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.

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

Transactions pending approval can be accessed directly on the UCPath Dashboard, or by selecting the Worklist option from the left menu.
### Transaction Link text includes:
- Action *(Hire, Rehire, etc.)*
- Transaction # *(Too11523166)*
- Employee ID – *if existing*
- Effective Date

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

<table>
<thead>
<tr>
<th>Irene Initiator</th>
<th>Approval Routing</th>
<th>Approval Workflow</th>
<th>Select an Opt!</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/09/2022</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/10/2022</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Approvers validate data on Smart HR Templates.

Hire Templates:
- Includes data across multiple tabs.

Termination & Retirement Templates:
- Includes all information on one page.

Format differs by transaction type...
The Smart HR Transaction Details page provides basic transaction information. 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 employee Name is a link that opens transaction detail. Template Transactions require the approver to open additional pages to view/validate transaction detail. 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

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

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.)

<table>
<thead>
<tr>
<th>Person National ID United States</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>National ID Type</strong>: FR</td>
</tr>
<tr>
<td><strong>National ID</strong>: XXX-XX-XXXX</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Person Address 01 - United States</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address Type</strong>: Home</td>
</tr>
<tr>
<td><strong>Address Line 1</strong>: 123 State Street</td>
</tr>
<tr>
<td><strong>City</strong>: Santa Barbara</td>
</tr>
<tr>
<td><strong>State</strong>: CA</td>
</tr>
<tr>
<td><strong>Postal Code</strong>: 93101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UC External System ID</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Unit</strong>:</td>
</tr>
<tr>
<td><strong>External System</strong>:</td>
</tr>
<tr>
<td><strong>External System ID</strong>:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UC I-9 Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tracker Profile ID</strong>:</td>
</tr>
<tr>
<td><strong>Comments</strong>:</td>
</tr>
<tr>
<td>Comments: Emily is moving from Canada. National ID will be added when he arrives in the US.</td>
</tr>
</tbody>
</table>

- 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.):

Comp Rate is typically:
H = Hourly (non-exempt)
A = Annual (exempt)

Academics may also have an Off-Scale

Comp Rate Code and Rate match hiring paperwork.

Compensation Frequency aligns with appointment approvals.

Expected Job End Date input, if applicable.

Salary Admin Plan and Grade align with appointment.

Step (if applicable) matches hiring paperwork.

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)

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

Navigate to the Next tab.
Enter Transaction Information

**Earnings Distribution Tab:**

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

**Employee Information**

- **Job Earnings Distribution Type**
  - Earnings Distribution Type: None
  - Aggregate Comp Rate

- **Job Earnings Distribution**
  - Earnings Code | Compensation Rate | Percent of Distribution
  - 1

*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.
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
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

- 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.
- Select “Cancel” to return to the Transaction Details page to Approve or Deny the transaction.
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.