From: UCPath, University of California
Subject: UCPath Changes & Enhancements for Transactors: Nov 24, 2021 - Dec 3, 2021
Date: Monday, December 6, 2021 2:47:10 PM

UCPath_Vertical response 650x126 Email Header 2

To: UCPath Transactors

UCPath Changes & Enhancements: November 24, 2021 – December 3, 2021

UCPath recently implemented the changes listed below.

General Ledger

Summary	Date
Delivered the first phase of fixes to address issues with the E-034b Redistribution of Leave Taken, which included: • Errors when holiday or vacation leave was taken on the last day of the pay period • Issues with employees who hold two positions and leave is taken on one position and not the other • Improvement of skipped distribution count in the log file	11/30/21

Other Updates & Reminders:

- **UCPath Upgrade Activities:**
  - **Planned Maintenance:** UCPath will be unavailable from 12pm Friday, December 10, through 6am Monday, December 13, to complete the UCPath upgrade.
  - **Code Freeze:** A code freeze is in effect November 2 – December 31 to support the UCPath upgrade. There will be minimal changes to UCPath during this timeframe to ensure a smooth implementation.
- **Guidance for Pay Frequency Changes:** UCPath updated the operational alignment deck Pay/Comp Frequency Changes and posted to the location support site. The slides provide insight and guidance regarding employee pay frequency changes from monthly to biweekly or biweekly to monthly.
- Job configuration changes and location specific configurations can be viewed on the Location Support Site

Did you know: If an employee works past the job-end date, there may be unexpected benefit changes

- Even if the "End Job Automatically" checkbox is not selected, jobs with an end date in the past are not considered for benefits
- Example:
  - An employee has two jobs: one has a job-end date on December 31, 2021, and the other has no job-end date
  - The FTE and duration of the two jobs makes the employee eligible for full benefits
  - The employee continues working both jobs past December 31, 2021
  - The benefits processes will run on January 1, 2022, and will re-evaluate the employee's eligibility for benefits
  - The job without a job-end date makes the employee eligible only for core benefits
    - Vision, dental, supplemental life and dependent life Insurance would terminate
    - Life insurance would move from basic life to core
- To avoid these issues, location teams should ensure job-end dates are accurate in the system *prior* to the end date
  - Retroactive reinstatements will not reinstate benefits - users would need to submit a case after processing a retroactive reinstatement in order to have benefits eligibility re-evaluated
- As of November 22, there were more than 22,000 jobs with an end date of December 31, 2021

- Run the Jobs with Approaching End Dates (R-103) report and the Escalation/Reminder of Approaching Job End Dates (R-384) reports and make updates as appropriate
- **Resources:**
  - Run Cognos Report
  - Extend or Inactivate POI
  - Initiate Multi-Row Job Data Change PayPath Transaction (Staff/Acad)
  - Initiate Extend Contingent Worker (No Position) Template Transaction
  - Initiate Extend Contingent Worker (With Position) Template Transaction
  - Initiate Short Work Break PayPath Transaction (Staff/Acad)
  - Initiate Voluntary Termination Template Transaction
  - Initiate Involuntary Termination Template Transaction
  - Initiate Intralocation Transfer Template Transaction (Staff)
  - Initiate Intralocation Transfer Template Transaction (Acad)
  - Job Aid: Benefit Eligibility & Triggers