**From:** UCPath, University of California
**Subject:** UCPath Notice: Job Record End Date Monitoring Reminder
**Date:** Monday, March 7, 2022 4:12:08 PM

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# UCPath Notice: Job Record End Date Monitoring

To: General UCPath Communications distribution

There are over **12,700 employee records** and **265 contingent worker records** with an “Expected Job End Date” on **March 31, 2022.**

Upon reaching the “Expected Job End Date,” UCPath will terminate all employees with expired jobs for which the “End Job Automatically” checkbox is selected.

To avoid unintended impacts such as termination, pay discrepancies, loss of benefits, system access interruptions or overpayments, please complete the following:

**Action Items:**

- Run the **Jobs with Approaching End Dates (R-103)** report and the **Escalation/Reminder of Approaching Job End Dates (R-384)** reports as appropriate.
- Review job records with upcoming end dates that are scheduled to auto terminate
  - The "End Job Automatically" box must be checked in conjunction with the “Expected Job End Date” in order for the record to be automatically terminated
  - If the box is not checked, the employee will remain in active status and continue to receive pay
- Initiate the appropriate transaction to update the employee’s records as needed:
  **Submit PayPath Transaction**
  - Place on a short work break
  - Extend or re-appoint
  - Check the “End Job Automatically” box to automatically terminate on the job end date

**Submit HR Template**

- Transfer to another position
- Terminate/Complete

**No Action Needed**

- Allow to Auto Terminate

**Note:**

- Once job records are automatically terminated, it is necessary to submit a rehire/reinstatement transaction to reinstate an employee to active status
- Extend the "Expected Job End Date" to ensure system updates such as primary job changes, pay rate changes, benefit eligibility changes, etc., are applied to the record
- If a record is not set to auto terminate, an extension approval must be submitted to avoid an overpayment

**Training 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

Thank you,

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