MESSAGE FROM THE SPONSORS

The time has finally come and we are in the homestretch for our transition to UCPath. The UCPath portal will be live for all faculty and staff on January 2, 2018. Every employee will see a paycheck from UCPath at the beginning of the year. We would like to take this opportunity to reiterate that UCR is committed to paying all employees correctly and on time in January. We have contingency plans in place to mitigate any unforeseen issues and the hypercare support plan has been deployed. The project team has ramped up their support efforts to identify any issues with the new systems and to correct them as quickly as possible. Hypercare will continue through go-live and into the first few months of 2018 until the new system has been stabilized.

A series of emails have been distributed to remind staff about key dates and deadlines over the last few weeks and will continue throughout go-live. Monthly employee timesheets have been submitted through the new Time and Attendance Reporting System (TARS) and the data is being rigorously validated and converted to UCPath. Everyone is committed to the smoothest transition possible and the UCPath project team has been working tirelessly to make this happen.

Faculty, staff and student employees with no Payroll, HR or AP responsibilities should continue to use their current pathways of support for Payroll/HR/AP questions & issues.

We want to thank you again for your ongoing partnership as we move into the launch of UCPath.

CUTOVER COMMUNICATIONS

<table>
<thead>
<tr>
<th>DATE/TIME</th>
<th>WHAT HAPPENS</th>
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<tbody>
<tr>
<td>December 22 - 5:00 pm</td>
<td>UCPath will be unavailable during final cutover.</td>
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<tr>
<td>January 2 - 8:00 am</td>
<td>The UCPath portal is the gateway into UCPath for all employees. Its Employee Self-Service (ESS) replaces many of the functions of AYSO and allows employees to view and manage key information in UCPath (such as viewing earning statements and W-2s, updating personal information, etc.).</td>
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<tr>
<td>January 2</td>
<td>First UCPath paycheck for monthly employees.</td>
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<tr>
<td>January 10</td>
<td>First UCPath paycheck for bi-weekly employees.</td>
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WHAT YOU NEED TO KNOW:

- The new UCPath earnings statement: Your UCPath paycheck and earnings statement will look different. For a preview of your sample earnings statement, click here. Your new earnings statement includes your new employee ID number. Vacation and sick leave balances are no longer on paychecks or earnings statements. With UCPath, you can view your leave balances on the UCPath portal with your computer or mobile device. Your earnings statement will be available on the UCPath portal one day before pay day.

- Pay calculations and deductions: UCPath uses industry-standard, automated calculations for payroll deductions and withholdings. As a result, some deductions may be shown in a new order or be listed under different names. There may be minor differences in calculations for taxes and voluntary deductions. Since your first UCPath pay day is in January, you may also notice differences due to new tax rates, benefit rates and benefit elections that are unrelated to UCPath. If you have questions about calculations and deductions refer to the second page of the paycheck document.

- AYSO: At Your Service Online is now view-only for functions that are moving to UCPath. Access your AYSO account here. To see the difference between AYSO and UCPath click here.
HYPERCARE SUPPORT

UCR’s Hypercare efforts provide UCR’s employees support for Future Operating Model (FOM) and UCPath related processes, systems, and services, including payroll and paychecks. Hypercare will last approximately 60 days from go-live through the end of February, and it will focus on the following two areas:

- Employees. Support to ensure accurate and timely payroll during January and February.
- Central Offices, Departments, and Shared Services. Support to ensure conversion, UCPath setup (e.g., employees UCPath payroll records), and transaction processing are accurate and trouble-free.

Please note that Hypercare may be extended (or shortened) depending on the number of issues and problems that are encountered after go-live.

Hypercare Details

After FOM / UCPath is live, employees will use existing support pathways to address issues and challenges they may encounter. When additional support is required, campus Shared Services Centers, Colleges / Vice Chancellor units, Human Resources / Academic Personnel Partners, etc. will contact the FOM 1 UCPath issue resolution “Tier 1” support group. As required, issues will be escalated to various “Tier 2” support teams, including a payroll / payment support team. The following diagram illustrates this approach:

Hypercare Support Groups

On a daily basis, the Hypercare Leadership team will meet, assess, and discuss the UCPath implementation. These meetings will ensure UCR is appropriately addressing challenges as they arise and that resources are allocated in the most effective manner possible. UCR’s Hypercare support groups are as follows:

- UCR Project Management Office (PMO) Leadership / Coordination Group
- Tier 1 Issue Resolution and Triage Support Group

Tier 2 Support Groups

- Payroll / Payment Support
- PeopleSoft Data, Business Rules, Conversion Support
- Shared Services Center Transaction Processing Support
- Information Technology Support
- UCR Tools and Processes Support (e.g., ServiceLink, TARS, FOM Processes)

DATA VALIDATION

The project team has been diligently validating data. UCR has completed validation for the monthly production conversion population and the hard work is evident in the results. There is a low error rate and all the issues that have been identified will be resolved before payroll execution.

TRAINING UPDATE

Since the launch of training, there have been a total of 941 instances of registration and attendance. In addition to in-person training opportunities, online courses, and live (and recorded) webinars, the training team has produced a number of job aids and other learning assets, all readily available for download from the FOMUCPath Training Resources webpage. All training opportunities have been extremely well received by participants. The training team also provides support to impacted UCR populations through weekly Q&A webinar sessions and a designated email address (fomucpath@ucr.edu), where questions are answered within 48 hours. Additional offerings of the in-person courses will be offered in January. You can also expect additional ecourses, the release of the Salary Cost Transfer FOM training, and more job aids.

ACADEMIC READINESS NETWORK

This month, the six appointed faculty liaisons from across campus have completed visiting their designated college and departmental meetings. The faculty liaisons have also partnered with the Academic Senate, as well as the Faculty Welfare committee, to ensure that the faculty community is aware of how UCPath and associated changes will, and will not, affect them. In order to keep our Faculty community supported, we will be offering Academic Informational events in the New Year.

If you have any questions regarding the UCPath implementation for Academics please feel free to reach out to Alexandra Rollins at Alexandra.Rollins@ucr.edu or the Faculty Liaison serving your department.

THE FACULTY LIAISONS ARE:

- SOM plus Biochemistry and CMSB in CNAS — Dr. Declan McCole
- CHASS — Dr. Melissa Wilcox, Dr. Jason Weems
- BCOE — Dr. Tom Stahovich
- SPP, GSEOE, SoBA — Dr. Elaine Wong
- Rest of CNAS — Dr. Isgouhi Kaloshian

FOR COMMENTS OR QUESTIONS EMAIL: fomucpath@ucr.edu

WHAT’S NEW?

PORTAL HANDOUT

This is a handout to explain the different sections in the new UCPath portal.

DEPARTMENT POSTERS

We have created large posters for paycheck changes and AYSO vs. Portal — please email fomucpath@ucr.edu if you would like a poster for your department.

WEEKLY EMAILS

From November up until go-live, weekly emails are being sent to all employees to provide updates, information and critical dates around the project. They are also available online (click here).

FOMUCPath PRESENTATIONS

If you would like to request a high-level presentation on changes and impacts for your staff/department meeting please email fomucpath@ucr.edu

READINESS SURVEY #3

Overall the goals set to ensure the campus is aware of the project and to inform them of the coming changes have been met. Our awareness results had nearly a 30% increase (from 37% to 66%) of respondents agreeing that the purpose of the FOMUCPath initiative was communicated to them.