**From:** UCPath-Training
**To:** UCPath-Training
**Subject:** UCPath Training Update - 9/27/21
**Date:** Monday, September 27, 2021 1:48:22 PM
**Attachments:** image001.png

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Good afternoon,

The UCPath Training Team updated training materials for Payroll and Workforce Administration. We recommend you communicate these changes to your users. The changes are as follows:

- Payroll (PAYL200: Additional Compensation and Payroll Requests):
  - *Job Aid*: **Calculate Incentive Pay**
    - New job aid on how to calculate incentive pay amounts owed to employees for the lookback period
  - *Job Aid*: **Upload Special Off-Cycle Payment File**
    - New job aid on how to upload and submit for processing the special off-cycle payment file
  - *Job Aid*: **Incentive Pay Request for Deceased or Returned Employees**
    - New job aid on how to submit clinical incentive payroll requests for deceased employees or those returned from leave taken during the lookback period

- Workforce Administration (WFA110: WFA Overview):
  - *Job Aid*: **HR Primary Job Derivation Logic Workflow**
    - Updated job aid with image of Visio flow chart

You can see all changes for each course by revision number here:
**D2_LocationCourseChanges.pdf** (new Box link).

The **UCPath Help** site was updated to reflect these changes. Please visit the following UCPath Help site links to see these new updates:

- Self Service Users
- Location Users

UCPath web courses for LMS* - Box link. Password: ucpathd2

**To add to your LMS, each location must download the web courses from Box, and your LMS administrator must add them to your LMS domain.*

*If necessary, forward this email to colleagues that may benefit from this information.

Thank you,

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**UCPath Help:**
Self Service Users | UCPath Users | Location Users

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