align with appointment approvals:



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

Expected Job End Date input, if applicable.

Return to Enter Transaction Details Page

Save and Submit | Save | Cancel | Supporting documents

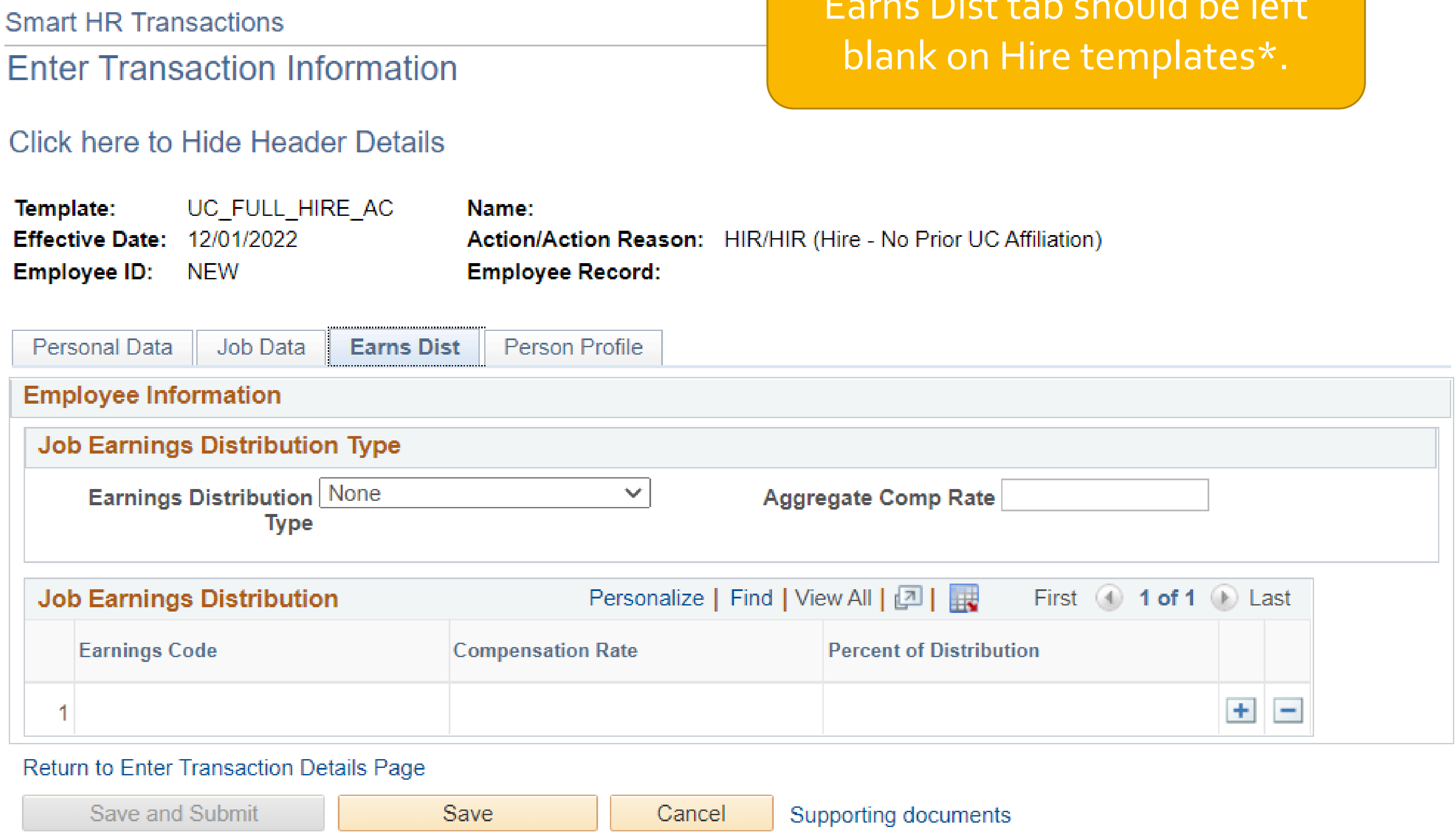
End Job Automatically should only be selected for *temporary* academic appts.

Navigate to the Next tab.

Enter Transaction Information

Earns Dist tab:

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



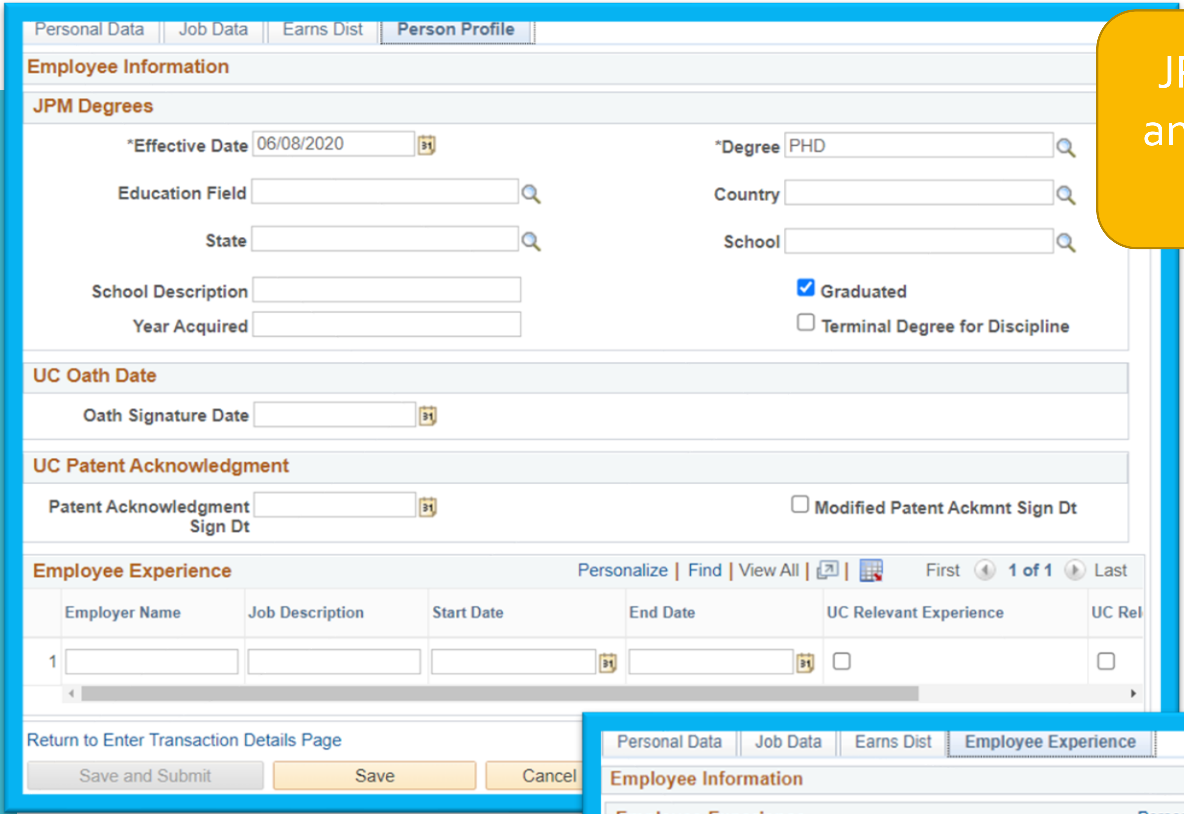
Exception – Academic Summer Compensation. Please refer to AP Additional Comp training and materials for detailed guidance.

Navigate to the Next tab.

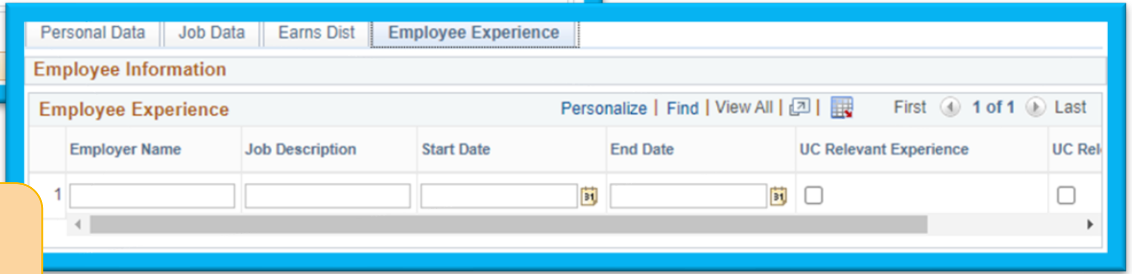
Enter Transaction Information

Person Profile (academics):

Employee Experience (staff):



JPM Effective Date and Degree required for Academics

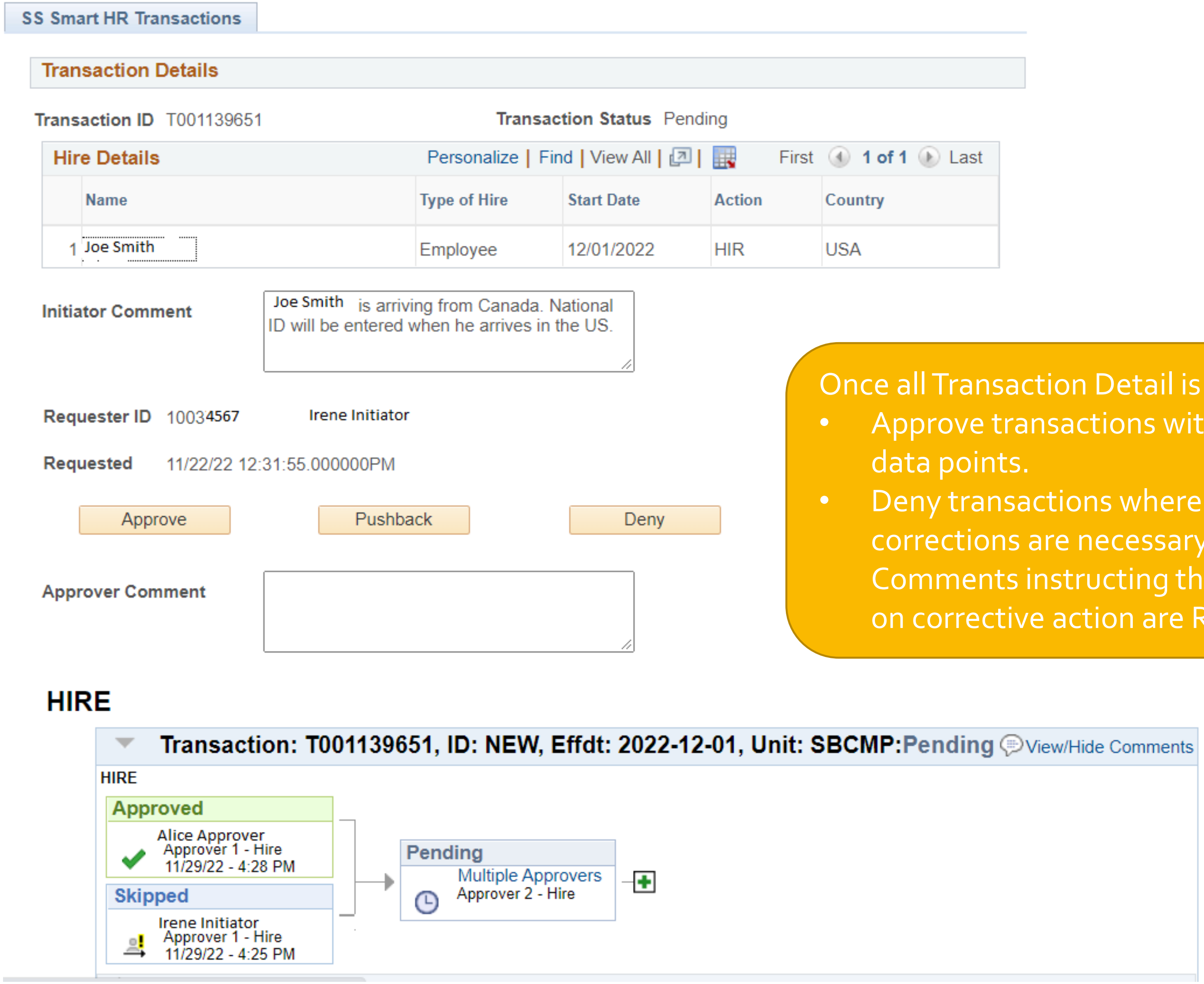


No Data entered on this tab for staff.

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



Once all Transaction Detail is validated:

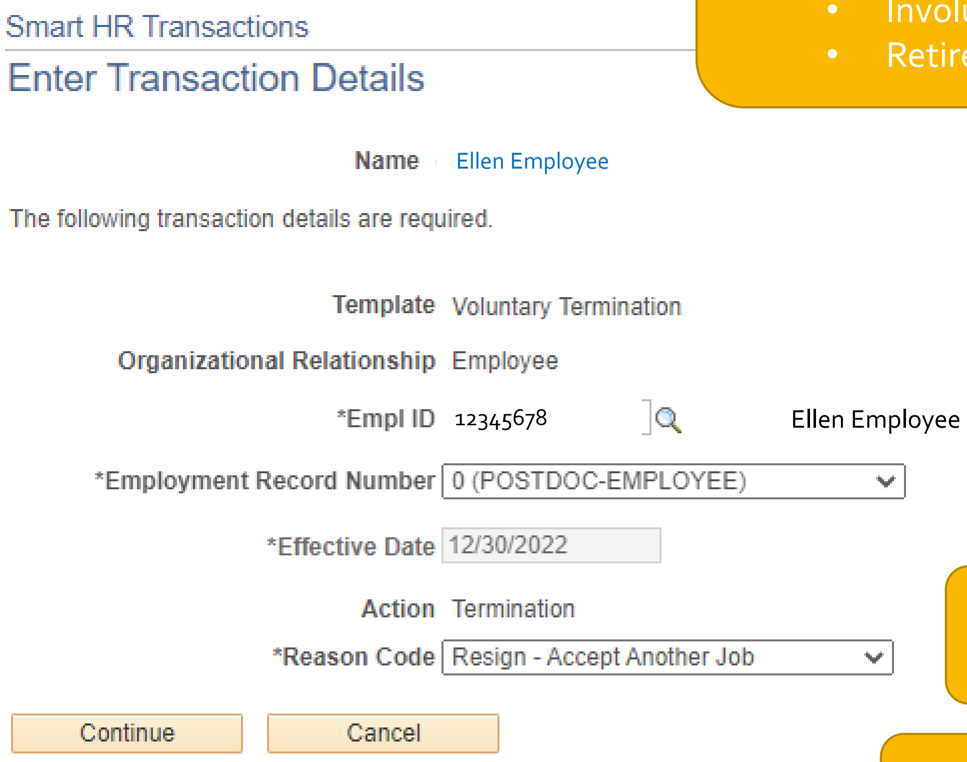
- Approve transactions with correct data points.
- Deny transactions where data corrections are necessary – Comments instructing the Initiator on corrective action are REQUIRED.

Template Transactions

Approving Termination or Retirement Templates

Termination and Retirement Templates

Enter Transaction Details page



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.

Termination and Retirement Templates

Enter Transaction Info page

Smart HR Transactions

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

Save and Submit | Save | Cancel

Job Data

Work Location - Position Data

Position Number 40666266

Work Location - Job Fields

Business Unit SBCMP

Department ECON

Location Code NORTH-3056

Job Information - United States

Last Date Worked 12/29/2022

Override Last Date Worked

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

Comments

Comments Olga accepted a position elsewhere and has submitted the attached resignation letter.

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

Return to Enter Transaction Details Page

Save and Submit | Save | Cancel | Supporting documents

Transaction ID: T001147620

Initiator Comments:

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

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.