UC PATH-PREPARING FOR WEEK ONE

Jim Corkill, Controller
WELCOME to BFS Mini Tune-ups

OBJECTIVE:
Online meetings to provide campus staff with a high level perspective and information on both topics of interest and new/upcoming initiatives and policy updates.

PRINCIPLES:
- Sessions are conducted via Zoom and will last no longer than 30 minutes
- Participants will be muted during the session
- Chat questions can be submitted but priority will be given to questions submitted ahead of time at www.bfs.ucsb.edu/coaching
- The Mini Tune-up website will be updated with session details and information
### UCPath Production Processing Schedule

<table>
<thead>
<tr>
<th>Pay Cycle</th>
<th>Check Date</th>
<th>Pay Period Dates</th>
<th>Run ID Schedule</th>
<th>Period Dates</th>
<th>Location Corrections To Msg Error Log (2pm) (** indicates 10am deadline)</th>
<th>E-703 Funding Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO</td>
<td>Mon 10-01-18</td>
<td>09-01-18 - 09-30-18</td>
<td>180930M0X</td>
<td>Wed 09-19-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B1</td>
<td>Wed 10-03-18</td>
<td>09-09-18 - 09-22-18</td>
<td>180922B1X</td>
<td>Tue 09-25-18</td>
<td>Inbound Files Due (3pm)</td>
<td></td>
</tr>
</tbody>
</table>

Be ready and available to answer questions from the Payroll Office.
Pre-Distribution Review

Current

PPS
IERN

Interim

No pre-confirm reporting

Future

UCPath
Pre distribution Preview Report

Verify data in UCPATH is correct on 9/27
Leading Up to Day One – September 27th

Encourage Employees log into UCPath Employee Self Service (ESS)

Starting now, encourage all employees to log into ESS starting on September 27th to review their information.

- Direct Deposit Information
- Tax Withholdings
- Vacation and Sick Leave Balances
- Earnings Statement

(available between 9/27 and 10/1)
Day One – September 27th

Start submitting ServiceNow tickets to request the Payroll Office to fix errors in:
  • Vacation and Sick Leave Balances
  • Earnings

Oct 1
  • Department submits a ServiceNow ticket by 7pm

Oct 2
  • Payroll Office submits an off-cycle request to UCPC

Oct 4
  • Employee is paid (direct deposit/check mailed)
CLOSING - BFS Mini Tune-ups

NEXT STEPS:

Visit the Mini Tune-ups website to:
• View our session blog updates
• Sign up for future sessions and submit questions
• Submit suggestions for future topics

www.bfs.ucsb.edu/coaching