UC PATH: WEEK ONE STATUS UPDATE

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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
Agenda

• Accomplishments – What’s going really well
• Current Issues – What we’ve found
• Current Trends – How you can help
• Resources – Where to go for help
Accomplishments

- Successfully transitioned and paid 4,340 MO employees
- Labor ledger transactions delivered and posted to UCSB GL for MO and BW1
- UCPath reports available in Data Warehouse
- BFS Payroll has responded to more than 200 service tickets since 9/27
CURRENT ISSUES
Current Issues

Issue:
The processing of the 9/23 Mass Hire Upload File was delayed.

Resolution:
The 9/23/2018 Mass Hires Uploads are now in UCPath. Hire reports have been provided to Amy Arnold (HR Staff) and Karen-Reynolds Moreno (Academic Personnel), which include the Employee IDs for the hires that were loaded. If you have submitted a hire through the Mass Hires Google form and believe that a new hire is not in UCPath, please contact Amy Arnold and/or Karen-Reynolds Moreno before submitting a Smart HR Hire Template, to avoid duplication.
Current Issues

Issue:
The processing of the 9/27 Mass Hire Upload File has been delayed

Resolution:
UCSB PMO is working with UCPC to resolve with a tentative fix on Friday, 10/5. In the meantime, please do not submit tickets for pay corrections.
Current Issues

Issue:
Updating of Preferred Name in UCPATH is causing several real-time interfaces at UCSB to malfunction.

Resolution:
The team is currently working to resolve the issue. In the interim, we ask that employees do not update their preferred name until a fix is in place. UCPATH is targeting early next week to implement the fix. UCSB UCPATH will send out a communication once the issue has been resolved.
Current Issues

Issue:
UCPath HR Template Transactions that were approved on or after September 25, 2018, are delayed due to system performance issues.

Resolution:
The UCPath technical team is aware of the issue and is working to resolve with the utmost urgency.
Current Issues

Issue:
The timing of our UCPath conversion created some challenges related to Graduate Student employment, the resolution of which will require work on the part of the department.

Resolution:
Academic Personnel developed a communication with specific tasks and deadlines. It is very important that departments complete the tasks within the time-frame indicated. Failure to complete the tasks may have impacts to both pay and fee-remission.
Current Issues

Issue:
In some cases, roles in UCPath are not mapped to the correct departmental approver.

Resolution:
UCSB PMO team is working to resolve. In the meantime, no need to create service tickets. We’ll continue to keep departments updated via the UCPath listserv as we learn more.
Current Issues

Issue:

Monthly salaried employees with Leave No Salary coded on their August timecard have duplicate deductions if the department entered a direct transaction in PPS to reduce the September 1 paycheck.

Resolution:

An email to impacted departments was sent on 10/3 with details and instructions on how to correct via an off-cycle check request to BFS Payroll.
Current Issues

Issue:
UCPath validation rules substituted Fund 89996, UCPath Edit Error Fund, for some monthly pay transactions.

Resolution
We are researching each validation condition that may have triggered the substitution of Fund 89996. Wherever possible, we will seek to institute a programmatic solution to cure the invalid condition. If we need to partner with the campus in order to implement corrections, we will reach out to individual Departments for these efforts.
Current Issues

Issue:
GAEL assessment made on sub 3 object code 7930 on funds that should have been skipped.

Resolution
Departments will see an assessment and reversal in the September ledger.
TRENDS AND RESOURCES
Current Trends

Trend:
Inquiries on how to view employee paycheck earnings.

Resources:

• **UPK - UCPath Help Site:**
  [https://sp.ucop.edu/sites/ucpathhelp/Pilot_Location/LOCplayer/data/toc.html](https://sp.ucop.edu/sites/ucpathhelp/Pilot_Location/LOCplayer/data/toc.html)
  Navigation: Payroll > PHCMPAYL200 > Job Aid: View Employee Paycheck Data

• **UCPath Navigation:**
  PeopleSoft Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck
Current Trends

Trends:

Payroll ServiceNow Catalog: bfshelp.ucsb.edu

• Issue not investigated by department prior to submitting a ticket
• Multiple tickets entered for the same request
• Using same name for “requestor” and “requested for”

• Wrong catalog type selected
• Limited information provided in ticket

Resources:

ServiceNow Mini Tune-Up: https://www.bfs.ucsb.edu/coaching/updated-servicenow-catalogs-hr-bfs

ServiceNow “How-to” Videos: https://www.bfs.ucsb.edu/payroll/ucpath/resources
Current Trends

Trend:
Inquiries on how to update the “reports to” field in UCPath.

Resources:

UPK - UCPATH Help Site:
https://sp.ucop.edu/sites/ucpathhelp/Pilot_Location/LOCplayer/data/toc.html

Navigation: Workforce Administration > PayPath Transactions > Initiate Position Data Change PayPath Transaction (Staff/Acad)
Current Trends

Trend:
Inquiries on how to submit a New Position Control Request

Resources:
- **UCPath Navigation:**
  PeopleSoft Menu > UC Customizations > UC Extensions > Position Control Request
- **UCSB HR website guide:**
  [https://www.hr.ucsb.edu/ucpath/position-management](https://www.hr.ucsb.edu/ucpath/position-management)
Additional Resources

UCSB UCPath Communications Listserv:
• UCPath News and Resources
• Issues Identified and Status Updates
• UCPath Weekly Tips

UCSB UCPath Website:
• Recent News and Updates: https://www.ucpath.ucsb.edu/
• Help for All Employees: https://www.ucpath.ucsb.edu/help/help-all-employees
• Support for Functional Users: https://www.ucpath.ucsb.edu/help/ucsb-support-functional-users
• Support Lab Information: https://www.ucpath.ucsb.edu/help/support-labs
Additional Resources

UCSB Payroll Office

- BFS Payroll/UCPath Website: https://www.bfs.ucsb.edu/payroll/ucpath
- BFS UCPath links, job aids, ‘how to” videos, and Mini Tune-Ups: https://www.bfs.ucsb.edu/payroll/ucpath/resources
- ServiceNow Catalog: bfshelp.ucsb.edu
- ACTGNEWS listserv: https://www.bfs.ucsb.edu/
Additional Resources

UCSB Human Resources
Staff and Student Employees
• HR Website: https://www.hr.ucsb.edu/ucpath
• ServiceNow Catalog: hrhelp.ucsb.edu

Academic Employees
• AP Website: https://ap.ucsb.edu/
• AP Email: AP-Path@ucsb.edu
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
Thank You!

WRAP UP