From: UCPath, University of California
Subject: UCPath Changes & Enhancements for Transactors: Feb 11, 2022 - Feb 18, 2022
Date: Friday, February 18, 2022 1:41:34 PM

UCPath_Vertical response 650x126 Email Header 2

To: UCPath Transactors

UCPath Changes & Enhancements: February 11, 2022 – February 18, 2022

UCPath recently implemented the changes listed below.

Cognos

Summary	Date
Created a "New Hire" report (R-393) to replace a CPS report to identify employees hired in a specific date range	02/14/22

Payroll & Compensation

Summary	Date
Updated the Mass Hire Files (E-346) so the search match properly identifies if a new employee record should be created with the request	02/13/22

TAM

Summary	Date
Resolved the issue causing applicants to receive a PeopleCode error upon re-setting their password on the external Candidate Gateway	02/14/22

UCPath

Summary	Date
Resolved issues with the pre-note process to ensure timely set up of direct deposit	02/11/22

Did you know: Pay group is automatically assigned in UCPath

- The pay group defaults to DEF when a person is hired, rehired or transferred
- A batch process runs multiple times per day to assign the appropriate pay group based on a variety of factors including union affiliation, FLSA status, pay frequency (monthly or biweekly), etc.
- Pay group is a way to group employees based on shared characteristics to facilitate payroll processing
- **Pay Group Override**
    - A pay group override can be requested to align the pay frequency (monthly or biweekly) for employees with multiple jobs
    - A pay group override can be requested during HR template processing by including a comment on the template
        - A job data update form can be submitted for overrides not requested on the template
    - Special pay groups exist for certain scenarios (X= location code)
        - **XMH:** allows hourly employees to be paid monthly
        - **XBE:** allows exempt salaried employees to be paid biweekly
        - **XMS**: is used for monthly salaried employees and requires hours be

submitted positive time

- **Resources:**
  - Job Aid: Pay Group Assignment, Configuration and Code List
  - Operational Alignment: Dual FLSA and Comp Frequencies

Other Updates & Reminders:

- Job configuration changes and location specific configurations can be viewed on the Location Support Site