As a result of the transition to UCPath, timesheet deadlines are changing in the month of December. Please be sure to review the deadlines below carefully and submit and/or approve timesheets per this guidance.

I. December 2017 Timesheet Deadlines to ensure you’re paid accurately!

A. Monthly Paid Employees:

- **12/13/17 (Wed)** at 11:00 pm: Employee timesheet submission cutoff. Employees should project time worked and leave anticipated for December 14th and 15th.
- **12/14/17 (Thu)** at 11:00 pm: Supervisor approval cutoff
- **01/02/18 (Tue)**: Pay Day (First monthly pay check through UCPath). Paper paychecks will be mailed to home addresses.

B. Biweekly Paid Employees:

- **Biweekly (B2) Time Reporting Period: 12/3/17 through 12/16/17**
  - **12/14/17 (Thu)** at 11:00 pm: Employee timesheet submission cutoff. Employees should project time worked and leave anticipated for December 15th and 16th.
  - **12/15/17 (Fri)** at 11:00 pm: Supervisor approval cutoff.
  - **12/27/17 (Wed)**: Pay Day in PPS (Last biweekly pay check in PPS) Due to campus closure, paper paychecks will be distributed as usual on Tuesday (1/2/2018) when campus re-opens; however, direct deposits will be deposited on pay day (12/27/17).

- **Biweekly (B1) Time Reporting Period: 12/17/17 through 12/30/17**
  - **12/20/17 (Wed)** at 11:00 pm: Employee timesheet submission cutoff in old TARS. Employees should project time worked and leave anticipated for December 21st through December 30th.
  - **12/22/17 (Fri)** at 11:00 pm: Supervisor approval cutoff in old TARS.
  - **01/02/18 (Tue)**: Supervisors to review timesheets in new TARS for accuracy.
  - **01/10/18 (Wed)**: Pay Day (First biweekly paycheck through UCPath). Paper paychecks will be mailed to home addresses.

II. FOM | UCPath Informational Event on December 5, 2017 – See Attached Flyer & RSVP @ [http://bit.ly/2k8xuQy](http://bit.ly/2k8xuQy)

As UC Riverside gets closer to go-live, you will continue to receive more details about UCPath. In the meantime, watch this brief demonstration of the UCPath employee portal.

To learn more about the UCPath project, check out the UCPath website: [http://ucpathproject.ucop.edu/](http://ucpathproject.ucop.edu/) or [fomucpath.ucr.edu](http://fomucpath.ucr.edu).

11/30/2017