

## UPDATE ON UCLA AND UCSB GO-LIVE

*UCLA and UC Santa Barbara will become the next campuses to go-live on UCPath, beginning this month. This issue of the Navigator provides information on key impacts of the UCLA & UCSB go-live for staff with Human Resources, Academic Personnel, Payroll and Finance responsibilities. If you have additional questions about any of the information provided in this newsletter, please email [fomucpath@ucr.edu](mailto:fomucpath@ucr.edu)*

## KEY IMPACTS FOR ALL FACULTY & STAFF

### 1. KEY DATES/TIMES UCPath/UCPC SUPPORT SERVICES WILL BE UNAVAILABLE

- August 31st @ 5:00pm - September 5th
- September 13th @ 5:00pm - September 18th

### 2. PORTAL: THE SELF SERVICE PORTAL WILL BE UNAVAILABLE DURING THE KEY DATES NOTED ABOVE.

- This means you will not be able to update any personal information or view your Earning Statements (paystubs) or other personal information during these times.
- Please plan accordingly and make any necessary changes while the portal is available.

### 3. PAYCHECKS: WILL BE DELIVERED AS SCHEDULED, BUT EARNINGS STATEMENTS (PAYSTUBS) WILL ONLY BE AVAILABLE WHEN THE PORTAL IS AVAILABLE.

- **Monthly Paid Employees:** Earnings Statements will be available from August 29th-August 31st, from September 6th-September 12th and then after September 19th.
- **Bi-weekly Paid Employees:** Earnings Statements will be available on August 31st, from September 6th-September 12th, and then after September 19th.
- We suggest that you access the portal and print out any Earning Statements you may need while the portal is unavailable.

### 4. PAYCHECKS CHANGES: IF YOU HAVE RECEIVED A MERIT INCREASE (WHICH WILL INCLUDE A RETROACTIVE INCREASE FROM JULY), THE CHANGE IN PAY WILL BE REFLECTED AS LISTED BELOW:

- **Monthly Paid Employees:** On your August 31st paycheck.
- **Bi-weekly Paid Employees:** On your August 22nd paycheck.

Please review your earnings statement to make sure the changes have been made to your pay.

### 5. CONTACT: IF YOU HAVE QUESTIONS OR CONCERNS REGARDING YOUR MONTHLY OR BIWEEKLY PAYCHECK DURING THIS TRANSITION PERIOD PLEASE REACH OUT TO THE FOLLOWING:

- Faculty/Other Academics should contact: [UCPathhelp@ucr.edu](mailto:UCPathhelp@ucr.edu)
- Staff should contact your supervisor, HR business partner or other departmental administrative personnel

# KEY TARS DEADLINES AND SERVICE LINK INFORMATION

While the UCPath system is down, Shared Service Centers will not be able to transact in UCPath and some campus functionality will be affected as follows.

**1. THE TIME AND ATTENDANCE REPORTING SYSTEM (TARS)** timelines have been adjusted. These changes will allow the time files to be submitted to UCPath per their revised schedule and best allow for the prompt payment of employees.

a. **Biweekly Time Reporting Period for 8/12/18-8/25/18 (B1):**

- No change, however, please note the Express I-181 file corrections are due 8/29/18 by 9:45 am

b. **Biweekly Time Reporting Period for 8/26/18-9/8/18 (B2):**

- Employees will be asked to project time for 9/6/18-9/8/18 and submit to supervisors by 9/5/18 at 11:00pm, and supervisors will be asked to approve time by 9/6/18 at 11:00pm. Note: If adjustments to the time projected are necessary, supervisors will be instructed to initiate a correction using the TARS “prior pay period adjustment” functionality.
- The timeline above does not apply to TARS time clock users or other feeder systems as these systems do not have the ability to project time. BFS is working with ITS and system owners to ensure feeder time is uploaded and placed in supervisors queue on 9/9/18 (Sunday) by 10am
- Unapproved timesheets will be auto-routed to SSC-TAAs on 9/6/18 (Thursday) at 11:00pm per bypass business rules. (Note: unapproved TARS time clock and feeder systems timesheets will auto-route to SSC-TAAs on 9/10 (Monday) at 11:00 am.)
- Initial I-181 time file will be transmitted to UCPath on 9/10/18 (Monday) at 2:15pm (30 minutes later than normal)
- Express I-181 time file corrections due by 9/11/18 (Tuesday) at 1:45 pm

c. **Monthly Leave Reporting 8/16/18-9/15/18:**

- Initial I-181 time file will be transmitted on 9/19/18 (Wed) at 7:00 am (slight extension due to unavailability of system)
- Express I-181 time file corrections due by 9/21/18 (Fri) at 1:45pm (no change)

d. **Biweekly Time Reporting Period for 9/09/18-9/22/18 (B1):**

- Initial I-181 time file will be transmitted on 9/26/18 (Wed) at 1:45pm (one day later than original schedule)
- Express I181 time file corrections due by 9/27/18 (Thurs) at 1:45pm (one day later than original schedule)

**2. THE SERVICELINK FAU CHANGE REQUEST TOOL** will continue to be accessible to department users, but transactions will not be submitted to UCPath until the system is available. Direct entry of FAU changes will not be accessible in UCPath.

**3. THE SERVICELINK SCT REQUEST TOOL** will continue to be accessible to department users, but transactions will not be submitted to UCPath until the system is available. Shared Service Centers will not be able to transact in UCPath during the cutover. Users will be informed that it may take longer for requests to be marked as complete and posted to the ledger as SSCs handle the backlog.

Here are the revised [monthly](#) and [biweekly](#) payroll calendars; updates to the Accounting Office-Payroll website are in progress.

## SYSTEM IMPACTS

System	Impact			
	August 31 @ 5pm -September 5th	September 6th - September 12th	September 13th @ 5:00pm - September 18th	September 19th onward
UCPath System/Portal	Not available	Fully Available	Not available	Fully Available
Cognos/PPS Reports	Not available	Fully Available	Not available	Fully Available
ServiceLink	Fully Available	Fully Available	Fully Available	Fully Available
HRDW	Available, but data will not be current	Fully Available	Available, but data will not be current	Fully Available
SuperDope	Available, but data will not be current	Fully Available	Available, but data will not be current	Fully Available
TARS	Fully Available	Fully Available	Fully Available	Fully Available
EACS	Fully Available	Fully Available	Fully Available	Fully Available
FAU Tool	Available but data changes not submitted	Fully Available	Available but data changes not submitted	Fully Available
SCT Tool	Available but transactions not processed in UCPath by SSCs	Fully Available	Available but transactions not processed in UCPath by SSCs	Fully Available
General Deduction Tool	Pending Announcement Available but data changes not submitted	Fully Available	Pending Announcement Available but data changes not submitted	Fully Available