

## UPDATE ON UCB GO-LIVE

*UC Berkeley will become the next location to go-live with UCPath in the beginning of March. This issue of the Navigator provides information on key impacts of the UCB go-live for staff with responsibilities in HR, Academic Personnel, and Payroll & Finance. If you have additional questions about any of the information provided in this newsletter, please email [fomucpath@ucr.edu](mailto:fomucpath@ucr.edu).*

## KEY IMPACTS FOR ALL FACULTY & STAFF *(Provided to all employees on February 14th)*

### • KEY DATES/TIMES UCPath/UCPC SUPPORT SERVICES WILL BE UNAVAILABLE

- Outage 1: Friday, March 1st at 5 p.m. until Thursday, March 7th at 8 a.m.
- Outage 2: Thursday, March 14th at 5 p.m. until Wednesday, March 20th at 8 a.m.

### • UCPath ONLINE: THE SELF-SERVICE PORTAL WILL BE UNAVAILABLE DURING THE KEY DATES NOTED ABOVE.

- This means you will not be able to access your W2s, update any personal information or view your earnings statements (paystubs) or other personal information during these times.
- Please plan accordingly - download all items and/or make any necessary changes while the portal is available.

### • W2s: Employees will not be able to visit UCPath Online to download or view their W2s during this outage. Please be sure to print them out beforehand.

### • PAYCHECKS: WILL BE DELIVERED AS SCHEDULED, HOWEVER EARNINGS STATEMENTS WILL ONLY BE AVAILABLE WHEN THE PORTAL IS AVAILABLE.

- **Monthly Paid Employees:** Earnings statements will be available from February 27th – March 1st at 5 p.m., then from March 7th – March 14th, and then after March 20th.
- **Biweekly Paid Employees:** Earnings statements will be available March 7th– March 14th, and then after March 20th.
- We suggest that you access the portal and print out any earnings statements you may need while the portal is available.

### • WAIT TIME: WILL BE INCREASED DURING THE KEY DATES NOTED ABOVE WHEN CALLING THE UCPath CENTER.

- Due to the system being down and the additional employees joining UCPath - wait time may be increased significantly during this time.

### • CONTACT: IF YOU HAVE QUESTIONS OR CONCERNS REGARDING YOUR MONTHLY OR BIWEEKLY PAYCHECK DURING THIS TRANSITION PERIOD, PLEASE REACH OUT TO THE FOLLOWING:

- Faculty/other academics should contact: [UCPathhelp@ucr.edu](mailto:UCPathhelp@ucr.edu).
- Staff should contact your supervisor, HR business partner or other departmental administrative personnel.
- You may also contact the UCPath Center to speak with an associate during the outages Monday through Friday from 8 a.m.–5 p.m. (PT) at (855) 982-7284.

# SSCs, TARS AND GL INFORMATION

UC Berkeley will begin their conversion to UCPATH in late February/early March resulting in the UCPATH system being unavailable during two timeframes: 1) Friday, March 1st at 5 p.m. until Thursday, March 7th at 8 a.m., and 2) Thursday, March 14th at 5 p.m. until Wednesday, March 20th at 8 a.m. During this time, UCR's Shared Service Centers (SSCs) will be unable to transact within the system, and some campus processing dates and/or functionality will be impacted as follows:

## FAU Change Request Tool

- The FAU Change Request Tool will still be accessible, however, transactions cannot be processed in UCPATH while the system is down. Therefore, transactions requested during the timeframes listed above will be held and submitted once the UCPATH system is available.

## Salary Cost Transfer (SCT) Request Tool

- The SCT Request Tool will still be accessible, but SSCs will not be able to transact in UCPATH during the timeframes listed above. Due to this system downtime, it may take longer for requests to be marked as complete and posted to the ledger.

**Note: The 120 and 90 Day rules will still be in effect during this period, so please ensure requests that are nearing those deadlines are submitted in the SCT Tool with sufficient time to allow for the SSC to process prior to the shutdown. Please contact your SSC for additional information on their lead times.**

## Time and Attendance Reporting System (TARS)

- TARS timelines for the biweekly time reporting period of 2/24/2019 – 3/9/2019 has been adjusted as follows to allow for the prompt payment of biweekly employees.
- Biweekly paid employees are asked to project their time worked (and/or leave taken) from Thursday, 3/7/2019 to Saturday, 3/9/2019 (if applicable), and submit timesheets by 11 p.m. on Wednesday, 3/6/2019.
- Supervisors are asked to approve these timesheets by 11 p.m. on Thursday, 3/7/2019.
- Although information will be provided to biweekly employees and supervisors within the TARS system and through the TARS reminders, departments are asked to ensure their biweekly employees and supervisors are aware of the adjusted due dates.
- If adjustments to the time projected are necessary, supervisors should initiate a correction using the TARS “prior pay period adjustment” functionality. **Note: Time clock users are not allowed to project hours worked. Employees can continue to clock in/out up until the end of this pay period (3/9/2019). Supervisors will be required to approve these timesheets by Monday, 3/11/2019 at 11 a.m.**

# SYSTEM IMPACTS

System	Impact			
	March 1st @ 5pm - March 7th at 8am	March 7th - March 14th	March 14th @ 5pm - March 20th @ 8am	March 20th onward
UCPATH System/Portal	Not Available	Fully Available	Not Available	Fully Available
Cognos/PPS Reports	Not Available	Fully Available	Not Available	Fully Available
ServiceLink	Fully Available	Fully Available	Fully Available	Fully Available
HRDW	Available, but data will not be current	Fully Available	Available, but data will not be current	Fully Available
SuperDope	Available, but data will not be current	Fully Available	Available, but data will not be current	Fully Available
TARS	Fully Available	Fully Available	Fully Available	Fully Available
EACS	Fully Available	Fully Available	Fully Available	Fully Available
FAU Tool	Available but data changes not submitted	Fully Available	Available but data changes not submitted	Fully Available
SCT Tool	Available but transactions not processed in UCPATH by SSCs	Fully Available	Available but transactions not processed in UCPATH by SSCs	Fully Available
General Deduction Tool	Pending announcement Available but data changes not submitted	Fully Available	Pending announcement Available but data changes not submitted	Fully Available