

MESSAGE FROM THE SPONSORS

The FOMIUCPath team remains dedicated to Hypercare and to the resolution of issues as we continue to focus on supporting campus operations. As the number of Hypercare tickets, phone calls, and next day paychecks decrease, we have increased focus on proactive enhancements to UCPath processes and systems. UCR also continues to make progress in the local development of reports and queries to assist the campus with the upcoming fiscal close. We continue to identify issues with financial data and are working toward resolution with the UCPath Center and UCOP PMO. Overall, the goal of the FOMIUCPath project remains the same: To create business efficiencies that maximize the resources available for teaching, research, and public service.



RON COLEY
Vice Chancellor of Business
and Administrative Services

AMEAE WALKER
Vice Provost of
Academic Personnel

President Napolitano's and Chancellor Wilcox's visit last month reminded our team that this project is bigger than just UCR. We continue to document lessons learned that will be shared with other locations scheduled to go live with UCPath. This will not only provide a roadmap for other UC's but will also provide an opportunity for them to resolve and identify issues before they go live. As we move forward, we continue to learn, but we are also working on innovative best practices, which will serve as a model for the entire UC system. We thank you for your support and encourage you to share your challenges and successes with the project team.

REPORTS

UCR project leadership has approved the proposed interim security solution for providing access to UCPath reports to UCR organizational & departmental users. Working with campus Shared Services Centers and organizational CFAOs, the UCR project team has identified an initial complement of 172 campus users who need access to UCPath reports. UCR & the UCPath reporting team have developed a plan for provisioning access to these users to the 5 critical departmental reports previously identified by UCR central offices. The target for completion of this effort is by June 1. Additional UCPath critical departmental reports will be implemented within this solution as they are completed by the UCPath reporting team. Out of the 69 UCPath Day 1 Cognos Reports available in production, there are now 48 available to campus (up from 37 in April). The status of 6 reports that have been identified as critical priority reports are as follows:

Under Development

- R-268 DOPE: Distribution of payroll expenses by FAU

In Production

- R-302 Personnel Transaction Report: Variety of workforce administration (WFA) purposes, including monitoring of new hires and separations, salary review periods, and appointment changes
- R-103 Jobs Approaching End Dates: Identifies employees whose job records have end dates 30/60/90 calendar days out from the date the report is run
- R-177 Return from Leave: Identifies employees who are expected to return from leave
- R-310 Compensation Report: Lists employees by department and their compensation summary
- R150 Benefits Eligibility: Shows newly eligible employees for benefits who have reached/approaching 750/1000 hours within a rolling twelve months period

FINANCIAL TRANSACTIONS

ServiceLINK SALARY COST TRANSFER (SCT) REQUEST TOOL

The SCT Request Tool will be deployed next week along with a user guide. The SCT request tool will facilitate the communication of required information to the Shared Service Centers for entry into the UCPATH system. In anticipation of the deployment of the SCT Request tool, two user demonstrations are planned for next week. The same information will be discussed at both sessions. Date: May 30, 2018, Location: The Alumni Center, Time: First session: 9:30 – 11:00 am, Second Session: 12:00 – 1:30 pm

Payroll Transactions on Department Default Funding. 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.

Urgent SCT Requests. Please continue to utilize the urgent request process based on the revised guidance issued in March (<http://accounting.ucr.edu/news/20180320-revised-ucp-related-sct.html>) until the tool is released.

ServiceLink FAU CHANGE REQUEST TOOL

Retro Effective Date. A retro effective date can be used on a FAU change request. The effective date can be backdated to the beginning of an open pay period prior to the payroll compute. To ensure the retroactive FAU is applied to the current pay period, the FAU change request must be approved and ready to upload by the payroll compute cut-off date. The calendar of dates is available at the following links; the cut-off date is listed under “corrections due” column):

- o Monthly: <http://accounting.ucr.edu/docs/payroll/tars2018mo-cal.pdf>;
- o Biweekly: <http://accounting.ucr.edu/docs/payroll/tars2018bw-cal.pdf>

Fail Status. The recent fail status reported by users has been attributed to a process within UCPATH not being executed. The FAU Change Request tool has been refined to prevent this erroneous status from being displayed. A new status and notification are in progress.

Work in Progress (WIP). Work in progress now displays under the “In-Progress” tab. Requests with a WIP status are now accessible all Transactors within the applicable accounting structure rather than limited to the original Transactor.

Cancel Button. A bug prevented the cancellation of a WIP transaction. This issue has been resolved.

ISSUE PROGRESS & RESOLUTION

Next Day Checks

Problem: No earnings statement was being included with next day checks, so employees were unable to validate their pay.

Reason: Checks are being manually calculated and the check were drawn via accounts payable.

Resolution: Earnings Statements are now automatically being included with same day/next day checks. Employees who previously received next day checks may request an earnings statement through the UCPATH Portal by clicking on Ask UCPATH and submitting a ticket.

Overpayments

Problem: Delay in processing overpayment packets.

Reason: No knowing what SSC to forward.

Resolution: All overpayment is being forwarded to Central Payroll. From there they go to the correct SSC for timely resolution.

SHORT WORK BREAK RESOURCES

•UCRJDC200 Advanced FOM ServiceLink Job Data Changes Slidedeck

•**Initiate Short Work Break ServiceLink Request** - This job aid describes the process of initiating a ShortWork Break request in ServiceLink. It also includes employee eligibility requirements and action reason codes for staff and academic personnel.

•**Extend Short Work Break ServiceLink Request** - This job aid describes the process of extending a ShortWork Break request in ServiceLink. It also includes employee eligibility requirements and action reason codes for staff and academic personnel.

•**Return from Short Work Break ServiceLink Request** - This job aid describes the process of requesting a return from a ShortWork Break in ServiceLink. It also includes employee eligibility requirements and action reason codes for staff and academic personnel.

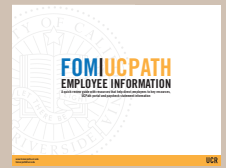
•**Short Work Break Eligibility Matrix** - This job aid provides Short Work Break (SWB) eligibility details such as the types of SWB for staff and academic personnel and a description of SWB.

•**Short Work Break Action Reason Code Descriptions Staff** - This job aid provides the Short Work Break action codes, reason codes and descriptions for staff employees.

•**Short Work Break Action Reason Code Descriptions Academic** - This job aid provides the Short Work Break action codes, reason codes and descriptions for academic personnel.

WHAT YOU NEED TO KNOW

EMPLOYEE INFORMATION HANDOUT



This handout explains where employees can find key information.

CAMPUS READINESS NETWORK PRESENTATIONS

The FOMIUCPATH Organizational Change and Communications team has received ten requests to present in different departments! We are currently addressing post-deployment activities and need your help. Moreover, we are here to listen and want to make sure your voice is heard! Our 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. Please email fomucpath@ucr.edu to schedule a presentation.

UCPATH SUPPORT

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

**FOR COMMENTS
OR QUESTIONS EMAIL:
fomucpath@ucr.edu**