Dear Colleagues,

Below is the schedule for the UCPath Transactional Unit Pilot - **Phase 2**.

**PRE-TRAINING:**

* A detailed email and remdiner (with links) for pre-training has been sent to all.
* Web-based, Phase 2 training will be available 24/7 from **September 9th to September 19th**.
* After completing each module, participants will be asked to take a 5 question quiz. Participants will need to pass each quiz with a score of at least 80%. All quizzes will be hosted in the LMS.
* **Pre-training must be completed by September 19th** to be eligible to take in-person training. It’s important to have the pre-training information fresh in your mind as a foundation prior to participating in the in-person sessions.

**IN-PERSON TRAINING:**

* In-Person Training (for Phase 2), will be held from **September 20th – October 18th**. This training is expected to be a **total of 33 hours for Transactional Units.**
* **Shared Services Centers** are expected to attend 3 courses (**total of 8 hours of training**). These courses are highlighted below in **yellow**.
* **Approvers** are expected to attend 4 courses (**total of 11 hours of training**). These courses have **\*\*** below
* Composed of lecture-based and hands-on sessions (using the UCPath Training Environment), in-person training builds on knowledge acquired during the Online Pre-Training. In-Person training is composed of 10 courses (see below for course details).
* **All trainings locations are listed below.**
* **Calendar invites should be on your calendar.**

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| TRAINING TITLE | **DATE** | **TIME** | **LOCATION** |
| Approval Workflow Engine (AWE)\*\* | Sept 20 | 1-4pm | Pentland Hills C101 |
| Payroll & Pay Impacting Concepts/Advanced Downstream Impacts\*\* | Sept 23 | 1-4pm | Sproul 2225 |
| Off-boarding Involuntary Termination - Staff & Academic | Sept 24 | 1-5pm | Sproul 2225 |
| Onboarding For EMPL Class 5, 9 & 10 (Part 1/2) | ~~Oct 1~~ Oct 2 | 1-5pm | Bannockburn J102 |
| Onboarding For EMPL Class 5, 9 & 10 (Part 2/2) | ~~Oct 2~~Oct 3 | 1-5pm | Bannockburn J102 |
| Paypath For EMPL Class 5, 9 & 10 (Part 1/2) | Oct 8 | 1-5pm | Bannockburn J102 |
| Paypath For EMPL Class 5, 9 & 10 (Part 2/2) | Oct 9 | 1-5pm | Bannockburn J102 |
| Handoff Processes\*\* | Oct 15 | 1-3pm | Bannockburn J102 |
| UCPath Phase 2 Summary Review\*\* | Oct 16 | 1-4pm | Bannockburn J102 |
| Make-up Session | Oct 18 | 8am-5pm | Bannockburn J102 |

**DRESS REHEARSAL:**

* Dress Rehearsal will take place the week prior to Phase 2 Deployment (**October 21st – November 1st** ). During the course of the week, various end-to-end scenarios will be tested in the UCPath Testing Environment, including AWE approvals, performed by the Transactional Units.

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| SCENARIOS | DATE | TIME | ROOMS | TRANSACTIONAL UNIT ATTENDEES | SSC ATTENDEES & TIMES |
| Kickoff  Offboarding (Vol & Invol) | October 21 | 1-5pm | Pentland Hills Fox Hole F111/G101 | Transactors | **In-Person**  No Citrus |
| Offboarding (Vol & Invol) | October 22 | 1-4pm | Sproul 2225 | Transactors  Approvers | **Remote** |
| PayPath Transactions | October 23 | 1-4pm | Pentland Hills Fox Hole F111/G101 | Transactors | **Remote** |
| PayPath Transactions | October 24 | 1-4pm | Pentland Hills Fox Hole F111/G101 | Transactors | **Remote**  No Citrus |
| PayPath Transactions | October 25 | 1-4pm | Pentland Hills Fox Hole F111/G101 | Transactors | **In-Person**  No RSSC or Citrus |
| Onboarding 5, 9 & 10  Phase 1 CWR and Personal Data Transactions for Approvers | October 28 | 1-5pm | Pentland Hills Fox Hole F111/G101 | Transactors | **In-Person**  No Citrus |
| Onboarding 5, 9 & 10  Phase 1 CWR and Personal Data  Transactions for Approvers | October 29 | 1-4pm | Pentland Hills Fox Hole F111/G101 | Transactors | **In-Person**  Harvest Remote |
| Onboarding 5, 9 & 10  Phase 1 CWR and Personal Data Transactions for Approvers | October 30 | 1-4pm | Pentland Hills Fox Hole F111/G101 | Transactors  Approvers | **In-Person** |
| One Time Pay | October 31 | 9-12am | Sproul 2225 | Transactors  Approvers | **In-Person**  Harvest Remote  No Citrus |
| Make-up Day | November 1 | 1-4pm | Pentland Hills Fox Hole F111/G101 | Transactors  Approvers | **Not Available** |

**LABS:**

* Web-based (via Zoom) and in-person (location(s) HMNSS 3113), will be held after Phase 2 Pilot Deployment on a weekly basis. In-person labs on Wednesday’s from 9am-12pm and Zoom Check-in and labs on Fridays from 10am-12pm
* Meeting cadence will decrease over time.
* Information on lab dates and locations is forthcoming.

**PHASE 2 GO-LIVE**

* **November 5th, 2019**

If you have any questions please feel free to reach out to [UCPathCSC@ucr.edu](mailto:UCPathCSC@ucr.edu)

Thank you for your partnership in this effort.

Thank you,

UCPath Campus Support Center (CSC)