From: UCPath Center, University of California
Subject: UCPath Notice: Operational Preparation for 2021 Juneteenth Holiday
Date: Thursday, June 24, 2021 1:54:23 PM

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UCPath Notice: Operational Preparation for 2021 Juneteenth Holiday

To: General UCPath Communications distribution

With President Drake's announcement last week, Juneteenth will be initially observed on June 28. Please note the following important reminders and key actions:

The payroll processing schedule has been modified for the upcoming holiday. Please adhere to the timelines to ensure timely and accurate pay, especially with the upcoming holiday on July 5.

UCPath will be working extended hours over the weekend and holiday to avoid disruption to the payroll delivery schedule. Please ensure that:

- Time file submitters/approvers are available June 28 in the event of urgent file issues
- Final pay transactions do not reflect June 28 as a vacation or worked day; use the current business process to correct previously submitted transactions, as needed
- Reach out to your assigned UCPath liaison for assistance on any urgent payroll matters during the holiday

Most other UCPath operations, including Employee Services, will be closed in observation of the holiday on June 28.

Thank you for your continued partnership as we work together to pay all UC employees accurately and on time.

Resources:

- Job Aid: Review the Payroll Processing Schedule
- Payroll Processing Schedule
- LBNL Payroll Processing Schedule
- Simulation: Initiate Retirement Template Transaction
- Simulation: Initiate Voluntary Termination Template Transaction
- Simulation: Initiate Involuntary Termination Template Transaction

- Job Aid: Retirement Processing for July 1 Retirement Date - COLA
- Job Aid: Emeriti Processing for July 1 Retirement Date
- Simulation: Submit Final Pay Request
- Simulation: Submit Off-Cycle Pay Request

Thank you,

UCPath
(855) 982-7284
Monday - Friday from 8:00 a.m. - 5:00 p.m.
ucpath.universityofcalifornia.edu