MESSAGE FROM THE SPONSORS

As the scheduled UCPath pilot deployment nears, we want to provide you with an update on UCR’s status. Chancellor Wilcox has approved UCR to move into the final phase of the UCPath implementation, with go-live (transition to UCPath) scheduled to begin in December. The go-live phase of the UCPath implementation includes several checkpoints at key milestones in the system transition process, which are designed to provide confidence to UCR that the project continues to move towards success at go-live. These checkpoints are primarily focused on data quality and ensuring that UCR’s payroll within UCPath will be accurate. While we have a high degree of confidence that UCPath will produce accurate paychecks, Chancellor Wilcox has reserved the option to terminate the deployment process if at any point a successful launch seems unlikely. Moreover, if any checkpoint indicates unreasonable risk, UCR has contingency plans in place to continue producing payroll out of PPS without interruption.

Transitioning to UCPath is a lengthy process that will begin in December and run through early January. A list of key dates in the deployment effort can be found on the second page of this month’s Navigator, and numerous other critical pieces of information are also contained in this issue. We encourage you to review it thoroughly.

As we move into the UCPath go-live phase, UCR is also activating its hypercare (employee & operational support) support plan. The hypercare support plan will provide the campus’ Payroll, HR and Academic Personnel staff with substantial additional resources to ensure that issues that arise during the pilot deployment are dealt with quickly and effectively. Additional information on UCR’s hypercare support structure and accessing support will be provided to staff working in Payroll, HR and AP over the next month.

Faculty, staff and student employees with no Payroll, HR or AP responsibilities should continue to use their current pathways of support for Payroll/HR/AP questions & issues.

We want to thank you again for your ongoing partnership as we move into the final stage of this effort.

PAYCHECK CHANGES

Your paycheck will look different (see the included Paycheck sample on next page). These differences include changes that typically occur at the beginning of each year and changes that will occur as a result of the UCPath implementation. Some key changes include:

- New employee ID numbers, which appear on the UCPath paycheck and in the UCPath portal.
- Paycheck statements will be available in the UCPath portal two days before pay day.
- Vacation and sick leave balances will be shown in the UCPath portal, rather than on paychecks. Employees can view their leave balances in the portal.

WHAT YOU NEED TO TAKE ACTION ON:

- **PAYCHECK:**
  If you receive your paycheck through direct deposit, it will remain the same and no action is required. If you receive paper paychecks it will be sent to your home address by U.S. Postal Service on payday and may arrive 2-3 days after payday.

- **CURRENT HOME ADDRESS:**
  Make sure your home address information is current, especially if you receive a paper paycheck. Sign into your AYSO account and select Contact Information.

- **W-2:**
  Your 2017 W-2 will come from At Your Service Online (AYSO) for the last time. In 2018, your W-2 will come from UCPath. Sign into your AYSO account and select W-2 and 1095-C.

- **AYSO:**
  Starting December 5, 2017, AYSO will become view-only for functions that are moving to UCPath. This is a good time to sign up for an electronic W-2. If you sign up for an electronic W-2 in AYSO by December 4, you will automatically be signed up in UCPath.
Deploying UCPath for UCR and the other pilot locations is an extended process that will take place throughout the month of December and into early January 2018. As such, please be aware of the following key dates & required actions associated with the UCPath implementation:

**CUTOVER COMMUNICATIONS**

Watch the video at fomucpath.ucr.edu. See what you need to do before UCPath launches, here are the major items (click here).

**PAYCHECK CHANGES**

Learn about the changes to your paycheck with UCPath. This January your paycheck will look different! - click here.

**VIDEO: UCPath TO-DO LIST**

Watch the video at fomucpath.ucr.edu. See what you need to do before UCPath launches, here are the major items (click here).

**WHAT’S NEW?**

**WEEKLY EMAILS**

From now until go-live, weekly emails will be sent to all employees to provide updates, information and critical dates around the project. They will also be available on our website at fomucpath.ucr.edu.

**FOM|UCPath at the OE Event**

Members from the FOM|UCPath project team will be at the OE Making Change Work event on November 30th from 9 am-12 pm and will provide a short presentation. We hope to see you there.

**FOR COMMENTS OR QUESTIONS EMAIL:** fomucpath@ucr.edu

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**DATE/TIME | WHAT HAPPENS**

| December 4 - 5:00 pm | This is the deadline for completing PPS transactions for employees paid MONTHLY; new transactions will be held until they can be entered in UCPath on December 13.
| December 5 - 7:00 pm | AYSO becomes view-only for functions that are moving to UCPath. These functions include address/personal email changes, tax withholding changes, direct deposit changes and patent amendments.
| December 13 - 6:00 pm | This is the deadline for monthly employee time entry.
| December 14 - 6:00 pm | This is the deadline for monthly employee time approval.
| December 18 - 8:00 am | On this date new forms & workflows for all UCPath functionality will be deployed within ServiceLink, UCR’s new service request tool, and transactions can be entered for monthly employees on this date.
| December 20 - 5:00 pm | This is the deadline for completing PPS transactions for employees paid BIWEEKLY; new transactions will be held until they can be entered in UCPath on December 30.
| December 22 - 5:00 pm | UCPath will be unavailable during final cutover.
| January 2 - 8:00 am | The UCPath Portal is the gateway into UCPath for all employees. The UCPath Portal Employee Self-Service (ESS) replaces many of the functions of AYSO and allows employees to view and manage key information in UCPath (such as viewing earning statements and W-2s, updating personal information, etc.).
| Date to be decided | This is the deadline for biweekly employee time entry.
| Date to be decided | This is the deadline for biweekly employee time approval.

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**ACADEMIC READINESS NETWORK**

The six appointed faculty liaisons from across campus have attended numerous departmental meetings to let faculty know how UCPath and associated changes will and will not affect them. So far we have attended the following departmental meetings:

- SOM plus a couple of depts. in CNAS – Dr. Declan McCole
- CHASS – Dr. Melissa Wilcox, Dr. Jason Weems
- BCOE – Dr. Tom Stahovich
- SPP, GSOE, SoBA – Dr. Elaine Wong
- Rest of CNAS – Dr. Isgouhi Kaloshian

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Thanks to all of them for helping us make sure that the faculty are informed.

This month we partnered with the Academic Senate and attended the Faculty Welfare committee meeting. The Academic Senate is an important aspect of shared governance, has authority in matters of curriculum and provides advice to the administration on all areas. The Committee on Faculty Welfare reports to the Riverside Division on any and all matters pertaining to faculty welfare.

In addition, the Academic Personnel Project team continues to hold monthly meetings with the AP directors, Dean’s Office staff and AP UCPath workgroup about the UCPATH implementation on campus. Our third meeting is scheduled for 11/17/17.

For more information, specific to faculty please visit the Academic section of the UCPath website - www.ucrpath.ucr.edu. This website is a resource designed to assist and familiarize Faculty with the UCPath project and the impacts of its implementation.

If you have any questions regarding the UCPath implementation for Academics please feel free to reach out to Alexandra Rollins at Alexandra.Rollins@ucr.edu or the Faculty liaison representing the specific department you want to reach.

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**FOR COMMENTS OR QUESTIONS EMAIL:** fomucpath@ucr.edu