

*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. Beginning with this issue, this communication will be published bi-weekly vs. monthly.*

## GENERAL LEDGER - UCPATH UPDATES

### FAU Change Request

- The 7/1 roll forward funding (new process in UCPath) resulted in many positions reverting back to the default funding due to an erroneous date being entered on certain transactions. Please utilize the FAU Change Request Tool to identify positions associated with fund 69993 and submit corrections by 7/18/18 for biweekly and 7/24/18 for monthly
- The FAU Change Request status continues to reflect some false “pending” statuses on transactions that have been successfully uploaded. The BFS project team is working with ITS and UCPath to determine the cause of the delays in reflecting the correct status.

### ServiceLink Salary Cost Transfer (SCT) Request Tool

- Thank you for submitting your SCT in a timely manner. The majority of requests were processed by the goal entry date of 7/5/18; these transactions should have been reflected on the ledger as of 7/6/18. Unfortunately, due to various issues, SCT journal entries are still in progress; the majority of SCTs should be reflected in the general ledger by 7/11/18.
- Payroll Transactions on Department Default Funding. For FY2018, the BFS team and Shared Services Centers continue to prepare corrections for payroll transactions recorded against the department default funding. To avoid additional salary charges to the default funding, please utilize the FAU Request Tool to search for positions associated with fund 69993 and prepare a request to update the FAU. Beginning FY2019, transactions posted to fund 69993 will need to be cleared by departments using the SCT Request Tool.

### UCRFS/SuperDOPE

- There is a minor issue related to benefits associated with some of the early salary cost transfers transactions related to fund 69993 (i.e. Feb, March, April) resulting in an out of balance between UCRFS and SuperDOPE. Efforts are underway to prepare journals to correct UCRFS no later than the June Final ledgers.
- STAR award offsets for June payments will be reflected on the June prelim. Note, offsets for transactions processed in UCPath between Dec and May were posted in mid-June.
- Staff benefit charges posted to academic benefits accounts will be corrected in UCRFS no later than the June Final ledgers.

### Graduate Student Fees

- The Spring Quarter reconciliation and journal corrections are being processed for the June Preliminary ledger. Since these corrections are not being processed via UCPath, please note these corrections will only be reflected in UCRFS and not the SuperDOPE details.

### Work-Study

- The permanent fix to redirect benefit charges in Work-Study fund 23499 to the primary fund source is still in progress. Erroneous benefit expenses will be manually journaled and reflected on the June Preliminary ledgers.
- Work-Study splits. Salary expenses that were not appropriately split between the department funding and Work-Study funds are related to coding errors in UCPath. An approach to efficiently and effectively process these corrections has been finalized, but these corrections will be processed for the July ledgers.

*Questions about this announcement should be directed to [ucrffeedback@ucr.edu](mailto:ucrffeedback@ucr.edu)*

## SERVICELINK

ServiceLink enhancements continue to be scheduled and deployed. Updates to Onboarding - New Hire and Rehire forms will be in production by mid-July that include modifications to the workflow with fewer tasks departments and Shared Services Centers will have to manage.

### Future enhancements to be released in July/August include:

- New Onboarding – Transfer form
- New and improved employee solution fields on the Extended Leave Administration, Offboarding, Payroll Adjustments, Short Work Break and Generic forms
- Improved Fulfiller view with default filter for UCPath-only transactions to include employee name (First, Middle and Last), Employee ID, Position Number, request type, Org, Department and Initiator information

## TRAINING

The Training Team is spending the first few weeks of July updating existing training materials to reflect upcoming ServiceLink enhancements. The training schedule for July will be available in mid-July with updated and expanded training materials. Updated training materials/courses will include the following:

- UCRSL110: ServiceLink Navigation for Initiators
- UCRSL120: ServiceLink Navigation for Fulfillers
- UCRPDM200: Advanced FOM ServiceLink Position Data Management
- UCRONB200: Advanced FOM ServiceLink Onboarding
- UCRJDC200: Advanced FOM ServiceLink Job and Compensation Data Changes
- UCRSWB100: Advanced FOM ServiceLink Short Work Breaks
- UCREL210: Advanced FOM ServiceLink Extended Leaves for Staff
- UCREL220: Advanced FOM ServiceLink Extended Leaves for Academic Personnel
- UCROFB200: Advanced FOM ServiceLink Offboarding

The Training Team is also developing fully online, self-paced, interactive asynchronous courses. The first two to be launched will be UCRPDM200: Advanced FOM ServiceLink Position Data Management and UCRONB200: Advanced FOM ServiceLink Onboarding. We are also working with BFS to provide a SuperDope user guide and HRDW data dictionary. Additional Job Aids are also in the works.

In addition to advanced ServiceLink training opportunities, the Training Team is continuing to offer UCPath Inquiry Training to Central Offices. One-on-one training opportunities tailored to the needs of an Accountability Structure or Shared Service Center are also available by request. If you are interested in having the Training Team come by your workstation and provide UCPath and/or ServiceLink training to you and your staff, please email Kathleen Cool at [fomucpathtraining@ucr.edu](mailto:fomucpathtraining@ucr.edu) to schedule a meeting.

## REPORTS

As of the end of June, 98 of the 141 campus departmental users (designated for access) completed the steps required to enable access to the 5 critical UCPath reports that were deployed in the beginning of June. UCR is continuing to work towards deploying additional reports into this interim solution, as well as to develop a process to manage change requests for reporting access from campus users (this will be a manual process until a final security solution is implemented). The project team has also started to work with the PMO and other locations on the Day 2 Cognos reports scheduled to be delivered in Sept/Oct 2018.

## TRACKER

Tracker implementation will be coming soon. Towards the end of July, employees assigned the "Tracker User Role" will be able to access the Tracker icon under R'Space applications. Tracker training will be scheduled for the end of July through the first week of August.

## WHAT YOU NEED TO KNOW

### CAMPUS READINESS NETWORK PRESENTATIONS

Readiness Network – we want to hear from you! The FOMUCPath Organizational Change and Communications team would like to schedule a meeting with your department and/or change network team to present a project update and address your questions and concerns. While the team has been in Hypercare mode over the past few months, we have been working diligently to resolve major issues and ensure that all staff is paid accurately and quickly. We are now looking forward to post-deployment activities and need your help to identify issues that still need to be escalated or record enhancements that need to be developed. We are here to listen and want to make sure your voice is heard! If you are interested, please email [fomucpath@ucr.edu](mailto:fomucpath@ucr.edu).

### UCPATH SUPPORT

Staff should continue to reach out to their regular support contacts, such as a supervisor, Human Resources, or relevant Shared Services Center. These local support contacts will then escalate issues to the appropriate UCPath Hypercare Support Team if needed (e.g., payroll transactions, local systems & processes, data corrections, and IT).

Academics should continue to contact the payroll person in their unit or shared service center if they have a problem or they can also email the new academic email at: [UCPathHelp@ucr.edu](mailto:UCPathHelp@ucr.edu), which is monitored by the UCR UCPath team.

**FOR COMMENTS  
OR QUESTIONS EMAIL:  
[fomucpath@ucr.edu](mailto:fomucpath@ucr.edu)**