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

UCPath Berkeley website home page
UCPath: Berkeley User Group

August 5, 2020
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.

- 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

Berkeley UCPath
## One-Time Payment - Interlocation

**Initiate One-time Payment** UCPath Help simulation - steps 9 & 14 updated.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 9.   | If applicable, such as for processing interlocation one-time payments, select the **Do you want to override the ChartField values?** check box. Selecting the check box displays the **ChartField Detail** 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 Submit Final Pay Job aid was reviewed and updated for clarity.
- It is available on the Transactional User Page in the Additional Compensation and Payroll Adjustment Request section.
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

Job aid 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 End Date.
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 Payroll Processing Schedule
- 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.

- **Initiate Intralocation Transfer Template Transaction (Staff)**
- **Initiate Intralocation Transfer Template Transaction ( Acad)**
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

• **Initiate Update Vacant Position Request** UCPath Help simulation
Training Info
UCPath Learning Lab *Pilot*

- Initial lab – 7/23/20
- Next will be on 8/6/20 1–2 pm
- Please **register** ahead of time to submit questions
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 (UC Berkeley Policy and Procedures)
  - 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**

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### Job Aid: Accrual and Leave Accrual Service Credit Processing Guide for Locations

<table>
<thead>
<tr>
<th>Use Case</th>
<th>Accruals &amp; Service Adjustment eForm (UCPath Forms Library)</th>
<th>State Agency Service Verification eForm (UCPath Forms Library)</th>
<th>Case-Act UCPath</th>
<th>Manage Accruals Page in UCPath</th>
<th>Manual with I-191/E-464 Files</th>
<th>Time System</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave accruals incorrect post-conversion -Accruals do not match accrual balance in PFS</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Navigate to UCPath &gt; Forms Library &gt; Access Forms &gt; Accruals Management &gt; Accrual &amp; Service Adjustment Request. Ensure the Explanation of Adjustment states the adjustment reason and includes the number of hours that must be reduced. Example 1: Additional Compensation payment issued on PFE 3/31/19. Employee forfeits 10 days. Please process Vacation Leave Adjustment for 80 hours. Example 2: Converted balances incorrect due to work compensation hours adjustment not processed in PFS prior to conversion.</td>
</tr>
</tbody>
</table>
Catastrophic Leave

- A Catastrophic Leave Program for Paid Time Off (PTO) 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**
Your Questions & Discussion