Dear Colleagues,

As you may be aware, in September UCLA and UC Santa Barbara (UCSB) will become the next UC locations to implement UCPath. During the UCLA/UCSB transition, access for UCR employees to UCPath and UCPath Center support services will be limited. This message is intended to make you aware of the key impacts of this transition and how you can receive assistance during this period. We realize that the timing of this transition just before fall quarter poses a challenge; UCR’s UCPath project team and Shared Services Centers will be working to mitigate any problems that may arise during this period. Please do not hesitate to reach out for support to the contacts below.

- **Support Contacts**: If you have questions or concerns during this transition period please reach out to the following contacts:

  - **Faculty/Other Academics** should contact: UPathhelp@ucr.edu
  - **Staff** should contact your supervisor, HR business partner or other departmental administrative personnel

The following key information will assist you in preparing for this transition:

- **Key Dates/Times UCPath/UCPC Support Services will be Unavailable**
  - August 31st @ 5:00pm - September 5th
  - September 13th @ 5:00pm - September 18th

- **Portal**: The UCPath self-service portal will be unavailable during the key dates noted above.
  - This means you will not be able to update any personal information or view your Earning Statements (paystubs) or other personal information during these times.
  - Please plan accordingly and make any necessary changes while the portal is available.

- **Paychecks**: Paychecks will be delivered as scheduled, however Earnings Statements (paystubs) will only be available when the portal is available. We request that employees access their paystubs as soon as they are available to confirm their accuracy and reach out if you have any questions or concerns.
  - Monthly Paid Employees: Earnings Statements will be available from August 29th-August 31st, from September 6th-September 12th and then after September 19th.
  - Bi-weekly Paid Employees: Earnings Statements will be available on August 31st, from September 6th-September 12th, and then after September 19th.
• **Paychecks Changes**: If you have received a merit increase (which will include a retroactive increase to July), the change in pay will be reflected as listed below:

  ✓ Bi-weekly Paid Employees: On your August 22<sup>nd</sup> paycheck.
  ✓ Monthly Paid Employees: On your August 31<sup>st</sup> paycheck.

  Please check your paystub to make sure the appropriate changes have been made to your pay.

Thank you,
FOM | UCPath Team