From: UCPath Center, University of California
Subject: UCPath Notice: Upcoming Change to Prevent Transactions During Payroll
Date: Tuesday, July 6, 2021 9:25:32 AM

UCPath_Vertical response 650x126 Email Header 2

UCPath Notice: Upcoming Change to Prevent Transactions During Payroll

To: General UCPath Communications distribution

Effective **July 27, 2021**, a new system change will prevent certain transactions from being submitted between the “Stop” and “Resume” dates/times listed on the payroll processing schedule. The changes are as follows:

- **PayPath:** Will appear as read-only for employees in the pay cycle being processed
  - Users will not be able to process *any* PayPath transactions (past, present, or future-dated) for employees in the pay cycle being processed until the “Resume” date/time on the payroll processing schedule
- **Mass PayPath:**
  - Transactions can still be submitted
  - Approvals will appear as read-only for all employees/transactions

Note: Position Management/Administration updates should not be submitted during critical payroll processing even though the system will not prevent them.

Transactions that can continue to be submitted during this time include:

- HR Smart Templates
- Extended Absence Requests
- PayPath transactions for employees not in the pay cycle being processed

Resources:

- Frequently Asked Questions
- Job Aid: Review the Payroll Processing Schedule
- Payroll Processing Schedule
- LBNL Payroll Processing Schedule

Thank you,

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