NAVIGATOR

NOVEMBER 2018

UCR

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.

SPONSOR MESSAGE

Being a pilot campus has been extremely challenging and we want to thank everyone on the project team, central offices and SSCs for taking on this enormous project without the benefit of lessons learned from other campuses, training resources, established processes and procedures, or expertise of the newly implemented tools. Many of the other UC campuses have great benefited from our lessons learned as we pave the way for all UC's to move over to UCPath. While acknowledging all of the hard work over the past year, we also must acknowledge the pressing work that needs to be done. Stabilization is taking longer than we had hoped, however the project team is continuing to develop a comprehensive review of the UCR FOM|UCPath implementation, process and structure. Numerous meetings with campus leadership regarding feedback on changes to improve the UCPath experience for the campus, have been conducted. Moreover, there client experience survey has also provided insight on all the processes that are currently in place.

We still have some unacceptable issues that need to be permanently fixed. In particular, the continuing issues plaguing the students pay is a top priority. We are acutely aware that people's lives are being negatively impacted so it is crucial that we continue to improve and make sure that we prevent additional hardships on the lives of our employees. UCR and UCOP are taking this very seriously and coming together to find answers and solutions.

As always, we appreciate your patience and understanding that, although we expect some issues, we are doing our best to make sure they are minimal. If you have questions or concerns during this transition period, academics can email UCPathHelp@ucr.edu, and staff can email fomucpath@ucr.edu.

UCPATH CENTER HOLIDAY HOURS & FIRST PAY

•The UCPath Center will offer limited payroll and benefit services between Dec. 26-28 from 8:00 a.m. – 5:00 p.m. The UCPath Center will also be closed Dec. 24-25, Dec. 31, 2018 and Jan. 1, 2019.
•UCPath online will still available for self-service options 24 hours a day, 7 days a week.

FIRST PAY DATES OF 2019: •**Monthly employees** pay date will be Jan. 2, 2019   •**Biweekly employees** pay day will be Jan. 9, 2019.

YEAR END REMINDERS

As 2018 ends there 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 infomration.

REPORTING SCHEDULE FOR MONTHLY-PAID EMPLOYEES

In order to standardize and align with UCPath, a change in the leave reporting schedule for monthly-paid employees is required. "Monthly" timesheets will now be issued on the first day of the month through the last day of the month. The practice of issuing monthly timesheets on the 16th of the month thru the 15th of the following month will be discontinued. In order to transition to this new leave reporting schedule, on December 16th, monthly employees will be issued a timesheet with a date range from December 16 thru December 31, 2018. All subsequent timesheets, beginning January 1, 2019, will have a full month from the 1st of the month thru the last day of the month. Employees will have three business days after the end of each month to submit timesheets to their supervisors; and supervisors will have three business days to approve them. NOTE: This change will not impact the schedule of biweekly timesheets.

Here are some of the advantages for the modification:
• Alignment of pay period begin and end dates for leave accruals and leave takes with UCPath.
• Shared Services Centers (SSC) will have sufficient time to review and approve timesheets for employees on leave, thereby, reducing the possibility of overpayments/underpayments.
• Leave takes will appear in one month instead of across two months and should reduce the number of leave rows appearing in SuperDOPE and other reports.

Since monthly timesheets are used primarily for the reporting of leave takes and/or absences, this change in schedule will not impact an employee's pay check or leave accruals. Pay and leave accruals for the monthly reporting cycle will continue to be calculated from the first of the month thru the last day of the month. Consistent with past practice, employees at their maximum vacation limit will not accrue additional vacation time, so employees should monitor leave balances and plan vacation usage accordingly.

UCRIVERSIDE UNIVERSITY OF CALIFORNIA — MONTHLY PAYROLL CALENDAR FOR TARS - 2019 - v1 (11/20/18)

Pay Cycle	Pay Period Begin	Pay Period End	Employee Cutoff - due 11pm	Supervisor Cutoff - due 11pm	TAA Cutoff & I-181 File Creation due (1:45pm)	Corrections (Express I-181) due 1:45 pm	Pay Confirm (After 4pm)	Leave Accrual (After 5pm)	Check Date
MO	11-16-18	12-15-18	Wed 12-12-18	Thu 12-13-18	Wed 12-19-18	Thu 12-20-18	Wed 12-26-18 *	Wed 01-02-19	Wed 01-02-19
MO	12-16-18	12-31-18	Fri 01-04-19	Wed 01-09-19	Wed 01-23-19	Thu 01-24-19	Mon 01-28-19	Fri 02-01-19	Fri 02-01-19
MO	01-01-19	01-31-19	Tue 02-05-19	Fri 02-08-19	Wed 02-20-19	Thu 02-21-19	Mon 02-25-19	Fri 03-01-19	Fri 03-01-19
MO	02-01-19	02-28-19	Tue 03-05-19	Fri 03-08-19	Thu 03-21-19	Fri 03-22-19	Tue 03-26-19	Mon 04-01-19	Mon 04-01-19
MO	03-01-19	03-31-19	Wed 04-03-19	Mon 04-08-19	Mon 04-22-19	Tue 04-23-19	Fri 04-26-19	Wed 05-01-19	Wed 05-01-19
MO	04-01-19	04-30-19	Fri 05-03-19	Wed 05-08-19	Wed 05-22-19	Thu 05-23-19	Tue 05-28-19 *	Mon 06-03-19	Fri 05-31-19
MO	05-01-19	05-31-19	Wed 06-05-19	Mon 06-10-19	Thu 06-20-19	Fri 06-21-19	Tue 06-25-19	Mon 07-01-19	Mon 07-01-19
MO	06-01-19	06-30-19	Wed 07-03-19	Tue 07-09-19	Tue 07-23-19	Wed 07-24-19	Fri 07-26-19	Thu 08-01-19	Thu 08-01-19
MO	07-01-19	07-31-19	Mon 08-05-19	Thu 08-08-19	Wed 08-21-19	Thu 08-22-19	Mon 08-26-19	Tue 09-03-19	Fri 08-30-19
MO	08-01-19	08-31-19	Thu 09-05-19	Tue 09-10-19	Fri 09-20-19	Mon 09-23-19	Wed 09-25-19	Tue 10-01-19	Tue 10-01-19
MO	09-01-19	09-30-19	Thu 10-03-19	Tue 10-08-19	Wed 10-23-19	Thu 10-24-19	Mon 10-28-19	Fri 11-01-19	Fri 11-01-19
MO	10-01-19	10-31-19	Tue 11-05-19	Fri 11-08-19	Mon 11-18-19	Tue 11-19-19	Fri 11-22-19 *	Mon 12-02-19	Wed 11-27-19
MO	11-01-19	11-30-19	Wed 12-04-19	Mon 12-09-19	Fri 12-20-19	Mon 12-23-19	Fri 12-27-19	Fri 01-03-20	Thu 01-02-20

Legend: *Early Date Cutoff

Although an announcement will display on the TARS home page, please ensure monthly employees utilizing TARS in your area of responsibility are aware of the December 16-31 transition period and new reporting period beginning January 1st. Questions should be directed to timesheetfeedback@ucr.edu.

HUMAN RESOURCES MANAGEMENT SYSTEM (HRMS)

In September 2019, Human Resources will launch a brand new Human Resources Management System (HRMS), along with TAM and ePerformance. This will centralize most HR tools into a single application. With many of the UCR-developed HR applications being written in outdated programming language, there is an increased need to update the applications in a way that will best benefit the campus by providing an improved and more uniform user experience. The HRMS will include the following four modules:
1. Job Builder: Replaces Career Tracks and Job Description System while maintaining the functionality of the current Career Tracks system.
2. Review: Replaces iReview actions: Equity, Reclass and Reclass Salary Review.
3. Recruitment: Supplements functionality not available in TAM.
4. Job Code Information: Contains the information needed from title and pay plan.

As the development of the HRMS moves along, we will be providing regular updates to the HR leadership group and will engage TAM and ePer workgroups and testers. If there are additional individuals interested in collaborating on this project, please email their names to Lorena Velasquez at lorena.velasquez@ucr.edu.

TRAINING UPDATE

The FOM|UCPath Training Team has recently released its second self-paced, interactive training module. Currently available via the LMS, the module covers the Onboarding Rehire process for Staff.

Advanced UCPath Training: Onboarding - Staff Rehire
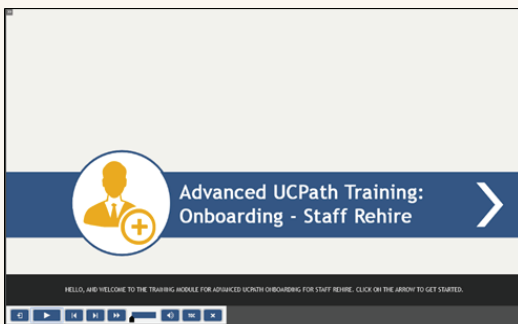
The online module gives an end-to-end (ServiceLink to UCPath) overview of the Rehire Onboarding process for Staff employees. Both ServiceLink and UCPath system processes are demonstrated. Additional information is provided to ensure a timely and successful Onboarding transaction. Also demonstrated in 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 - Rehire request submission.

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

The Onboarding – Staff Rehire module takes approximately 1 hour to complete and is available via the UC Learning Center LMS. Any questions, concerns, or feedback regarding FOM|UCPath training can be sent to fomucpathtraining@ucr.edu.