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UCPath Certification and Input Requests for Non-Student Academic Employees

*This form is used by departments to request actions and updates in the UCPath system (managed by the AP-Path team).*

**Accessing the UCPath Certification Form**

From the AP home page *(ap.ucsb.edu)*, log in *(AP Folio (Sign In Required)* and select the UCPath Certification (Cert) link.

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**Actions that are in process will be displayed on this page:**

<table>
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<th>Submitted On</th>
<th>Action</th>
<th>Status</th>
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<td>Submit a new request</td>
<td>00009</td>
<td>12/10/2019</td>
<td>One-Time Additional Pay</td>
<td>Sent</td>
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- Current request details can be reviewed by clicking on the link under the **Action** heading. *Please note: Certs are not available for edit once they are submitted to AP-Path. To cancel or revise a Cert, please email ap-path@ucsb.edu with the Cert # and request details, and submit a new request if needed.*

- The Status of the Cert identifies where it is in process:
  - “Read” means that the action has been opened by the AP-Path Team.
  - “In-Progress” means that the action is actively being worked.
  - “Sent” means that the request is in process with BFS.
  - Completed Certs can be viewed by selecting the **Request History** link under the Actions menu. *Note: if a Cert is rejected, an email identifying the issue and any next steps will be sent to the requestor.*

To begin a new action, select the “Submit a new request” link on the left menu bar.

**Employee Information**

Complete this section with details of the employee the request is for. Applies to One-Time Additional Pay, Short Work Break, End Date Monitoring, Release to Grant or Establish Emeritus Position actions.

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**Note:** If the request is to Establish Summer Additional Compensation Positions, the **Department** field should be the department the positions should be created under.

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Action Section:
Complete the Action section of the Cert with the details related to the action needed. Note: The form will not allow for multiple action type selections; a separate Cert is required for each action.

- Select the Action type by clicking in the corresponding radio button. This will open the fields related to that action for data entry.

One Time Additional Pay
One Time Additional Pay (OTP) should be used when there is additional compensation outside of ongoing regular pay, as allowed under policy. See AP training materials for more information. ([https://ap.ucsb.edu/training.and.workshops/staff.training.materials/additional.compensation.pdf](https://ap.ucsb.edu/training.and.workshops/staff.training.materials/additional.compensation.pdf))

Completing the Form:
- Select the type of One-Time Additional Pay (Recruitment Allowance, Faculty Consultant, Honoraria, or Extension or Executive Program Compensation)
- Complete the Dollar Amount to be paid, the Start and End Date associated with the One-Time Additional Pay, and the Fund Source.
- Include Comments with a detailed justification for the request (provide a description of the work and how the Additional Pay action is justified based on the Red Binder criteria (RB VI-17 OTHER ADDITIONAL COMPENSATION [https://ap.ucsb.edu/policies.and.procedures/red.binder/sections/%5B6_17%5D%20Other%20Additional%20Compensation.pdf].) If it is not clear as to how the pay action is justified based on existing comments, additional information will be requested from the department. This may delay when pay is issued.

Process:
- The AP Sr. Analyst audits the OTP Cert. Any questions regarding eligibility under policy should be addressed directly with the AP Sr. Analyst prior to submitting this form in AP Folio.
  - AP Sr. Analysts validate requests are allowable under policy prior to UCPath entry.
  - Incomplete submissions, or requests that do not appear to fall within policy, will be rejected:
    - An email will be sent to the department submitter notifying them of the issue and providing additional information/instruction when appropriate.
    - Departments will need to submit a new Cert form with any additional required information.
The AP-Path Analysts enter *One-time Additional Pay* in UCPath.

OTP is issued on the next available on-cycle check following Policy Analyst validation

  - *Exception: Recruitment Allowance payments are processed as an off-cycle check; when expedition is needed, email ap-path@ucsb.edu to request immediate processing (e.g. closing on a home).*

Next Steps:

- The department should review:
  - The paycheck (Payroll for North America>Payroll Processing USA>Produce Payroll>Review Paycheck Summary) to confirm the pay issued correctly. Checks are viewable at Pay Confirm.
  - OTP transactions in process via the Self-Service Transaction Links component. (PeopleSoft Menu >UC Customizations >UC Extensions > Self Service Transaction Links)
  - The GL to confirm pay issued from the correct fund source. Note: GL issues/corrections are submitted through BFS ServiceNow.
  - *Please take timing of actions into consideration when reviewing actions. If a Cert is submitted close to pay deadline, it may take an additional pay period before the pay appears on a check/GL due to the audit required prior to entry into UCPath.*

Chancellor’s Initiative for Assistant Professor Infant Care

This is to set up a recurring monthly payment to offset Asst. Professor infant care costs as outlined under the Chancellor’s Initiative. By submitting this request, the initiator is certifying that all needed approvals are complete.

Completing the Form:

- To initiate pay:
  - Select *Start Recurring Payment*
  - Enter the *Monthly Amount*
  - The *Start Date* entered is the first of the month where payment should start (e.g. the first payment should be issued on the 10/31 paycheck, so the Start Date entered is 10/1)
  - The *End Date* entered is the last day of the month where payment should be issued (e.g. the final payment should be issued on the 2/28 paycheck, so the End Date entered is 2/28)
  - Note: Fund information is entered on the position by the department with the FRA earn code
  - Include *Comments* with any additional information
To stop recurring payments early due to the employee’s promotion to the Associate title select the **End Existing Payment Early** with the last date payment should issue (date will typically be 6/30 based on M&P cycle).

**Process:**
- The AP-Path Analyst enters the recurring payment via PayPath.

**Next Steps:**
- The department should:
  - Enter the FRA funding line via the **Funding Entry** component.
  - Review the **Additional Pay** recurring payment via the **Self-Service Transaction Links** component. *(PeopleSoft Menu >UC Customizations >UC Extensions > Self Service Transaction Links)*
  - Review the paycheck *(Payroll for North America>Payroll Processing USA>Produce Payroll>Review Paycheck Summary)* to confirm the pay issued correctly. Checks are viewable at Pay Confirm.
  - Review the GL to confirm pay issued from the correct fund source. Note: GL issues/corrections are submitted through BFS **ServiceNow**.
  - *Please take timing of actions into consideration when reviewing actions. If a Cert is submitted after the OTP pay deadline, it will take an additional pay period before the pay appears on a check.*

**Short Work Break - Lecturers**

*Short Work Break* is used when an employee is not working for a specific period of time, but the intent is for them to return to work (either in the same position, or a new position using the Concurrent Hire template). See Academic Employee Leaves training materials on the [Training section of the AP website](#) for more detail.

**Note:** **SWB is identified as part of the appointment approval process for most populations. Departments may request SWB for Lecturers via the Cert; refer to the [SWB - Lecturer Best Practices](#) job aid for detailed information.**

![Short Work Break](image)

**Completing the Form:**
- Select the **Short Work Break** radio button.
- Input the **Begin** and **Expected Return Dates**, and the **Reason** associated with the **Short Work Break**.

**Process:**
- The AP-Path Analyst enters the **Begin Date** and **Expected Return Date** on the Job record (SWB) via PayPath.
- *Note: Return from SWB is managed as part of the workload/appointment approval process.*

**Next Steps:**
- The department should:
  - Audit **Job Data** to confirm the Effective Date and Expected Return Date are correct on the record.
  - Initiate the reappointment/modification process to have the employee returned from SWB. (Return from SWB is not processed via the Cert).
End Date Monitoring
This action can be used to update the auto term check box on an appointment.

- **End Job Automatically**
  - No
  - Yes

*Note: The *End Job Automatically* checkbox is selected by the department at the time of hire.*

- If the checkbox is set to auto-terminate and appointment extension approvals are pending, it is recommended that departments request to have the check removed.
- If the checkbox is not selected and the appointment is ending, it is recommended that departments use the Termination template to end the employment so the action reason reflects the proper separation reason.

**Completing the Form:**
- Select the option to either add or remove the checkbox on the employee job record.

**Process:**
- The AP-Path Analyst enters the *End Job Automatically* checkbox changes on the Job record via PayPath.

**Next Steps:**
- The department should audit *Job Data* to confirm the *Expected Job End Date* and/or *End Job Automatically* data points are correct on the record. (*Use the arrows on the record to review current and future dated entries.*)

Update Existing Position
This action can be used to update the “Reports to,” “Location,” and “Cubicle” on an appointment.

**Completing the Form:**
- Provide only the data points that need to be changed on the job record. *Note: If a large number of employee records (5+) need to be changed, please provide a spreadsheet listing all of the changes to AP-Path@ucsb.edu.*
- **Cubicle** formatting should be “Cubicle-XX” or “Office-##”

**Process:**
- The AP-Path Analyst enters the **Reports to**, **Location**, or **Cubicle** data points on the Job record via PayPath.

**Next Steps:**
- The department should audit *Job Data* to confirm the **Reports to**, **Location**, or **Cubicle** data points are correct on the record. (*Use the arrows on the record to review current and future dated entries.*)

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Release To Grant
This action is used to process Release to Grant or Course Buy-outs. (See AP training materials https://ap.ucsb.edu/training.and.workshops/staff.training.materials/additional.compensation.pdf).

Completing the Form:
- The department that is managing the position/funding related to the release/buy-out should complete the Cert.
- The information provided on the form is for the new position. Any details pertinent to the request should be included in the comments (e.g. the appointee has two separate professorial positions – details regarding how both positions should be reduced).

Process:
- AP Path creates a new position and emails the new position number to the department.
- The department funds the position and submits the Hire transaction with the End Date & Auto-Term checked.
- AP Path:
  - Reduces the ongoing position FTE proportionate to the new position for the dates associated with the release once the Hire transaction is fulfilled in the system, and
  - Inputs the future dated FTE back to the original percent time.

Next Steps:
- The department should:
  - Audit all position attributes once the hiring transaction has been fulfilled (Professor position decrease and increase are correct with corresponding effective dates; Research position FTE/Pay is correctly set with a future auto-termination) and notify AP Path of any data issues.
  - Verify pay issues correctly on the first paycheck.
  - Initiate missed/over payments or Salary Cost Transfers via BFS ServiceNow. It is up to the departments to review job records and GL to determine if this is necessary. Note: retroactivity, timing of approvals, and subsequent transactions may result in over or under-payments.
Establish Summer Additional Compensation Positions

Departments should have a bank of Summer Additional Compensation Positions from previous years. These should be utilized prior to requesting additional positions. This action is used to request new positions.

Completing the Form:

- Complete the Employee Information section with:
  - the requestors name (you), (not the name of the employee the position is being requested for) and
  - the Department that the positions need to be created under (the department that “owns” the position).
- Input the number of positions needed for each Job Code in the Establish Summer Additional Compensation Positions section.

Process:

- AP Path will create new positions and email position numbers to the requestor.
- The department will:
  - fund the position,
  - update the position FTE,
  - submit the hiring transaction,
  - update positions in PayPath/UCPC Case as needed, and
  - work with BFS on any pay corrections.

Next Steps:

- The department should:
  - Audit all positions and job records for correctness.
  - Make any necessary changes to Job Data by payroll deadlines to ensure pay is correctly issued.
  - Review pay issued and initiate pay corrective actions as needed.
  - Use the End Date/End Job Automatically fields on the job record, or process a Termination Template to end the appointment.
- Note: retroactivity, timing of approvals, and subsequent transactions may result in over or under-payments. Departments may need to process over payments or Salary Cost Transfers via BFS ServiceNow. It is up to the departments to review job records and GL to determine if this is necessary.
Establish Emeritus Position for Retiring Faculty

Departments should proactively request Emeritus positions prior to the employee’s retirement.

Completing the Form:

- Complete the Employee Information section with the retiring employee’s information.
- Select the appropriate Emeritus Job Code from the drop down menu.
- Input the employee’s retirement date.

Process:

- AP Path creates a new position and emails the new position number to the requestor.
- The department submits the Hire transaction.

Next Steps:

- The department should audit position and Job Data (after hire is fulfilled) for correctness.