From: UCPath, University of California
Subject: UCPath Notice: Recent Change to PayPath
Date: Friday, May 20, 2022 4:13:43 PM

UCPath_Vertical response 650x126 Email Header 2

UCPath Notice: Recent Change to PayPath

To: General UCPath Communications distribution

A recent change (UCP-113067) unintentionally modified the way PayPath works during payroll processing (between the “Stop” and “Resume” dates/times listed on the payroll processing schedule).

PayPath no longer displays in “read only” mode for employees in the pay cycle being processed. Instead, when pulling up an employee in the pay cycle being processed, an error message will display. Users can still view and submit transactions for employees that are not in the pay cycle being processed.

When users cannot view records during payroll processing, they may view employee details via the native PeopleSoft menu.

Critical reminder: Do not submit Position Management/Administration updates during payroll processing even though the system will not prevent them. These updates during payroll processing may result in payroll errors and may cause the impacted employee’s paycheck to be delayed.

Other transactions may be submitted during payroll processing, including:

- HR Smart Templates
- Extended Absence Requests
- PayPath transactions for employees not in the pay cycle being processed

Resources:

- Job Aid: Review the Payroll Processing Schedule
- Payroll Processing Schedule
- LBNL Payroll Processing Schedule

Thank you,

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

-

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox.