## UCPath Berkeley User Group

- Sept 16 at 11am
- Oct 14 at 11am
- Nov 4 at 11am
- Dec 9 at 11am

UCPath Berkeley website home page

### Log in to UCPath Online

### Employees

Information for faculty, staff, and student employees about paychecks, tax forms, and help resources.

### Managers & Supervisors

Information for managers looking to support their direct reports or teams.

### Transactional Users

Resources to support staff performing transactions in the UCPath system, such as payroll, HR transactions, and position funding.



### UCPath Fact Sheet®

Helpful information about UCPath at a glance.

### UCPATH CALENDAR

Sat	Fri	Thu	Wed	Tue	Mon	Sun
Aug	31	30	29	28	27	26
	10:30am UCPath Be	2pm UCPath Online				12am UCPath Week
	7	6	5	4	3	2
	10:30am UCPath Be	2pm UCPath Online	11am UCPath User			12am UCPath Week
1	14	13	12	11	10	9
	10:30am UCPath Be	10:30am NEW UCPa 2pm UCPath Online				12am UCPath Week
2	21		19	18	17	16
	10:30am UCPath Be	2pm UCPath Online				12am UCPath Week
2	28	27	26	25	24	23
	10:30am UCPath Be	2pm UCPath Online				12am UCPath Week
	4	3	2	Sep 1	31	30
	10:30am UCPath Be	2pm UCPath Online				12am UCPath Week

### **UCPath News**

### July 15, 2020

Google Chrome updates may cause error message

### July 14, 2020

UCPath Learning Lab Pilot

### April 1, 2020

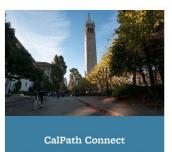
Live Chat with UCPath Center

### March 19, 2020

UCPath Center transition to remote work effective 3/20

### March 16, 2020

UCPath Payroll Continuity plan during COVID-19



The newsletter for UCPath transactional users. Click to view past editions or subscribe



August 5, 2020



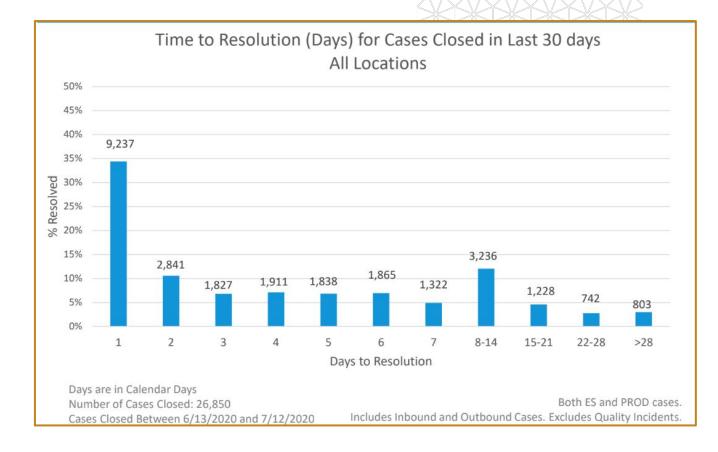


### **UCPath Center**

**Update and Information** 

Increased 1-day resolutions from 6,309 cases to 9,237 cases.

% resolved has stayed fairly consistent, but the volume has increased Noted delays in processing



## UCPath Center Phone is back up!

### Phone service information:

- UCPath phone number: 855-982-7284
- Business hours: 8 a.m. 5 p.m. Monday Friday (excluding UC holidays)
- Authentication necessary
  - Eight-digit date of birth
  - Last four digits of social security number
- Callers must inform the UCPath associate if they are calling about an open inquiry

## COVID-19 UCPC Webinar

**UCPC** Provided:

### **Webinar Recording**

Provides good general information about COVID-19
 Leaves, in addition to steps for processing leaves in UCPath.

### Webinar Q&A

Q&A Document based on questions received

### Other COVID-19 Resources

### Related Training Resources:

- Job Aid: The Families First Coronavirus Response Act (FFCRA or Act)
- Job Aid: COVID-19 Related Leave for Academic
   Appointees without TRS: Guidance for Supervisors
- Job Aid: COVID-19 Completing the Text File Template

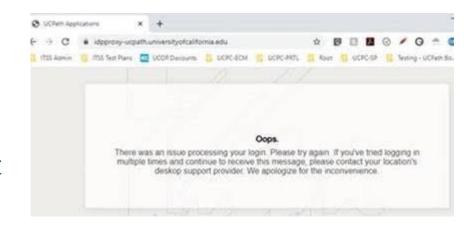
Additional UC Berkeley specific information on COVID-19 Leaves is available on the People & Culture COVID-19 Resources page.

## Google Chrome - Error Message

May encounter error if using Google Chrome to access UCPath applications (UCPath Online, Salesforce, ServiceNow, TnT Jira)

### Optional steps to resolve:

- Use a different browser
- Retry UCPath by manually entering URL; If error persists, contact UCPath via Inquiry.



## UCPath - System Updates (July 31)

- 1. Resolved the issue preventing users from submitting new leave transactions after a request has been denied.
- 2. Added Expanded Family Medical Leave Act (EFMLA) Usage to the Administer Extended Absence Page under the Review Absence Balance heading.
  - Navigation: PeopleSoft Menu > Global Payroll & Absence
     Mgmt > Payee Data > Maintain Absences > UC
     Customizations > Administer Extended Absence



## Payroll

## Payroll Processing Sched. Updates

2020 UCPath Production Processing Schedule updated

### Modified GL Post Confirm header:

 Added dates to the GL Post Confirm (Deliver Detail Labor Ledger Data) column. GL Post Confirm (Deliver Summary Level Data)

GL Post Confirm (Deliver Detail Labor Ledger Data)

Navigate to UCPath > Quicklinks > Payroll
Resources, and click Payroll Processing Schedules &
Working Hours to access the schedule.

### One-Time Payment - Interlocation

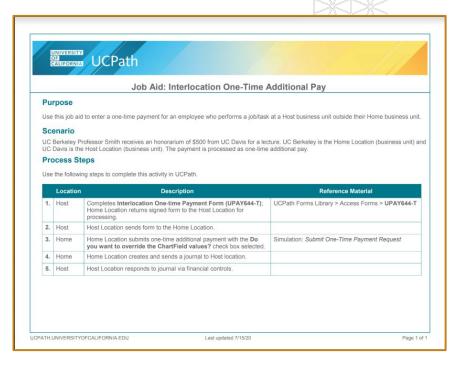
### One-time pay

- Not an ongoing association
- Payment is a one-time payment

### Multi-Location Agreement

- Multiple payments
- Ongoing association
- Need for access to system

Job aid available in UCPath Help



## One-Time Payment - Interlocation

### <u>Initiate One-time Payment</u> UCPath Help simulation

- steps 9 & 14 updated.

Step	Action		
9.	If applicable, such as for processing interlocation one-time payments, select the <b>Do you want to override the ChartField values?</b> check box. Selecting the check box displays the <b>ChartField Detail</b> section. Update ChartField values only when directed.		
	For this example, do not override the ChartField values.		
14.	When processing interlocation one-time payments, select the Interlocation One- Time Payment Reason Code.		

## When to Submit Final Pay

- The When to <u>Submit</u>
   <u>Final Pay Job aid</u> was reviewed and updated for clarity.
- It is available on the Transactional User Page in the Additional Compensation and Payroll Adjustment Request section.



### Job Aid: When Should You Submit Final Pay Request?\*

Scenario	Exempt	Non-Exempt Employee	What Tab(s) to use?
EE has accruals that need to be paid out.	Yes	Yes	Use the "Leave" tab only. Check the box that says "Payout accruals" so that the accruals will payout.
Auto-termed Employees	No	Yes	Hours in Caltime will not pass to UCPath. You can process a final pay request, enter hours on the manage accruals page, or enter hours on 1-181 mass inbound or correction file if your region submits the I-181 mass file.
EE is terminating on the pay period end date.	No	No	Do not submit a Final Pay Request.
EE is terminating in the middle of a pay period before the CalTime deadline	Only if the employee has used any vacation or sick days	Yes	For non-exempt employees, use the "Earnings" tab to track hours worked and the "Leave" tab for any accrual takes. For exempt employees, use the "Leave" tab for any accrual takes. The system will automatically prorate earnings based on the number of days worked before the termination.
If the employee is non- represented	Yes	Yes	Use the "Earnings" tab for hours not accounted for and the "Leave" tab for any accrual takes. For voluntary monthly exempt employees, you don't need to enter their earnings. For involuntary terminations, earnings need to be entered, as well as for non-exempt voluntary EEs.
EE is represented	Yes	Yes	Use the "Earnings" tab for hours not accounted for and the "Leave" tab for any accrual takes. For represented employees, earnings need to be entered.
EE is terminating after the CalTime deadline but before the pay period end date	No	Only if EE has hours or usage not accounted for in CalTime	Use the "Earnings" tab for hours not accounted for and the "Leave" tab for any accrual takes.
EE is owed legal payment (e.g., Pay in Lieu Of, Severance)	Yes	Yes	Use the "Earnings" tab only.
EE is transferring to another UC location (incl. UCOP, LBNL, etc.)	No if the employee is terminated by the Smart HR template Transaction deadline.	Only if EE is owed legal payment OR if they are terminating before the CalTime deadline, but do NOT pay out accruals	Use the "Earnings" tab for hours not accounted for and the "Leave" tab for any accrual takes. Do not check off the payout accruals box.

<sup>\*</sup> Please be aware that there might be special circumstances based on Union Contract and Policy which are not covered by this Job Aid. In those cases, please talk to your supervisors for further guidance.

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<sup>\*</sup> This job aid assumes that an employee is actually terminated in the system by the stated dates in the scenarios.



### HR Transactions

## Rehire Benefits (<120 days)

- If a person is hired within 120 days of their termination date, they can only enroll in the plans and level of coverage they had prior to termination.
- The action/reason used for the second record is:

Action Hire

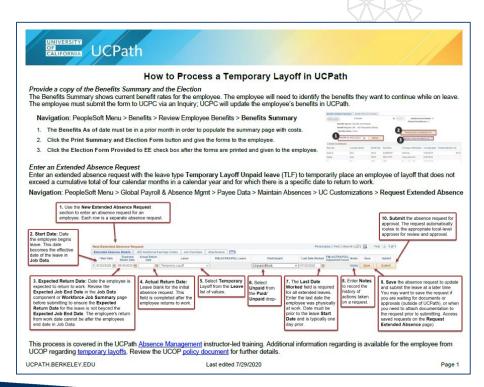
Reason Rehire, < 120 days break

- The system does not grant a self-service option.
- It requires the employee to submit an enrollment form via an inquiry for a UCPC Benefit team member to process it.

### Temporary-Layoff Process

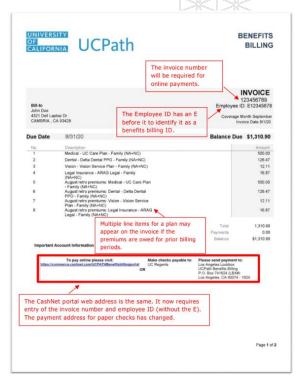
<u>Job aid</u> was created to outline the temporary-layoff process.

It is available on the transactional user page under the Absence Management section.



## UCPath Billing Invoice Change

- Benefits billing invoice, not a benefits billing statement
- "E" in front of the employee ID
- Can have multiple lines for a plan, (i.e. EE had life event and made a change which impacted invoices already sent)
- Payment submission information at the bottom
- Payment address changed for paper checks





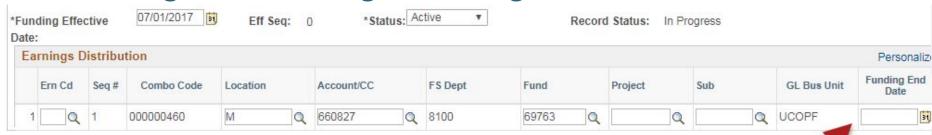
# Position Funding & Direct Retro

## Fiscal Year Rollover Update

Number of chart strings were not rolled over

- Expired via BFS (contract/grant)
- User entered expiration date on funding entry date
   Submit New Position Funding Entry Request strongly

advise against entering a Funding Entry Request - strongly



## Position Funding Transactors

We are reviewing a process for regular communication to be sent to Position Funding transactors regarding expired funds.

### Time sensitive

- Based on the <u>Payroll Processing Schedule</u>
- Small window of time where chart string can be added with no end date the wrong fund will be charged.
- If not fixed, transactions will go into the departmental default fund which then needs to be adjusted.



### **Position Management**

## Multi-headcount to Single-headcount

To move positions from MHC to SHC, departments will need to create as many position numbers as there are incumbents in the Multi-Headcount Positions.

Initiate New Position
 Control Request

Inform the Region so they can process the transfers

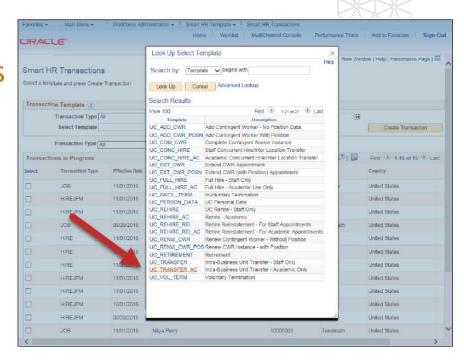




## Multi-headcount to Single-headcount

Regions would Submit Smart
HR Template transfer templates
for anyone within a
Multi-Headcount position to
transfer them to their own
position number.

- <u>Initiate Intralocation Transfer</u> <u>Template Tranaction (Staff)</u>
- <u>Initiate Intralocation Transfer</u> <u>Template Transaction (Acad)</u>



## Review/Reuse Existing Positions

- With Fall Semester hiring, remember, you don't need to make new positions for every semester
- Reuse vacant Positions (edit information) if needed.
- Be sure to confirm correct funding is attached to the position
- <u>Initiate Update Vacant Position</u>
   <u>Request UCPath Help simulation</u>





## **Training Info**

## UCPath Learning Lab Pilot

- Initial lab 7/23/20
- Next will be on 8/6/20 1-2 pm
- Please <u>register</u> ahead of time to submit questions



### ▼ Full Description

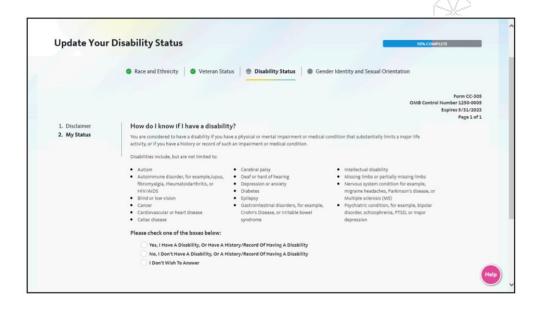
The UCPath Learning Lab is a drop-in lab to offer individualized help regarding UCPath. Please complete this survey (https://forms.gle/GH5qfp9K24bJ89fG7) and share your question/topic ahead of time. This will allow the lab to serve many people within the timeframe and keep sessions to about 15 minute sessions.

During the UCPath Learning Lab, each participant will be paired with an analyst for a breakout session; the general session will be hosted by the UCPath Training Coordinator. If you have further questions, please reach out to our team by emailing UCBUCPath@berkeley.edu.

### Employee Self-Service

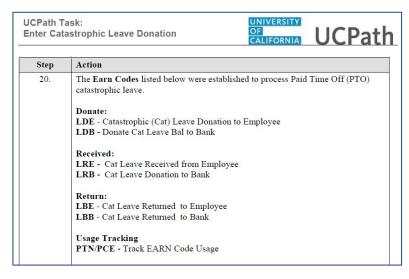
Updated screenshots for updating Disability Status

- Enter Voluntary
   Self-Identification of
   Disability simulation
- Complete Guided
   Onboarding for
   Self-Identification
   simulation



### Catastrophic Leave

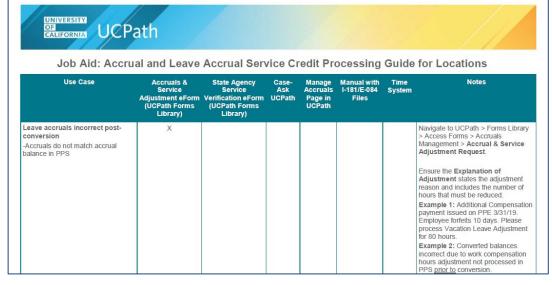
- Keep in mind, UCB does not currently have a Catastrophic Leave Bank (<u>UC Berkeley Policy and Procedures</u>)
  - Enter Catastrophic Leave
     Donation simulation
     updated with earncodes.



## Catastrophic Leave

 Accrual and Leave Accrual Service Credit Processing Guide for Locations job aid

How to correct various situations in which balances do not match



### Catastrophic Leave

- A <u>Catastrophic Leave Program for Paid Time Off (PTO)</u> job aid
- Shares PTO Earn Code examples

\*\*Please do not use this tip sheet or the codes until UC Berkeley has finalized policies around Catastrophic Leave for Paid Time Off\*\*



Job Aid: Catastrophic Leave Program for Paid Time Off (PTO)

### Overview

Employees who only accrued Paid Time Off (PTO) were not eligible for the Catastrophic Leave Program, as they were unable to give or receive donations. This change in UCPath allows participation in the Catastrophic Leave Program for eligible employees accruing Vacation or PTO, by adding new EARN Codes for processing.

New EARN Codes and I-299 rules were established to enable processing of PTO gives and takes of Catastrophic Leave donation.

### Eligible Employees

Employees who accrue PTO in accordance with local catastrophic leave policies must be able to donate to:

- Another employee, or
- · A general, location specific, catastrophic leave bank.
  - If the donation is not used, the donated hours are be returned to the donor. The donor may choose
    to have the unused hours donated to the general pool.

## Recommended Role Packages



# Your Questions & Discussion

