The Navigator is provided to UCR staff who have operational responsibilities in the areas of Human Resources, Academic Personnel, and Business & Financial Services to convey key information on the UCR FOM|UCPath project implementation.

UCLA/SB GO LIVE UPDATE

The transition for UCLA/UCSB to implement UCPath is nearly complete and the portal is back up without interruption until further notice. UCLA will officially transition on September 23 and UCSB on September 27. The FOMUCPath project team will continue to monitor the situation, however, if you notice any issues or have any problems, please email us at: fomucpath@ucr.edu for staff, and UCPathhelp@ucr.edu for faculty and other academics.

PERMANENT PAY CARD

Today, employees are paid either by paper check or direct deposit (electronic distribution). Producing paper paychecks is labor intensive and inefficient. There is a pay delivery delay when employees elect to be paid via paper paychecks (paycheck is mailed to the employee’s home vs. instant availability when electronic distribution is elected).

Benefits:
Receipt of pay card allows employee to receive their funds much sooner than the mail can guarantee. Eliminates the inconvenience of depositing or the potential cost of cashing paychecks. Pay cards are safer than carrying around cash. Enables employees electronic access to their money in a way similar to possessing a bank debit card. Employees have numerous methods to access their funds, such as: PIN and signature based transactions, at designated ATMs, and over-the-counter at Visa member banks. Includes several pay card employee management tools: website, phone app, Evolve Money bill payment capability, alerts, etc.

Who is Eligible:
Non-represented employees. Employee has a Social Security Number. Employee has a street address vs. a PO Box. Employee has completed the signed consent form.

Process Payment Flow:
Employee: Receives personalized pay card, activates and enters ABA/DDA into Portal
UCPC Payroll: On cycle or off cycle payroll run and direct deposit file transmitted to bank
Employee: Informed of pay loaded to card through online UCPath pay advice
Employee: Tracks (online, app, phone) funds on personalized pay card
Employee: Access to funds through PIN, signature, ATMs, bill payment and at Visa bank counters

Next Steps:
Communicate to employees currently receiving paper paychecks via physical mailing and email. Instruct SSCs to include the option in their new hire onboarding packet in addition to direct deposit or paper paycheck. Include information on the fomucpath.ucr.edu website
Launch Date: October 1, 2018
Supporting Organizational Excellence

WEBSITE IMPROVEMENTS

SERVICELINK UPDATES

Enhanced Fulfiller View
New features and enhancements have been made to the ServiceLink Fulfiller view. This means that the existing view will no longer be available and the new enhanced Fulfiller View will take its place. Please see all the changes here.

Enhanced Email Notifications
a. Subject line to include - department, department description, type of request, employee first and last name
b. Body to include - more information that is relevant to the specific request

Enhanced Onboarding - Rehire Form
a. New Employee Solution – no longer a grid view but fields on the form (Employee ID, First Name, Last Name, Middle Name, Org, Department Code and Description, Initiator, Shared Services, Transaction Type).
b. Workflow routing changes — simplifying tasks for Departments and Shared Services. POSSC and Harvest will only receive one task for New Onboarding Rehire request. R'SSC and Citrus will receive all current tasks but all tasks will trigger at the same time.
c. Employee ID – this field is a new field that will appear at the Task level. It is a required field that will need to be updated before SSC can closed out the Task. SSC can enter “N/A” as they work the tasks and field will remain in edit mode until the task is closed.

GENERAL INFORMATION
Employees and managers can quickly find information on the recently updated “What You Need to Know” webpage [http://fomucpath.ucr.edu/whatyouneedtoknow.html]. Links to the UCPath portal and At Your Service Online; help guides on how to use the portal; TARS instructions; additional information; and who to contact is easily accessible on one page.

If you missed a communication from us, or would like to review a notification, please visit our “What’s New” section on the front page of our website or at: [http://fomucpath.ucr.edu/whatsnew.html] for up-to-date information.

TRAINING
As part of an effort to increase the visibility and availability of FOM|UCPath training materials and learning assets, the Training Resources webpage has been redesigned. If you have not yet, please visit the recently updated page to download various Job Aids, User Guides, and Slide Decks for new systems like ServiceLink and UCPath.

Please be sure to check back often as the Training Team updates the site on a daily basis. If you are not seeing what you need, or have suggestions on how we can improve, please free to email us at fomucpathtraining@ucr.edu.

UCPATH REMINDER

SECURITY VERIFICATION
UCPath is launching a new feature to further protect and verify a user’s identity. Users are now able to set up security questions and answers. These questions will provide increased security to protect users from unauthorized access or changes to financial and personal information in UCPath. UCPath will prompt a user to verify their identity by randomly displaying one of the security questions when viewing/updating highly confidential/personal information. If a user has not set up their security questions by September 23, UCPath will automatically prompt the user to do so.

LANGUAGE SERVICES
The UCPath Center Employee Services (ES) team provides customer service in many languages.
- Employees can call the UCPath Center at 855-982-7284 (Monday – Friday from 8 a.m. to 5 p.m.) and select the #4 option to speak with a Spanish speaking ES team member.
- Additionally, the ES team may provide services in other languages through Language Lines, an on-demand language service provider, which offers assistance in more than 240 languages.