

Dear Colleagues,

To allow for additional time to self-nominate the deadline has been extended to EOB on Friday, April 5, 2019. Please fill out the [self-nomination form](#) and see below for more details.

In the fall of 2018 campus executive leadership requested that the UCR project team undertake a review of the FOM | UCPATH Implementation. The request included a review of our campus UCPATH transaction processing model that would result in changes that potentially increase visibility and reduce redundancy.

The project team’s review effort included collecting feedback from campus leadership, Shared Services Center staff, campus operational staff, central offices, and the UCPATH Center. The result of the review effort is a proposal for improvement which includes a pilot program that leverages delivered UCPATH PeopleSoft workflow to increase UCR visibility into UCPATH transactions. In addition, the proposal is anticipated to minimize re-keying of data, by moving selected UCPATH transactional activity closer to the source (i.e., transactional unit). This pilot will occur in two defined phases:

Phase I: June – August 2019.

This will extend initiation to pilot units for processes below and the validation/approval would remain at SSCs.

Distributed Initiation in UCPATH with Shared Services Validation
Onboarding/Offboarding: Contingent Worker (Add, Renew/Update and Complete)
Position Control
Additional Comp - One Time Pay Individual Transactions
Offboarding: Voluntary Termination (Staff and Academic)**
Personal Data Change & Person Profile Approval Role
On Behalf of Case Management *
Onboarding: Person Of Interest (POI) Initiation

In addition, the following process will be fully centralized in the AP Office.

Phase I – Fully Centralized
PayPath/Onboarding/Offboarding For EMPL Class 22 (Deans & Faculty Admins) - AP Office**

* Low-risk and relevant Case Management submissions will also be made available to pilot units in Phase I. These transactions have no workflow available.

** Offboarding does not include final pay transactions.

Phase II: September – November 2019. *This will extend approval to pilot units for lower risk processes, based on analysis and demonstrated competency. It will also extend initiation to pilot units for selected higher risk/more complex processes.*

Fully Distributed to Transactional Units (UCPATH Initiation & Validation)	Distributed UCPATH Initiation Shared Services Validation
Onboarding/Offboarding: Contingent Worker (Add, Renew/Update and Complete)	Offboarding Involuntary Termination – (Staff & Academic)
Additional Comp - One Time Pay Individual Transactions	PayPath For EMPL Class 5, 9 & 10

Offboarding: Voluntary Termination (Staff and Academic)**	Onboarding For EMPL Class 5, 9 & 10
Personal Data Change & Person Profile Approval Role	Position Control
On Behalf of Case Management *	
Onboarding: Person Of Interest (POI) Initiation	

* Low-risk Case Management transactions will also be made available to pilot units in Phase I. These transactions have no workflow available.

** Offboarding does not include final pay transactions

In addition, the following process will be fully centralized in the AP Office.

Phase II – Fully Centralized
PayPath/Onboarding/Offboarding For EMPL Class 22 (Deans & Faculty Admins) - AP Office**

Invitation to Self-Nominate

Provided the criteria below are met, we would like to invite campus units (i.e., departments, divisions, clusters, organizational units) to self-nominate as Transactional Units for this pilot. *Please do not submit a self-nomination form before receiving approval from your relevant leadership (i.e., department chair/head, administrative leadership, etc.)* We are looking for campus units that clearly meet the following criteria:

1. Staff & leadership commit to participate in the pilot effort (phase one launch to begin June 2019)
2. Sufficient skilled (in administrative processing) and dedicated staff are currently available to transact in UCPATH (vs. ServiceLink or other communication means)
3. Staff attendance & completion of all mandatory training (online, in-person, participation in testing, participation in hands-on labs). Phase 1 training activities to occur from May 20 – June 21 with a time commitment of approximately 16 hours per week). Phase 2 – Tentative: July 28 – August 30 with a time commitment of approximately 16 hours per week)
4. Agreement to provide feedback to the project team on the pilot experience and the degree and type of perceived success, and to provide suggestions on potential improvements

If the above criteria can be met, please complete this brief self-nomination form no later than 5:00 pm on April 5th. Please review this [UCR UCPATH Transaction Process Pilot presentation](#) for more information. Nominations will be reviewed by project & shared services leadership and final decisions on pilot participation will be made by UCR’s UCPATH executive sponsors.

If you have any questions please email fomucpath@ucr.edu.

Thank you,
FOM|UCPATH Team