Changes Impacting Academic Components of Pay AP.01

Process refers to the series of steps taken by Locations to support academic position, job, and compensation modifications. These changes can be due to several reasons, including local annual academic reviews for advancement, annual negotiated salary reviews, general updates to Percent Time, FTE, APU, etc. There are two methods for processing these academic changes: Manual entry on the Academic Actions page in UCPath and mass update via batch file or Web Services. This process outlines the manual entry method. AP.02 Mass Update of Changes Impacting Academic Components of Pay covers the process for using the mass update functionality.

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Changes Impacting Academic Components of Pay (AP.01)- Academic/Staff

1. Receive Notification of approved Academic Action(s) from Central Office or Org (As Applicable)

2. Submit Request for action

3. Process requested action

4. Commit Data to Applicable Position, Job, JD, or Recurring Additional Pay tables

Changes can be required due to annual academic reviews for advancement, annual negotiated salary reviews, late appointments, postdoc reappointments, 10th quarter bump, summer compensation, general updates to Percent Time, annual salary reviews, late advancements, postdoc reappointments, 10th quarter bump, summer compensation, general updates to Percent Time, for Phase 1a Dept/Org and Partner will remain as is today.
Q1: Who should initiate the action? Partner or Dept?

Changes can be required due to annual academic reviews for advancement, annual negotiated salary reviews, summer compensation, general updates to Percent Time, FTE, APU, etc.

There are two methods for processing these academic changes:
- Manual entry on the Academic Actions page in UCPath
- Mass update via batch file or Web Services

For Manual entry Refer step 2-14 of the central process - AP.01 Changes Impacting Academic Components of Pay (As of 6/22/16)

Q3: Manual entry process create Academic Actions Page in ServiceNow. For Mass update what process do we want to use? Web services or Batchfile processing. Answer: Web service is only possible if UCR has a system that can interface directly with UCPath via web service.

For Batchfile processing refer step 12-15, 18-20 of the Central process - AP.02 Changes Impacting Academic Components of Pay (As of 6/22/16)

Academic actions in-scope of this process include:
- Merits, promotions, change in series
- Job and position FTE changes (e.g. change in appointment %)
- Salary only changes (e.g. 10% raise increase with no change to rank or step)
- Promotion to a different series
- Change in status from Paid to Without Salary (WOS) or WOS to Paid
- Short Work Break (SWB) or return from SWB
  (Note: Short Work breaks are covered in the ‘Short Work Break’ process)
- Intralocation transfers
  (Note: Intralocation transfers are covered in the ‘Transfer (Intralocation)’ process.)
- Changes to existing concurrent (including joint/split) appointments
- Retroactive merits, promotions, series change, with or without salary changes, etc.

Approval process is used as necessary

Q4: Do we require Approver levels for HR AWE?

Q5: Can Shared services enter this information on Academic Action page on UCPath - Are we going to define security level access eg. who has access to enter Academic actions on UCPath Action Page

For manual entry process Refer Step 15, 20-26 of the central process - AP.01 Changes Impacting Academic Components of Pay (As of 6/22/16)

For Batchfile processing Refer Step 8 of the central process AP.02 Changes Impacting Academic Components of Pay (As of 6/22/16)

For Webservice processing Refer Step 16-17, 21-27 of the central process AP.02 Changes Impacting Academic Components of Pay (As of 6/22/16)

Added Note on 8/26/2016: 1.) The data change and SWB templates are decommissioned. Also, Comp.03 Academic Advancement has been decommissioned. The central maps will be updated but they are behind on the updates since they are focused on testing.

2.) Staff will use PayPath E-102 along with Academics to make data changes and payrate changes.

[Changes Impacting Academic Components of Pay AP-01] – Process Callouts
Start / End

- Shows the start and end of a process. The text should indicate the trigger action or condition that puts the process flow in motion or indicates that it is complete.

Task/Activity

- Captures a specific task or activity. Written starting with a verb ("Prepare Form"). A box should reflect a single role and tool to complete a specific output.

Automatic Process

- Represents a process, task, or activity that is accomplished through a system or program. For example, "Upload Data (Nightly)."

Off-page reference

- Shows the continuation of the flow on another page. Label the inside of the symbol with a capital letter and number (e.g., "A/2" indicates look for point A on page 2).

On-page Reference

- On page connectors link one point in a process flow diagram to another. They help reduce flow lines that cross other shapes and lines. They are labeled with capital letters to show matching jump points.

Subprocess

- Indicates another process or set of processes formally defined elsewhere. For example, "Perform Background Check" as part of the Onboarding process.

Decision

- Indicates divergent paths for process; typically phrased in Yes/No format. For example, "Approve Leave".

Or Connector

- Shows when processes diverge, usually for more than two branches. Can be helpful in indicating variations (e.g., one path for Faculty, one for Staff, one for Students).

One way connection

- Connection arrows show the direction that the process flows.

Consultation/Collaboration

- Consultation/collaboration lines link two task/activity boxes that are performing the same function together or in consultation with each other. Not used for formal reviews or approvals.

Roles and Tools

- These annotation boxes are placed below task/activity boxes or decision points to clarify the generic role that performs the step (e.g., "Manager") and/or to clarify the functionality or tool that supports it, e.g. Workflow, PPS. These boxes are not required for each step.

UCPath Central Process

- Color indicates processes performed by UCPath as defined on related Central FSPD Maps (cannot be revised on local map)

UCPath Local Process

- Color indicates processes performed by Local Campus as defined on related Central FSPD Maps (cannot be revised on local map)

Annotation

- Provides comments or clarification to a task, connector, or subprocess. Helpful to indicate where there is variability or inefficiency or where complex rules may apply to how a particular task is completed.