

Dear Pilot Participants:

Online pre-training for Phase I of the Transactional Pilot opens today, Wednesday May 29th. The full training schedule is still being finalized, but we anticipate that you will have a longer period of time to complete the online pre-training than previously communicated. More detailed information will follow shortly. If you'd like to get started now, you may begin the online pre-training by following the steps below.

To access all self-paced, online pre-training, please go to https://fomucpath.ucr.edu/pilot_pretraining.html.

Pre-training is mandatory for all Transactional Unit Transactors. Once you access the Pre-Training website, you will see eight (8) sections, each with one to four training modules that should be taken in the order listed:

1. UCPath Basics

- Help Site Overview (ecourse)
- PeopleSoft Overview (ecourse)
- Basics and Navigation (ecourse)
- WFA Overview (ecourse)

2. Contingent Workers (Add, Renew, Extend, and Complete)

- Contingent Worker (ecourse)
- Contingent Worker Template Transactions – Action Reason Codes and Descriptions (job aid)

3. Position Control

- Position Control (ecourse)

4. One-Time Payment

- One-Time Payment (ecourse)

5. Voluntary Termination & Retirement

- Voluntary Termination and Retirement (ecourse)
- Voluntary Termination and Retirement Template Transactions – Action Reason Codes and Descriptions (job aid)

6. Personal Data Change

- Employee Data Inquiry (ecourse)
- Personal Data (ecourse)
- Personal Data Change Template Transactions – Action Reason Codes and Descriptions (job aid)

7. On Behalf of Case Management

- On Behalf of Case Management (ecourse)

8. Person of Interest

- Person of Interest (ecourse)
- Each individual ecourse will have a “Check Your Understanding” at the end. You will need to pass each of the quizzes with a score of 80% or higher to pass the class. All ecourses are hosted in the LMS and will require you to register for the course prior to starting it. Attendance and scores will be tracked using the LMS gradebook.

If you encounter any issues or have any questions, concerns, or need assistance, please email ucpathtraining@ucr.edu. Someone from the training team will get back to you within 48 hours.

Thank you!