NAVIGATOR

OCTOBER 2018

UCR

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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.

MESSAGE FROM THE SPONSORS

Welcome to Fall Quarter! UCLA and UCSB have officially gone live with UCPath. The two campuses have had a successful monthly and bi-weekly conversion, with employees on all campuses being paid on October 1st and October 3rd. The UCR project team is continuing to monitor this process, working to mitigate any impacts on UCR, and providing the campus community with crucial communications. With the transition their maybe an influx of calls to the UCPath Center, however they have staffed up and are prepared for the new campuses.

The new Tracker System for i-9s has also been launched and the campus is adopting the new system. Trainings and communication around this is being sent to all users. The project team is also continuing to develop a comprehensive review of the UCR UCPath implementation. They are meeting with campus leadership for feedback on changes to improve the UCPath experience for the campus as well as evaluating all the processes that are currently in place.

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.

TAM & EPER UPDATE

UCR's implementation of TAM and ePerformance implementation date extended

TRACKER UPDATE

the UCR project team has been testing the Tracker-UCPath integration for the last week. During the testing we identified several issues, including the fact that data changes in UCPath were not triggering the appropriate actions on the Tracker dashboard. As a result, we recommended that the integration be postponed to allow for further testing. Despite UCR's recommendation not to move forward, the UCPath Center has decided to deploy the Tracker-UCPath integration over this weekend. The UCPath Center has also informed UCR that they can no longer support the historical I-9 process. This means that UCR needs to move forward with our full Tracker implementation on Monday, October 1st. Keep in mind, that UCR has been using Tracker for the last 9 months for the historical I-9 process and has not encountered issues.

UCPATH UPDATES

SECURITY VERIFICATION - UCPath is launching a new feature to further protect and verify a user's identity. On August 27, users will be able to set up security questions and answers. These questions will provide increased security to protect users from unauthorized access or changes to financial and personal information in UCPath. UCPath will prompt a user to verify their identity by randomly displaying one of the security questions when viewing/updating highly confidential/personal information. If a user has not set up their security questions by September 23, UCPath will automatically prompt the user to do so.

PREFERRED NAME - On August 27, employees will be able to enter a preferred name in UCPath. A preferred name should be used wherever possible, except where a legal name is required. Use of the legal name is required for some university business. Once changed, the preferred name will appear in the employee's dashboard (upper left side on the UCPath main page). The preferred name will only appear in UCPath online (main page). The ability to see the preferred name in other systems is a future effort of a multi-phased approach. Selecting a preferred name is optional.

TRAINING

FOR SHARED SERVICES CENTERS, new online training and training documentation is now available on the new Absence Management functionality in UCPath. Available training include:

Title: PHCMABML195 UCPath: Absence Management Inquiry
Format: Online, Self-Paced | Availability: UC Learning Center LMS | Duration: 45 minutes
Course Description: This web-based training course provides an overview of the Extended Leaves of Absence system process as well as practice viewing Absence Management pages.
Course Module List: Extended Leaves of Absence System Overview, Absence Management Inquiry
Course Objectives: Describe the Leave of Absence System Process, Identify and view Absence Management pages, Review the Leave Monitoring Report.

Title: PHCMABML200 UCPath: Extended Leaves of Absence
Format: Training Simulations & Job Aids
Availability: UCPath Help Site
Asset List: Request Leave of Absence, Update Leave of Absence, Return from Leave of Absence

Title: PHCMAML201 UCPath: Employee Accrual Adjustments
Format: Training Simulations & Job Aids
Availability: UCPath Help Site
Asset List: Accrual Adjustments, Catastrophic Leave Donations

FOR DEPARTMENTS, UCPath HR Inquiry Training documentation is available from the FOM|UCPath Training Resources website. A recorded webinar of the training is also available to department users who were unable to attend the in-person training session.

UCPath HR Inquiry Training for Departments slide deck (PDF)
UCPath HR Inquiry screens, navigation & description job aid (PDF)
UCPath HR Inquiry Training for Departments recorded webinar (UC Learning Center LMS)

Questions regarding FOM|UCPath training can be sent to fomucpathtraining@ucr.edu.