

# NAVIGATOR

JANUARY 2019

UCR

[www.fomucpath.ucr.edu](http://www.fomucpath.ucr.edu)

**FOM** | **UCPath**  
FUTURE OPERATING MODEL | PAYROLL, ACADEMIC PERSONNEL, TIME KEEPING & HUMAN RESOURCES  
Supporting Organizational Excellence

*The Navigator is provided to UCR staff who have operational responsibilities in the areas of Human Resources, Academic Personnel, and Business & Financial Services to convey key information on the UCR FOM\UCPath project implementation.*

## HUMAN RESOURCES MANAGEMENT SYSTEM (HRMS)

The Human Resources Management System (HRMS) is a collaboration between Human Resources, Information Technology Solutions (ITS) and our HR system users as part of an ongoing effort to provide the campus with updated HR technology. Recognizing the importance and value of our end users' unique perspectives, opportunities to incorporate user input into the design and implementation are available. Please read below for details on how to participate.

Scheduled for implementation along with TAM and ePerformance in December 2019, the HRMS will centralize UCR developed HR tools into a single application and contain the following new modules:

1. Job Builder: Expands Career Tracks to incorporate the Job Description System resulting in all job descriptions being created and maintained in a single application.
2. Review: Replaces iReview actions: Equity, Reclass and Reclass Salary Review
3. Recruitment: Supplements functionality not available in TAM
4. Job Code Information: Contains Title and Pay Plan information

All modules are being developed to provide the same navigation and user experience as the Career Tracks system. Although the HRMS will replace UCR's HR tools, current functionality will be maintained, and where possible improved. The HRMS will also be accessible through multiple devices and will be mobile friendly.

As the HRMS and TAM/ePerformance implementations are closely aligned, TAM and ePerformance workgroups and testers will be first to review and test HRMS functionality. If you are not part of these groups and are interested in becoming involved in the HRMS implementation, please email Lorena Velasquez at [lorena.velasquez@ucr.edu](mailto:lorena.velasquez@ucr.edu).

## TAM & EPER DELAY

The implementation date for UCR and other D2 locations has been changed from September 2019 to December 2019. This change was a result of the UCPath Project Management Office (PMO) requesting and receiving approval for a reduced D1 deployment. D1 will now include UC Berkeley, UC Davis, and ANR with UC Irvine moving to D2. The addition of UC Irvine to D2 will require additional time to deploy resulting in this three month extension.

## YEAR END REMINDERS

Here are some important reminders and announcements related to your W-2s, Benefits, Taxes and Pay, taxes and benefits. Some may require action on your part. Please visit: <http://link.ucop.edu/2018/11/26/year-end-reminders-about-your-pay-taxes-and-benefits-from-ucpath/> for more information.

# NEW JOB AIDS

## COGNOS UPGRADE

In addition to Cognos v11 job aids available to download from the FOMIUCPath Training Resources website, the Cognos User Guide has been updated and expanded to document changes to version 11 of Cognos. The updated Cognos User Guide is also available from the FOMIUCPath Training Resource website. The User Guide is separated in two parts – Part I provides step-by-step instructions on how to login and navigate Cognos, search for reports, run reports, save reports, and subscribe to reports.

Part II of the User Guide provides more in-depth information pertaining to required report parameters, by report. Reports are organized by UCPath module: Absence Management, Benefits, Compensation, GL Integration, Payroll, and Workforce Administration.

Should you have any questions, concerns, or need additional information, please contact the FOMIUCPath Training Team at [fomucpathtraining@ucr.edu](mailto:fomucpathtraining@ucr.edu).

## SUBMITTING AN ON BEHALF OF CASE WITH UCPC

A new job aid is available that demonstrates how authorized staff can submit an inquiry on behalf of another employee. Designated staff who have operational responsibilities in the areas of Human Resources, Academic Personnel, and Business & Financial Services may need to use this option to escalate issues to the UCPath Center in order to help resolve questions or issues. The job aid includes instructions on making comments public or private.

## VERIFICATION OF EMPLOYMENT JOB AID

The new Verification of Employment job aid provides step-by-step instructions on how to obtain verification of employment for both current and former UCR employees, as the processes differ.

Current employees can access two types of verification of employment:

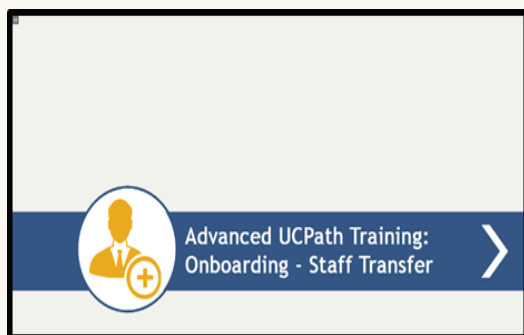
1. Current employees can log into UCPath Online to generate a one-page employment verification summary for personal use.
2. Current employees can also use The Work Number, a third-party provider of employment and income verification, to generate an Employment Data Report for personal use, or to provide verification of employment or income to a verifier (e.g. bank, leasing agent, future employer, etc.).

Former employees can call the UCPath Center at 855-982-7284 (Monday-Friday, 8 a.m. – 5 p.m. PST) to speak with an associate.

[Click here to view the job aid with detailed instructions.](#)

# TRAINING UPDATE

In addition to the Onboarding New Hire and Rehire for Staff modules, the FOMIUCPath Training Team has released its third self-paced, interactive training module. Currently available via the LMS, the module covers the Onboarding Staff Transfer process.



The Onboarding Transfer for Staff module gives an end-to-end (ServiceLink to UCPath) overview of the Transfer Onboarding (Intra- and Inter-Location Transfers) process for Staff employees. Both ServiceLink and UCPath system processes are demonstrated. Additional information is provided to ensure a timely and successful Onboarding transaction. Also demonstrated in the online module are best practices on how Onboarding Accountability Structure Initiators and Onboarding Accountability Structure Fulfillers can follow-up on the status of their request following ServiceLink Onboarding - Transfer request submission.

Center Fulfillers.

Intended audience for this module include: HR Business Partners, Onboarding Accountability Structure Initiators, Onboarding Accountability Structure Fulfillers, and Onboarding Shared Services

The Onboarding – Staff Transfer module takes approximately 1.5 hours to complete and is available via the UC Learning Center LMS.

Also available via the UC Learning Center LMS is the Onboarding – Staff Rehire module. If you have not yet taken the New Hire for Staff module, it is also available via the UC Learning Center LMS. Any questions, concerns, or feedback regarding FOMIUCPath training can be sent to [fomucpathtraining@ucr.edu](mailto:fomucpathtraining@ucr.edu)