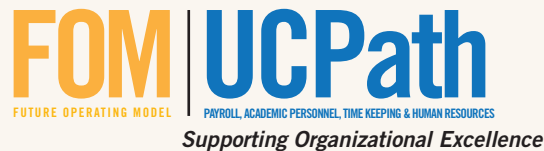


NAVIGATOR

SEPTEMBER 2018



www.fomucpath.ucr.edu



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.

UCLA/SB GO LIVE UPDATE

The transition for UCLA/UCSB to implement UCPath is nearly complete and the portal is back up without interruption until further notice. UCLA will officially transition on September 23 and UCSB on September 27. The FOM|UCPath project team will continue to monitor the situation, however, if you notice any issues or have any problems, please email us at: fomucpath@ucr.edu for staff, and UCPathhelp@ucr.edu for faculty and other academics.

PERMANENT PAY CARD

Today, employees are paid either by paper check or direct deposit (electronic distribution). Producing paper paychecks is labor intensive and inefficient. There is a pay delivery delay when employees elect to be paid via paper paychecks (paycheck is mailed to the employee's home vs. instant availability when electronic distribution is elected). There is a pay delivery delay when employees elect to be paid via paper paychecks (paycheck is mailed to the employee's home vs. instant availability when electronic distribution is elected).

BENEFITS:

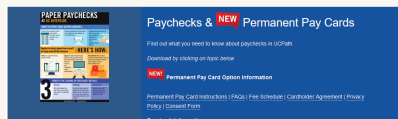
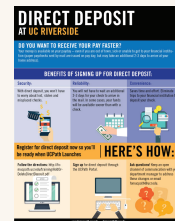
- Receipt of pay card allows employee to receive their funds much sooner than the mail can guarantee.
- Eliminates the inconvenience of depositing or the potential cost of cashing paychecks.
- Pay cards are safer than carrying around cash.
- Enables employees electronic access to their money in a way similar to possessing a bank debit card.
- Employees have numerous methods to access their funds, such as: PIN and signature based transactions, at designated ATMs, and over-the-counter at Visa member banks.
- Includes several pay card employee management tools: website, phone app, Evolve Money bill payment capability, alerts, etc.

WHO IS ELIGIBLE:

- Non-represented employees.
- Employee has a Social Security Number.
- Employee has a street address vs. a PO Box.
- Employee has completed the signed consent form.

NEXT STEPS:

- Communicate to employees currently receiving paper paychecks via physical mailing and email.
- Instruct SSCs to include the option in their new hire onboarding packet in addition to direct deposit or paper paycheck.
- Include information on the fomucpath.ucr.edu website



UCPATH REMINDER

SECURITY VERIFICATION

UCPath is launching a new feature to further protect and verify a user's identity. Users are now 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.

SERVICELINK UPDATES

Enhanced Fulfiller View

New features and enhancements have been made to the ServiceLink Fulfiller view. This means that the existing view will no longer be available and the new enhanced Fulfiller View will take its place. Please see all the changes here.

Enhanced Email Notifications

- Subject line to include - department, department description, type of request, employee first and last name
- Body to include - more information that is relevant to the specific request

Enhanced Onboarding - Rehire Form

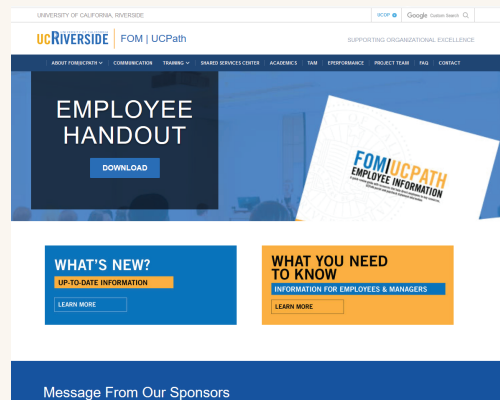
- New Employee Solution – no longer a grid view but fields on the form (Employee ID, First Name, Last Name, Middle Name, Org, Department Code and Description, Initiator, Shared Services, Transaction Type).
- Workflow routing changes – simplifying tasks for Departments and Shared Services. POSSC and Harvest will only receive one task for New Onboarding Rehire request. R'SSC and Citrus will receive all current tasks but all tasks will trigger at the same time.
- Employee ID – this field is a new field that will appear at the Task level. It is a required field that will need to be updated before SSC can closed out the Task. SSC can enter “N/A” as they work the tasks and field will remain in edit mode until the task is closed.

WEBSITE IMPROVEMENTS

GENERAL INFORMATION

Employees and managers can quickly find information on the recently updated “What You Need to Know” webpage <http://fomucpath.ucr.edu/whatyouneedtoknow.html>. Links to the UCPATH portal and At Your Service Online; help guides on how to use the portal; TARS instructions; additional information; and who to contact is easily accessible on one page.

If you missed a communication from us, or would like to review a notification, please visit our “What’s New” section on the front page of our website or at: <http://fomucpath.ucr.edu/whatsnew.html> for up-to-date information.



TRAINING

As part of an effort to increase the visibility and availability of FOMIUCPath training materials and learning assets, the Training Resources webpage has been redesigned. If you have not yet, please visit the recently updated page to download various Job Aids, User Guides, and Slide Decks for new systems like ServiceLink and UCPATH.

Please be sure to check back often as the Training Team updates the site on a daily basis. If you are not seeing what you need, or have suggestions on how we can improve, please feel free to email us at fomucpathtraining@ucr.edu.

