CURRENT PRIORITIES

HYPERCARE

UCR & UCPC project leadership held recent meetings to discuss the status of Hypercare & the pilot implementation. The goal of these meetings was to gain agreement on the status of Hypercare, how to move towards exit, and the next phase of the implementation. UCR & UCPC will continue to work aggressively to achieve the designated Hypercare exit criteria, with a focus on key areas of current challenges. UCR & UCPC will schedule leadership meetings to clarify details of the next phase of the implementation, including support levels, processes, etc., to address location concerns following Hypercare exit.

This chart shows a preliminary measurement of paycheck timeliness & accuracy by pay period. It measures the number of paychecks delivered by pay day vs. the number of off-cycle checks (representing a missed check or significant correction) for each pay period. It does not capture overpayments or other corrections made in subsequent on-cycle payrolls. UCR is currently working with the UCPath Center on enhanced paycheck accuracy metrics.

HYPERCARE NEXT DAY CHECK METRICS

The graph on the right represents Next Day Check requests submitted to the UCPath Center.
TRAINING

New online courses are now available in the LMS:

UCRDM200: Advanced FOM ServiceLink Position Data Management
UCRONB200: Advanced FOM ServiceLink Onboarding
UCRJDC200: Advanced FOM ServiceLink Job Data Changes
UCRSL120: ServiceLink Navigation for Fulfillers

The June training calendar is now available. Upcoming training opportunities include:

- Monday, June 18:
  - FOM ServiceLink: UCRONB200: Advanced FOM ServiceLink Onboarding (In-Person Training, 1.5 hrs) from 1PM to 2:30PM in Hinderaker 0154

- Friday, June 22:
  - FOM ServiceLink: UCRSB8100: FOM ServiceLink Short Work Break (In-Person Training, 1.5 hrs) from 9AM to 10:30AM in Hinderaker 0154
  - FOM ServiceLink: UCREL220: Advanced FOM ServiceLink Extended Leaves for Staff (In-Person Training, 1.5 hrs) from 10:30AM to Noon in Hinderaker 0154

- Friday, June 29:
  - FOM ServiceLink: UCRDM200: Advanced FOM ServiceLink Position Data Management (In-Person Training, 1.5 hrs) from 10:30AM to Noon in Hinderaker 0154
  - FOM ServiceLink: UCRONB200: Advanced FOM ServiceLink Onboarding (In-Person Training, 1.5 hrs) from 1PM to 2:30PM in Hinderaker 0154
  - FOM ServiceLink: UCRFBB200: Advanced FOM ServiceLink Offboarding (In-Person Training, 1.5 hrs) from 3PM to 4:30PM in Hinderaker 0154

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.

REHIRES AND SECURITY PROVISIONING

As a reminder, in most cases when an employee separates from the university they lose all access to our local systems. This includes roles such as UCPath transactor, inquirer and/or approver. This means that when an employee is rehired, if he/she requires local system access, their roles need to be re-provisioned in order to provide them with their previous access to UCPath.

READINESS PRESENTATIONS

The FOM|UCPath Organizational Change and Communications team is currently conducting Readiness Network presentations to different departments to address post-deployment activities and, most importantly, to listen to you! We want to make sure your voice is heard and that your issues are documented and answered! Our team would like to schedule a meeting with your department and/or change network team to present a project update and address your questions/concerns. Please email fomucpath@ucr.edu to schedule a presentation.
REPORTS

UCR & the UCPath reporting team continue to collaborate on the deployment of 5 critical UCPath reports to UCR departmental users. All 141 UCR users have been communicated to regarding the reports and the steps required to enable access. As of June 14th, 73 of the 141 users had completed the steps required to enable access. UCR’s project team will continue to reach out to these users to encourage them to establish access and to answer any questions. UCR is also continuing to work to deploy additional reports into this interim solution, as well as to develop a process to manage change requests for reporting access from campus users (this will be a manual process until a final security solution is implemented).

GENERAL LEDGER

SERVICE LINK SALARY COST TRANSFER (SCT) REQUEST TOOL

The Accounting Office and Information Technology Solutions is pleased to announce the deployment of the new ServiceLink Salary Cost Transfer (SCT) Request tool. As demonstrated on 5/30/18, the SCT Request Tool will provide department users with an efficient mechanism to request salary cost transfers, minimize key entry errors to avoid the need for additional transfers, ensure appropriate and consistent documentation and approvals exist, provide business rules to guide the users on UC policy, and provide a common repository for requests that can be easily retrieved for audit purposes. The attached User Guide provides important information to assist transactors and approvers with using the ServiceLink SCT Request Tool.

Next steps:

1) To begin using the SCT Request Tool, Department SAAs must assign the following ServiceLink roles in EACS:
   a. SCT Transactor: Individuals assigned this role should be knowledgeable of FAUs, fund restrictions and UC Business & Finance Bulletin A-47 University Direct Costing Policy.
   b. SCT Approver: This role should be assigned to the department Financial and Administrative Officer (FAO) or equivalent. Please note if the SCT Approver has not been established, the FAU Change Request will not be able to be routed forward.
   c. Individuals may possess both roles, but cannot approve their own requests.

2) The SCT Request Tool can be accessed via R’Space under ServiceLink; the Salary Cost Transfer link is under the Finance section.

3) Due to the anticipated high volume of cost transfer requests required for fiscal year end closing, users are asked to prioritize requests and submit/approve the most critical transfers by 6/22/2018 in order to allow sufficient time for processing and posting to the preliminary June ledgers. Although transfers can be submitted after this date, and efforts will be made to process these transfers as quickly as possible, requests approved after this date may not be reflected on the June ledgers.

Additional guidance will be distributed soon on the year-end processing procedures for salary cost transfers involving complex situations (e.g. health science compensation and salaries subject to sponsored agency caps).

Thank you for your patience awaiting the development and deployment of this tool. Please direct questions and concerns to ucrfsfeedback@ucr.edu and include “SCT” in the subject line.

NEW UCPath CURRENT AND FUTURE FUNDING REPORT

A new locally generated report titled Position Current and Future Funding has recently been deployed. The report is intended to assist departments with their financial management responsibilities by easily providing users with the ability to verify current FAU used to fund positions and view the effective date of future FAU position funding in order to project salary costs.

Until the future effective dated funding information becomes available in HRDW, this report will be created on or about the 1st and 15th of each month and posted in iReport under the UCPath Local menu option. Reports are generated by Organizational code and contain current and future effective dated funding/FAU distributions organized by department, employee name and position. The department code is determined by the HR department associated with the position; the FAU information associated with the position will display all funding not just FAUs under the HR department. At this time, the report is only available in PDF format. The report will be automatically accessible to all users with HRDW or SuperDOPE EACS roles; however, users must also possess any iReport role in order to access the iReport application.

Please direct questions regarding this report to ucrfsfeedback@ucr.edu
New UCR specific job aids have been created for some of the most common issues experienced during HyperCare. Click the link below to download a copy of the job aid or visit the Training Resource Page.

1. **EMPLOYEE INFORMATION HANDOUT | English Version | Spanish Version**
   This handout explains where employees can find key information.