CURRENT PRIORITIES

HYPERCARE

UCR recently delivered its updated draft Hypercare exit criteria to both the UCPath Center and the UCOP PMO for review & discussion. The exit criteria and their status were reviewed at the 4/6 Pilot Deployment Subcommittee meeting. UCR indicated that, based on these criteria, it does not believe Hypercare can be ended at this time. Key issues for the campus include ongoing challenges with the delivery of critical UCPath reporting functionality, and the impending UCLA & UCSB implementation, which the campus feels may impact the UCPath Center’s & UCOP PMO’s focus on needed support/stabilization efforts for the production environment. Further discussions on the exit criteria are being scheduled with UCPath Center leadership, with the goal of agreeing on a shared set of exit criteria, which can then be used as a model for future deployments.

REPORTING

There were originally 84 UCPath Pilot day 1 reports that were scheduled to be available at go-live. Unfortunately the campus has seen significant delays and challenges accessing and/or validating these reports. As of today, 37 reports are available to the campus shared service centers, HR/AP Partners and the Central Offices. The project team is working with the UCPath Center Project Management Office (PMO) to improve how reports are accessed, and to revise and/or update a small group of critical reports specifically for campus department use. For campus users that currently do not have access to the data they need, we recommend reaching out to the HR/AP Partner or shared service center until broader access to the reports can be provided.

TRAINING

The FOM|UCPath Training Team continues to offer a wide range of new and advanced FOM ServiceLink training courses. New courses for the month of April include:

- UCRJDC200: Advanced FOM ServiceLink Job Data Changes
- UCRSWB100: FOM ServiceLink Short Work Break
- UCREL220: Advanced FOM ServiceLink Extended Leaves for Staff

In addition to advanced ServiceLink training opportunities, the Training Team will be offering UCPath Inquiry Training to Central Offices. One-on-one training opportunities tailored to the needs of an Accountability Structure or Shared Service Center are also available by request. If you are interested in having the Training Team come by your workstation and provide UCPath and/or ServiceLink training to you and your staff, please email Kathleen Cool at fomucpathtraining@ucr.edu to schedule a meeting.

Scheduled training opportunities for the month of April include:
- **Monday, April 16:**
  - FOM ServiceLink: [UCROFB200: Advanced FOM ServiceLink Offboarding](#) (In-Person Training, 1.5 hrs) from 10AM to 11:30AM in HUB 265

- **Wednesday, April 18:**
  - FOM ServiceLink: [UCRJDC200: Advanced FOM ServiceLink Job Data Changes](#) (In-Person Training, 1.5 hrs) from 10AM to 11:30AM in HUB 260

- **Thursday, April 19:**
  - FOM ServiceLink: [UCRPDM200: Advanced FOM ServiceLink Position Data Management](#) (In-Person Training, 1.5 hrs) from 9AM to 10:30AM in HUB 379
  - FOM ServiceLink: [UCRONB200: Advanced FOM ServiceLink Onboarding](#) (In-Person Training, 1.5 hrs) from 11AM to 12:30PM in HUB 379

- **Monday, April 23:**
  - FOM ServiceLink: [UCROFB200: Advanced FOM ServiceLink Offboarding](#) (In-Person Training, 1.5 hrs) from 1PM to 2:30PM in HUB 367

- **Wednesday, April 25:**
  - FOM ServiceLink: [UCRJDC200: Advanced FOM ServiceLink Job Data Changes](#) (In-Person Training, 1.5 hrs) from 9AM to 11AM in HUB 268

- **Thursday, April 26:**
  - FOM ServiceLink: [UCRPDM200: Advanced FOM ServiceLink Position Data Management](#) (In-Person Training, 1.5 hrs) from 9AM to 10:30AM in HUB 268
  - FOM ServiceLink: [UCRONB200: Advanced FOM ServiceLink Onboarding](#) (In-Person Training, 1.5 hrs) from 11AM to 12:30PM in HUB 268

- **Friday, April 27:**
  - FOM ServiceLink: [UCRJDC200: Advanced FOM ServiceLink Job Data Changes](#) (In-Person Training, 1.5 hrs) from 9AM to 10:30AM in HUB 367
  - FOM ServiceLink: [UCRJDC200: Advanced FOM ServiceLink Job Data Changes](#) (In-Person Training, 1.5 hrs) from 11AM to 12:30PM in HUB 367

- **Monday, April 30**
  - FOM ServiceLink: [UCREL220: Advanced FOM ServiceLink Extended Leaves for Staff](#) (In-Person Training, 1.5 hrs) from 1PM to 2:30PM in HUB 269

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**FULL ACCOUNTING UNIT (FAU) CHANGE REQUEST TOOL**

The new ServiceLink FAU Change Request tool is now available. The implementation of UCPath introduced a new way of managing the Full Accounting Units (FAU) associated with salary/benefit expense distributions. Salary FAU changes will be initiated through the FAU Change Request tool, which provides for a standard campus process, approvals and audit-trails. Using this application, departments will have the ability to update the FAUs associated with UCPath position funding distributions. The majority of FAU changes will be directly uploaded into UCPath nightly, thereby streamlining the process significantly.

Please note that there are many differences with how salary related funding are handled in the UCPath environment versus the former PPS environment. UCPath utilizes “position funding” to distribute salary/benefit expenses. Every employee must have a position, and the combination of the employee and position makes up a “job”. In order to properly distributed salary and benefit expenses, every position must be set up with appropriate funding. The attached User Guide has been created to help explain UCPath position funding and provide instructions for the using the FAU Change Request.
Next steps:

1) To begin using the FAU Change Request, Department SAAs must assign the new ServiceLink 1) FAU Transactor and 2) FAU Approver roles within EACS for each Accountability Structure associated with positions in their area of responsibility.
   a. The FAU Approver role should be assigned to the Department Financial and Administrative Office (FAO) or equivalent.
   b. Please note if the FAU approver has not been established, the FAU Change Request will not be able to be routed forward.
   c. In addition, changes will be route based on the Accountability Structure selected by the Transactor and activity codes involved in the transaction. Individuals may possess both roles, but cannot approve their own transactions.

2) To access the FAU Change Request, go to ServiceLink (https://ucrsupport.service-now.com/ucr_portal/) and under the Finance box, click on the FAU Change Request link. All users are encouraged to review the attached guide before using this application.

3) A priority for FAU Transactors is to locate and resolve any current positions without FAUs. This task can be accomplished by searching for positions within an Accountability Structure using fund source 69993 (the department default funding). Please identify an appropriate FAU and submit requests by 4/20/18. These actions will minimize future postings to the department’s default funding.

FAU updates will take effect on the designated future effective date. For current pay periods, FAU updates use the same deadline as I-181 File Creation deadline published on the Accounting Office website for biweekly (http://accounting.ucr.edu/docs/payroll/tars2018bw-cal.pdf) and monthly (http://accounting.ucr.edu/docs/payroll/tars2018mo-cal.pdf); therefore the FAU request must be approved by the respective deadline to impact the FAU charged on pending payrolls.

Please direct questions to ucrfsfeedback@ucr.edu

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**JOB AIDS**

New UCR specific job aids have been created for some of the most common issues experienced during HyperCare. Click the links below to download a copy of the job aids or visit the Training Resource Page.

1. **HRDW USER GUIDE**
   This User Guide has been designed to help employees navigate through the system and answer some frequently asked questions.

2. **Cognos USER GUIDE**
   Cognos is a web-based reporting tool for creating and managing custom UC reports. You can access Cognos from the UCPath Portal. Access to Cognos is based on UCPath security roles. This user guide introduces the basic layout and navigation of Cognos reports for UCPath, including accessing and running a report, report parameters, saving reports and exporting reports to Excel.