Dear Colleagues,

Below is an updated schedule for the UCPath transaction-processing pilot for Phase I. As you know, we are postponing the go-live from July 1 to August 5. Below are the new dates:

PRE-TRAINING:
- Web-based, Phase I is available 24/7 from **May 29th to June 27th**. This pre-training consists of a **total of 16 hours: https://fomucpath.ucr.edu/pilot_pretraining.html**.
- Composed of online, self-paced courses and resources that introduces future initiators to UCPath basics and navigation and transactional processes. Online pre-training is composed of 8 modules. Please see attachment for order of completion.
- After completing each module, participants will be asked to take a 5 question quiz. Participants will need to pass each quiz with a score of at least 80%. All quizzes will be hosted in the LMS
- **Pre-training must be completed by June 27th** to be eligible to take in-person training. If you completed the pre-training in advance, please review the information for the in-person training. It's important to have the pre-training information fresh in your mind as a foundation prior to participating in the in-person sessions.

IN-PERSON TRAINING:
- In-Person, will be held (for Phase I) from **July 1 – July 19th**. This training is expected to be a **total of 30 hours for Initiators in Transactional Units.**
- Shared Services Centers are expected to attend 3 courses (**total of 8 hours of training**). These courses are highlighted below in **yellow**.
- Composed of lecture-based and hands-on sessions (using the UCPath Training Environment), in-person training builds on knowledge acquired during the Online Pre-Training. In-Person training is composed of 12 courses (see below and next slide for course details).
- **All trainings will be held in Sproul 2225**

TRAINING TITLE	DATE	TIME
Intro to PeopleSoft	July 1	1-3pm
On Behalf of Case Management	July 2	1-3pm
Payroll Calendars & Auto Processes	July 2	3-4:30pm
One-Time Pay	July 8	1-3pm
Handoff Processes	July 8	3-5pm
Contingent Workers – Add, Renew, Extend & Complete	July 9	1-4pm
Troubleshooting & Understanding Downstream Impacts	July 11	1-4pm
Position Control	July 12	1-5pm
Person of Interest	July 15	1-2:30pm
Personal Data Change & Person Profile Approval Role	July 15	2:30-4:30pm
Voluntary Termination	July 16	1-5pm
UCPath & Process Summary Overview	July 18	1-4pm
Make-Up Session	July 19	8am-5pm

DRESS REHEARSAL:
- Dress Rehearsal will take place the week prior to Phase I Deployment (**July 22nd – August 2nd**). During the course of the week, various end-to-end scenarios will be tested in the UCPath Testing Environment, including

AWE approvals, performed by the Shared Services Centers. **All the sessions will be held at: Sproul 2225**. The following scenarios will be tested:

SCENARIO(S)	DAY	TRANSACTION UNIT
Instructions and Orientation Position Control (Create New, Copy Existing, Update Vacant Positions)	July 22	1:00-4:00pm
Contingent Worker (Add, Renew, Extend, Complete CWR Appointment)	July 23	2:00-4:00pm
Contingent Worker (Add, Renew, Extend, Complete CWR Appointment)	July 24	2:00-4:00pm
One-Time Payment	July 25	2:00-4:00pm
One-Time Payment	July 26	2:00-4:00pm
Person Profile (Degree, Certifications, Oath, etc) Person Profile Approval Role	July 29	1:00-4:00pm
Personal Data Change(email, Address, Phone, Gender etc) Person of Interest (Initiation)	July 30	2:00-4:00pm
Voluntary Termination and Retirement (Initiate Voluntary Termination and Retirement Request)	July 31	2:00-4:00pm
Voluntary Termination and Retirement (Initiate Voluntary Termination and Retirement Request)	Aug 1	2:00-4:00pm
Submit on Behalf of for Vol Termination, Position, CWR and Other	Aug 2	2:00-4:00pm

LABS:
- Web-based (via Zoom) and in-person (location(s) TBD, but will likely be on campus), will be held after Phase I Pilot Deployment on a weekly basis.
- These optional sessions are designed to assist Transactional Unit initiators in transacting REAL requests in the UCPath Production Environment.
- Meeting cadence will decrease over time.
- Information on lab dates and locations is forthcoming.

PHASE 1 GO-LIVE
- **August 5th, 2019**

If you have any questions please feel free to reach out to Antonette.toney@ucr.edu

Thank you for your partnership in this effort.

FOM|UCPath Team