UCPath Faculty Impacts Detailed PowerPoint Deck
The Goal of UCPath

• Systemwide Goal: To implement a single payroll, benefits, HR and Academic Personnel business system for all UC employees.

• The pluses of being a pilot campus are the ability for us to shape systems to UCR’s needs and the fact that our staff become experts in the new system they helped to create.

• The minus is there are always more problems at the beginning of any major implementation.
Why is UC doing this?

- UC’s current Payroll Personnel System (PPS) is **OVER 40-years old** and uses technology from the 1960s.
- PPS still uses COBOL computer programming language and few know this anymore.
- The problems associated with maintaining and operating PPS have made replacing it a UCPath a strategic priority.
- The new system will go-live in December. The first visible impact will be in the January paycheck.
What are some of the benefits?

- Standardized processes reduce the chance of errors/misunderstandings and...

- Increase efficiency = less time for staff and faculty spent on back and forth for information between offices on campus

- Allow UCOP to gather data to inform their actions without having to request from campuses = less staff time spent on this

- Reduce costs to UCR from grievance settlements/lawsuits = more funds for other things

- Provide built-in safeguards = prevent loss of Federal or State funds that support research and teaching
UCPath “Go Live” Sequence

6-9 MONTHS AFTER PILOT GO LIVE

6-9 MONTHS AFTER DAVIS etc.
What is the upcoming UCR schedule?

The new system will go-live in December. The first visible impact will be in the January paycheck.
Who will support the campus and interact with UCPath?

- The following 4 Shared Service Centers

<table>
<thead>
<tr>
<th>Shared Service Center</th>
<th>Supporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citrus</td>
<td>UNEX, Grad Division, Library, Student affairs, Palm Desert</td>
</tr>
<tr>
<td>Harvest</td>
<td>CNAS, CHASS, RED, UCMEXUS, Academic Senate</td>
</tr>
<tr>
<td>POSSC</td>
<td>BCOE, GSOE, SoBA, SPP</td>
</tr>
<tr>
<td>R’S’Shared</td>
<td>BAS, SOM, Chancellor Provost, Advancement, Planning and Budget, Academic Personnel, International Affairs, Undergraduate Education, Athletics, C&amp;C,</td>
</tr>
</tbody>
</table>
7 processes are changing that feed into UCPath
<table>
<thead>
<tr>
<th><strong>Position Management</strong></th>
<th>A “position” is a place holder in an organization, independent of any particular employee. Position data include organizational unit, department, to whom position reports, FTE, job code, position funding, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FAU (Payroll Funds)</strong></td>
<td>FAU Management is the series of tasks and activities required to modify FAUs to which payroll expenses are charged. FAU management for non-payroll purposes not included</td>
</tr>
<tr>
<td><strong>Onboarding (Hiring)</strong></td>
<td>Includes employment activities such as new hire paperwork, benefits, I-9, parking, Oath, and other new hire activities.</td>
</tr>
<tr>
<td><strong>Time &amp; Attendance</strong></td>
<td>Captures data regarding time worked, leave taken, monitors accuracy and completeness of data.</td>
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</tbody>
</table>
Offboarding begins with the decision to end the current employment (by either the employee or university) and ends with confirmation that the employee has been separated or transitioned (e.g. emeriti faculty). Also updates access to systems and facilities and ensures outstanding university and employee obligations are settled.

Salary Cost Transfer is the **reassignment of** payroll expenses from one FAU to another.

Extended Leave Administration validates an employee’s eligibility for leave, designates the appropriate leave, manages the employee’s leave and leave status at the end of employment.
There are two direct access points to the new systems for all UCR employees
Current

Faculty

Staff

AYSO

TARS

PPS

Access from R’space

Future

Faculty

Staff

AYSO

TARS

ServiceLink

Shared Services Center

UCPath

UCPath Portal (Self-Service)

ServiceLink

Access from R’space

NEW

Not available at go-Live

What can you access:

At Your Service Online (AYSO)

Personal Data

Benefits

Earning statement

Direct Deposit (Only 1 bank)

UCR Quick links

Retirement and Savings

What can you access:

UCPath Portal

ServiceLink (Optional)

AYSO

Personal Data

PI has the option to change/update payroll funds in ServiceLink.

Past Paychecks

Benefits

PI has the option to enter Salary cost transfer request.

Retirement and Savings

Earning statement

Direct Deposit (3 banks)

Sabbatical credits

Quick Link to the My UC Retirement webpage

Information about direct reports

Beneficiary information

Note: Time and Attendance Reporting System (TARS) is used to approve staff leave time and to record leave accruals. Faculty who supervise employees and accrue leave time have direct access.
UCPath Portal
ServiceLink
What are the impacts to Faculty?
Writing a grant?

• Instead of having to ask a staff person for help, you will be able to access information about salary and benefits for positions in your group directly and 24/7.

Thinking of taking a sabbatical?

• Instead of having to ask Dean’s staff, you can check your sabbatical accrual online.
Want to use multiple banks?

• Currently you can only ask for direct deposit to one bank. The new system will allow you to use more than one bank for direct deposit.

Need to help out your direct report?

• Currently you would need to ask a staff person for assistance to address a benefits issue for someone out on sick leave. The new system will allow you to do this directly.
Need to approve leave reporting?

• Currently done manually for most postdocs etc. Will all be online with reminders to postdoc and approver.

Don’t like to do this yourself?

• You will be able to delegate to lab manager or other suitable alternate.

What if there is an error in reporting?

• Currently, you would need to work through a staff person. The new system will allow you to go in and correct.
Need to change the FAU that pays your postdoc or tech etc.?

• Currently you need to send an email to a staff member. In future, you will be able to initiate the change directly.

Need to change an FAU charge after the fact?

• Currently need to ask a staff member. In future, you will be able to initiate change directly.

🌟 These features will not be available at Go-Live
Need to update your personal benefits profile?

• Currently you need to work with a staff person to register a marriage or birth of a baby etc. In the future will be able to update directly.
Hiring someone new?

• Currently there may be several places they need to visit to complete the onboarding process. In future for items all employees need to complete, this will all be done in one place. Includes paperwork, Oath, I-9, parking permit, aspects of background check (where applicable). This will be in a shared service center.

Obviously, for items such as keys and job-specific training, this cannot be done centrally
Where do they park while this happens?

- All new employees will be sent a 15-day parking pass as part of their appointment letter.
Hiring someone new?

• Time between offer letter and start date will be reduced.
• Email and net ID will be available on day 1 – there will still be the ability to go through a pre-hire process to obtain these earlier for LMS trainings.
What can someone like your postdoc do?

- All academic employees will have direct access to their payroll and benefits information.
- They will enroll in benefits directly through UCPath (currently through At your service).
- They can directly update their personal profile (e.g. birth of a baby).

Any other Benefit?

- Your seminar speaker will be paid more rapidly
What might we miss?

• Processing of some complex transactions such as changes in multiple FAUs for payment of salary will take longer since they will go through both shared services and UCPath.

• Supervisors will have less time to approve timesheets of readers/tutors and non-exempt academics who are paid biweekly.

• The current degree of flexibility to cut a check when necessary (e.g. mistakes in payment).

• It will not be possible to forget to tell someone you have hired a postdoc and then have them get paid at the normal time!

• There will need to be careful monitoring of funds since UCPath will not end a position when the fund expires.
Things to keep in mind for your staff support

• Your staff support will have to learn new systems.
• Be patient and understanding.
• Communicate with your staff well in advance because some processes will take longer to complete.
Additional resources

• Academic Website: www.ucrpath.ucr.edu
• Information you will find on the website:
  o Faculty FAQ’s
  o Step by Step instruction on new processes
  o Contact Information (You will be contacting the person you contact currently)
If you have questions, concerns or comments, please email:
Ameae.Walker@ucr.edu Vice Provost of Academic Personnel
Alexandra.Rollins@ucr.edu Academic Personnel Business Analyst and OCM Lead