

NAVIGATOR

JUNE 2018



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MESSAGE FROM THE SPONSORS

UCR & UCPC continue to work aggressively to meet the designated Hypercare exit criteria with a focus on key areas such as paycheck accuracy, stability of support processes, and accuracy of financial/general ledger data. While paycheck errors still occur and require immediate attention, enhancements to systems and processes are continuously being developed. In support of campus operations, several critical reports are now available to departments; processes are being refined; escalation items are being resolved; and system enhancements are underway. Fiscal close is still a challenge, but new tools and reports (i.e., SCT tool, current and future funding reports, FAU and salary change reports) have recently been deployed to assist the campus. In addition, resources from both central payroll and the project team have been tasked to help with salary cost transfers. We still have a great deal of work to do before stabilization occurs, and as always, we thank you for your support and encourage you to share your challenges and successes with the project team.



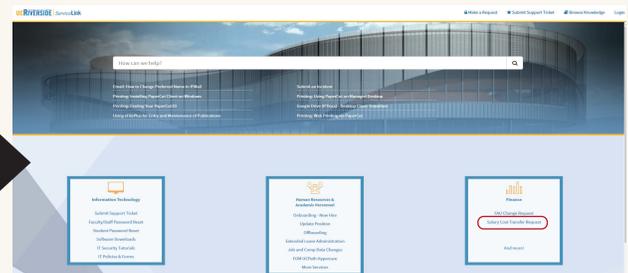
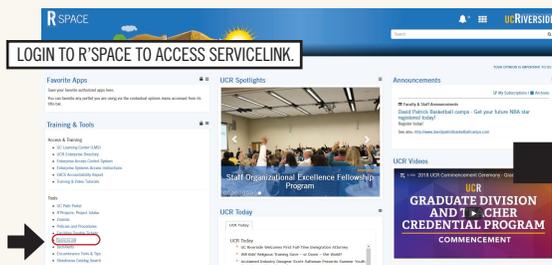
RON COLEY
Vice Chancellor of Business and Administrative Services



AMEAE WALKER
Vice Provost of Academic Personnel

SERVICELINK

ACCESS TO THE SALARY COST TRANSFER TOOL



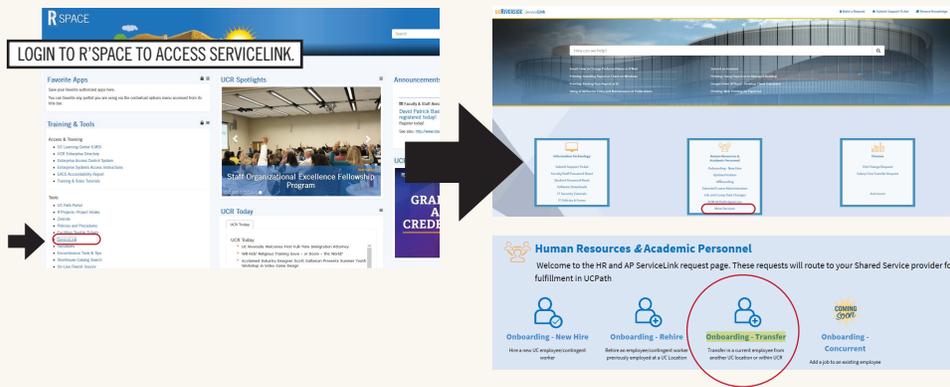
1 LAST DAY TO ENTER/APPROVE SCTs IN UCPath

The last day to enter/approve SCTs in UCPath for FY2018 is 7/5/18 in order to be reflected on the preliminary ledgers and allow the Accounting Office time to begin preparing ledgers for financial reporting purposes. Please do not process any SCTs in UCPath between 7/6/18-7/16/18 without BFS approval, and ensure staff processing UCPath SCTs are aware of these dates. Below are important points that were discussed in the SCT Request Tool training session:

2018 Fiscal Year Guidance

- Goal is to complete entry and approval of SCTs in UCPath by 7/5/18; this cutoff date will allow the SCTs to be reflected on the department's preliminary ledger.
- SSCs must provide guidance to clients on cut-off dates to meet this commitment.
- Departments have been provided guidance to submit highest priority items first, however, departments should continue to submit requests as these will be processed as time permits for FY2018 or in FY2019.
- Between 7/6/18-7/16/18 do not process ANY SCTs in UCPath without approval from BFS; this time will be reserved to correct egregious errors affecting FY2018. The department cut-off date to ensure SCTs are reflected in FY2018 was 6/22/18. Departments can and should continue to submit ServiceLink SCT requests after this date, however, these requests will be prioritized for processing as time permits, and most likely will be entered beginning 7/17/18. Thank you for all you do to support the campus and for your cooperation following this guidance. Please email ucrfsfeedback@ucr.edu with any questions or concerns.

ACCESS TO THE ONBOARDING TRANSFER FORM



2 The ServiceLink Onboarding - Transfer form is in the final phase of testing and will be in production by the end of June/beginning of July. This form will be used to move an employee from one position to another; transaction variants include the following:

- Intra-Location Transfer: Moving an employee to another position within UCR.
- Inter-Location Transfer: Moving an employee to another position across two UC locations (i.e. transferring an employee from UCLA to UCR). Note: if the originating location is not on UCPath, the two locations will have to coordinate the transfer of employee data.

Note: Transferring a contingent worker or person of interest must be performed via the new hire process.

SHORT WORK BREAK (SWB)

UCR's project team (led by the Academic Personnel unit) has collaborated with UCPC to make significant progress in providing a mass transaction option for SWB to the campus, and has addressed issues that have arisen with these transactions. During the months of June/July, UCR had planned to enter SWB transactions for several thousand employees (students, lecturers, etc.) who are typically not employed during the summer but are expected to return during the upcoming academic year. However, in early June, UCR learned of a change to SWB handling in UCPath that would cause employees on a SWB to potentially have their SWB job counted toward overall FTE for benefits eligibility, contrary to the basic purpose of the SWB. UCR & UCPC have called priority meetings with the UCOP Benefits Center of Excellence (COE) and Office of General Counsel (OGC) to reconsider this change. This issue is currently being re-evaluated by UCOP, and UCR has requested that the system be returned to its initial design. In the interim, UCR's project team has provided mass SWB transaction templates and updated guidance on SWB processing to campus Shared Services Centers. The project team will continue to monitor the relevant employee records to ensure that erroneous benefits eligibility is not assessed for these employees.

GRADUATE STUDENT CONCERNS

Graduate Students: Unfortunately, graduate student payroll has continued to experience problems.

- Recently a data entry error at the UCPath Center occurred resulting in a group of graduate students to receiving little or no pay. This happened due to an effort to correct a past deduction data entry error by the UCPath Center
- An additional error occurred when several graduate students were incorrectly assessed Medicare (FICA) & DCP Safe Harbor deductions. This happened because of an automated UCPath process that analyzes eligibility for these deductions. The process incorrectly included future dated summer jobs in the FTE calculations, thereby making them ineligible for the FICA/DCP exemption.

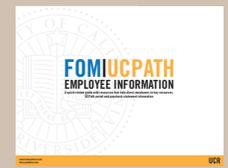
The UCPath Center has addressed these two issues by providing additional UCPath Center training and fixing the UCPath system bug. An interim process has been implemented while permanent fixes are occurring to ensure this does not happen again. All impacted students have now received their correct pay.

TRAINING

The Training Team is currently updating all training materials to reflect upcoming ServiceLink enhancements. A new course has also been added to this month's training schedule – UCREL210: Advanced FOM ServiceLink Extended Leaves for Academic Personnel. The training will be co-facilitated by Sara Umali from the Academic Personnel Office. **Anyone who manages extended leaves for Academic Personnel is strongly encouraged to attend.** The training is scheduled for Friday, June 29 at 9AM. Other upcoming training opportunities can be found by clicking here. In addition to advanced ServiceLink training opportunities, the Training Team will be offering 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 to schedule a meeting.

WHAT YOU NEED TO KNOW

UNION HANDOUT



This is a handout to explain where to find information, designed for Union Stewards. [English](#) | [Spanish](#)

CAMPUS READINESS NETWORK PRESENTATIONS

Readiness Network – we want to hear from you! The FOMIUCPath 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.

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 if needed (e.g., payroll transactions, local systems & processes, data corrections, and IT).

FOR COMMENTS OR QUESTIONS EMAIL:
fomucpath@ucr.edu