MESSAGE FROM THE SPONSORS

As we approach the planned December 2017 pilot go-live for UCPath, we want to provide the campus community with an update on UCR’s efforts, systemwide project events that impact UCR, and key upcoming project dates. UCR’s project team is currently focused on critical data validation, system development, testing, and training activities targeted at preparing the UCPath system as well as the campus for go-live. During the month of October, the most critical of these are the ongoing Payroll Parallel validation efforts that confirm the accuracy of payroll in UCPath, and the User Acceptance Testing cycle that validates the resolution of system defects and the successful operation of key business processes. We will provide a further update to the campus at the conclusion of these activities. Please be assured that go-live approval is dependent on confirming a high level of accuracy for UCR paychecks as well as the ability of the project team to quickly and efficiently resolve issues that arise at go-live.

Upcoming campus-wide communications will focus on the changes that will occur on employee paychecks, differences between At Your Service Online (AYSO) and UCPath and other impacts to all employees. Targeted messages will also provide information regarding changes to pay methods, workforce administration, absence management and benefits. Outreach to faculty regarding specific impacts of UCPath is currently ongoing and will continue, and additional knowledge transfer sessions available to all employees will be scheduled for the month of November. Please visit our website for up to date information at http://fomucpath.ucr.edu.

While UCR continues to move forward, the systemwide project has experienced a significant change. On October 4, President Napolitano & Chancellor Block of UCLA announced their mutual agreement for UCLA to defer its campus and medical center deployment of UCPath from December 2017 to a later date. This decision was based on analysis indicating that issues associated with the size, distributed nature and complexity of UCLA were significantly increasing the risk to a successful go-live for the other pilot locations, which include UCR, UC Merced and ASUCLA. With UCLA’s deferral at this time, the Office of the President is now able to focus all possible resources on a successful pilot implementation for this critical UC initiative.

UCPath has committed to provide support to UCR and the other pilot locations, and indeed has already begun to provide some of its key project team members to assist UCR. UCR and the other pilot locations remain committed to the December 2017 go-live date and the agreed upon implementation framework, which are now more achievable. As UCR’s project sponsors, we will provide Chancellor Wilcox with a campus recommendation on go-live in early November, which he will use to make the go/no-go decision for UCR. We will continue to keep leadership and the campus community informed of project progress as we move forward. We thank you for your continued partnership in this effort to enhance both UCR’s and UC’s future operations.

PAPER PAYCHECKS

When UCPath launches, you will no longer be able to pick up your paycheck at central payroll or your department offices. All paper paychecks will be mailed to your home and may take an additional 2-3 days for delivery. To avoid this delay, it is strongly recommended that employees sign up for direct deposit by November 8, 2017 for monthly employees and November 10, 2017 for bi-weekly employees.

Benefits of signing up for direct deposit:

• Security: With direct deposit, you won’t worry about lost, stolen or misplaced checks.
• Reliability: You will not have to wait for your check to arrive in the mail.
• Convenience: Saves time and effort by eliminating trips to your financial institution to deposit your check.

Steps to sign up for direct deposit:

• Verify your paycheck delivery method in At Your Service Online (AYSO).
• Sign up for direct deposit through AYSO or fill out the Direct Deposit Enrollment form and return to your department payroll representative.
The FOM|UCPath training team facilitated its first “Super Saturday” training session geared towards shared services centers on Saturday, September 23rd. Vice Chancellor Ron Coley and Mark Rhine, Director of Employee Services, UCPATH Center, kicked off the all-day training session attended by Harvest and POSSC Shared Services Centers staff.

Training covered the entire FOM employee lifecycle from position data management to offboarding. Academic Personnel, HR and finance SMEs were available to answer questions and add to the learning experience. Another “Super Saturday” training will be held on November 4th for R'Shared and Citrus shared services centers.

Registration for FOM|UCPath course offerings is now available and can be accessed directly from the training courses webpage, http://fomucpath.ucr.edu/training/courses, or can be accessed from the UC Learning Center, http://www.ucrllearning.ucr.edu/. Courses are offered in a variety of delivery formats, including face-to-face, webinar, and/or self-paced online learning. The intended audiences for courses is dependent upon the role of the employee, where the employee works and the nature of the work to be done.

The systemwide UCPATH courses are most appropriate for those staff who will directly access the UCPATH system to transact or for inquiry or monitoring purposes. These employees work in the following areas:
- Shared Services Centers (SSC) - Human Resources (HR) - Academic Personnel (AP)
- Business and Financial Services (BFS) - Financial Planning and Analysis (FPA)

Registration AND completion of these Online UCPATH Courses are available now, please see next page. Questions regarding FOM|UCPath training can be sent to fomucpathtraining@ucr.edu.

UCPATH COLLABORATION

UCR and UCPATH completed the initial set of collaboration meetings in which they were able to establish crucial action items for a successful go-live. Collaboration meetings allow the UCR team the opportunity to have discussions to make sure that the systemwide UCPATH initiative aligns with UCR’s local processes. Output from the sessions will clarify roles and responsibilities for departments, Shared Services Centers, and the UCPATH Center, identify which reports are the most critical for our campus, share issues with testing and conversion, plan the local training delivery, and schedule communications for change management, cutover and go-live.

ACADEMIC READINESS NETWORK

The six appointed faculty liaisons from across campus are attending their designated college and departmental meetings.

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

The Academic Personnel project team has partnered up with the Academic Senate as well as the Faculty Welfare committee to ensure that the faculty community is aware of how UCPATH and associated changes will and will not affect them. Please be on the lookout for Academic Information Session events happening shortly after Go-Live.

In addition, the Academic Personnel project team has re-engaged with the AP directors, Dean’s Office staff and AP UCPATH workgroup about the FOMIUCPATH implementation on campus. For more information, specifically to faculty please visit the Academic section of the UCPATH website.
The systemwide UCPath courses are most appropriate for those staff who will directly access the UCPath system to transact or for inquiry or monitoring purposes. These employees work in the following areas:

- Shared Services Centers (SSC)
- Human Resources (HR)
- Academic Personnel (AP)
- Business and Financial Services (BFS)
- Financial Planning and Analysis (FPA)

**Registration AND completion of these Online UCPath Courses are available now:**

- NAV100 UCPath: PeopleSoft Overview
- NAV105 UCPath: Basics and Navigation
- NAV106 UCPath: Reports and Processes
- NAV108 UCPath: Cognos Reports
- NAV310 UCPath: AWE Overview and Approvals
- FA100 UCPath: Employee Data Inquiry
- WFA110 UCPath: WFA Overview
- WFA215 UCPath: Mass Hires
- ABM100 UCPath: Absence Management Overview
- ABM195 UCPath: Absence Management Inquiry

The development of additional resources (e.g., job aids, videos) to address recent changes is in progress and will accompany all courses.

**REQUIRED COURSES:**

- NAV100 UCPath: PeopleSoft Overview
- NAV105 UCPath: Basics and Navigation
- NAV106 UCPath: Reports and Processes
- NAV108 UCPath: Cognos Reports
- NAV310 UCPath: AWE Overview and Approvals

Please use your judgement when advising your staff on the other courses they should take, additional information on which courses will be required and availability of all other systemwide courses will be coming soon.

Also available for registration are the local **FOM courses**. The local FOM courses are most appropriate for those staff who will initiate transactions in ServiceLink or other local systems, those who will fulfill transactions coming from ServiceLink or other local systems, or for inquiry or monitoring purposes. These employees work in the following areas:

- Departments
- Shared Services Centers (SSC)
- Human Resources (HR)
- Academic Personnel (AP)
- Business and Financial Services (BFS)
- Financial Planning and Analysis (FPA)

**REQUIRED COURSES:**

Please use your judgement when advising your staff on the other courses they should take, additional information on which courses will be required will be coming soon.

Questions regarding FOM|UCPath training can be sent to fomucpathtraining@ucr.edu.