Objectives for Deep Dive Sessions

Focus on:

- Discovery and information gathering
- Understanding pre-work, post-work and handoffs
- Finding process improvement opportunities

*Identifying how UCPath templates, processes and approval workflow can OPTIMIZE campus business practices*
Deep Dive Sessions

Approach

• Review end-to-end process for business area
• Examine process steps to see where template Initiation and Approval can occur within process
• Review Initiator and Approver roles and knowledge/skills required
• Begin identifying Initiators and Approvers as appropriate for these activities
• Also – Identify and document further business process adaptations and external system changes that could streamline, standardize and optimize future state
Local Business Process Design - Guiding Principles

**Sponsor Alignment**
- Develop efficiency in end-to-end business process
- Use UCPath delivered functionality
- Minimize additional cost
- Eliminate double data entry

**Diverse Campus Stakeholders**
- Involve both academics and staff (at multiple levels)
- Maintain a customer focus

**Disciplined Process**
- Ensure implementation focus
- Use UCPath delivered templates and approval workflow
- Document decisions for clarity and commitment

**Openness to Change**
- Maintain enterprise-wide perspective
- Be open to process and role changes
- Be transparent with communications
Two-Day Discovery Sessions

For each processing area:

- Overview and business process context for transaction
- Transaction demonstration
- Knowledge and skills needed for transactional role
- Discuss workflow and potential approval scenarios
Before we begin…

- UCPath is a PeopleSoft HCM system
- HCM & PPS will be replaced by UCPath HCM
- UCPath Center (UCPC) is a new customer service center supporting all campuses and located in Riverside, CA
- In UCPath we will have:
  - New Employee ID numbers
  - New Position Numbers
  - Approval routing in-system - Initiator submits, Approver approves
UCPath HR Process Flow at a Glance

TAM Recruit

Onboarding

Position

- Hire
- Rehire
- Concurrent Hire
- Department Transfer
- Transfer from another UC

Recruit

Position

- Position, Job & Additional Pay Data Changes

Monitoring

- Short Work Break
- End Date Probation
- Work Authorization / E-Verify

Funding

Person Data Changes

Monitoring

Termination

Retirement
Workforce Administration

HR Templates II

Person Data – Transfer – Termination – Retirement
HR Templates Overview

- UCB enters data into HR templates which are routed for UCB approval and then submitted to UCPath Center for final processing into Person and Job records.

- UCPath HR templates require similar information to current state HCM transactions, though with fewer Save-Edits and system-enforced rules.

- A solid understanding of each template's purpose, as well as strong familiarity with Action-Reason, will be required for processing HR templates.

**HR Templates**

<table>
<thead>
<tr>
<th>Template</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC_ADD_CWR</td>
<td>Add Contingent Worker - No Position Data</td>
</tr>
<tr>
<td>UC_ADD_CWR_POSN</td>
<td>Add Contingent Worker With Position</td>
</tr>
<tr>
<td>UC_COM_CWR</td>
<td>Complete Contingent Worker Instance</td>
</tr>
<tr>
<td>UC_CONC_HIRE</td>
<td>Staff Concurrent Hire/Inter Location Transfer</td>
</tr>
<tr>
<td>UC_CONC_HIRE_AC</td>
<td>Academic Concurrent Hire/Inter Location Transfer</td>
</tr>
<tr>
<td>UC_EXT_CWR</td>
<td>Extend CWR Appointment</td>
</tr>
<tr>
<td>UC_EXT_CWR_POSN</td>
<td>Extend CWR (with Position) Appointment</td>
</tr>
<tr>
<td>UC_FULL_HIRE</td>
<td>Full Hire - Staff Only</td>
</tr>
<tr>
<td>UC_FULL_HIRE_AC</td>
<td>Full Hire - Academic Use Only</td>
</tr>
<tr>
<td>UC_INVOL_TERM</td>
<td>Involuntary Termination</td>
</tr>
<tr>
<td>UC_PERSON_DATA</td>
<td>UC Personal Data</td>
</tr>
<tr>
<td>UC_REHIRE</td>
<td>UC Rehire - All Employees</td>
</tr>
<tr>
<td>UC_REHIRE_AC</td>
<td>Rehire - Academic</td>
</tr>
<tr>
<td>UC_RENW_CWR</td>
<td>Renew Contingent Worker - Without Position</td>
</tr>
<tr>
<td>UC_RENW_CWR_POS</td>
<td>Renew CWR Instance - with Position</td>
</tr>
<tr>
<td>UC_RETIRO</td>
<td>Retirement</td>
</tr>
<tr>
<td>UC_TRANSFER</td>
<td>Intra-Business Unit Transfer - Staff Only</td>
</tr>
<tr>
<td>UC_TRANSFER_AC</td>
<td>Intra-Business Unit Transfer - Academic Only</td>
</tr>
<tr>
<td>UC_VOL_TERM</td>
<td>Voluntary Termination</td>
</tr>
</tbody>
</table>
UCB Initiator completes HR Template

- Hire
- Rehire
- Concurrent Hire
- Transfer (Intra-BU)
- Personal Data
- Termination
- Retirement
- Add / Renew / Complete CWR

Inter-BU Transfers

Receiving Location
Concurrent Hire
Releasing Location
Termination

UCB approves HR Template and submits to UCPath Center

UCB completes onboarding and documents

Transaction is saved to UCPath

UC Path Center processes Template

UC Berkeley

View Person Org Summary

Workflow
Approval Routing

• At least one Approver level is required per template
• Number of levels applies to campus as a whole
• Transaction is routed to all Approvers at that level with data permissions for that record
• Optional branching by Employee Class groupings
• Approvers receive email with link to approve transaction; approval link also appears in Approver’s UCPath Worklist
• 1st Level Approver can “approve” or “deny” back to Initiator with comments; 2nd and 3rd Level Approvers can also “push back” to previous Approver
• Some templates allow Approvers to edit certain fields, but may be routed to another Approver for approval
• Approvers can add Ad Hoc Approvers, with Approver role and data permissions to access record
Intra-BU Transfer (aka Department Transfer)

- When an employee takes a job in a new UCB department with no break in service
- Tabs include Job Data and JED – no Additional Pay
- According to UCPath published business process, the releasing Department initiates the intra-location transfer template:
  
  The recommended business process is that the ‘From-Dept’ should initiate the transaction with minimal data. Approval routing goes to the ‘To-Deptid’ approvers. The ‘To-Dept’ approvers can then complete the transaction by entering additional details such as compensation etc.

- This is not UCB’s current practice; should be discussed
Template Demo
Inter-BU Transfer

Definition:

- When an employee leaves one UC location to take a new job at another UC location with no break in service
- Processed as Receiving location’s Concurrent Hire and Releasing location’s Termination, so both locations retain access to their respective records
- Locations should enter a Comment in the Termination template informing UCPC that the termination is an Intra-BU Transfer and include the BU to which the employee is transferring
- UCPC processes Concurrent Hire template prior to the Termination template to ensure no break in service

Notes while all locations not yet up on UCPaht:

- **Full Hire** template must be used if the employee is coming from a location not yet on UCPaht, because the employee does not yet exist in UCPaht and needs a new Empl ID
- When an employee transfers from a non-UCPath Location, non-UCPath Location must provide employee’s benefit and payroll information by submitting the UFIN301 forms
- When an employee transfers from a UCPath Location to a non-UCPath Location, UCPC WFA Production must initiate the UFIN301 forms
Terminations & Retirement

- A Termination template must be submitted for each job record to be terminated (for Death or Retirement, UCPath Center will verify and terminate all jobs).

- The **Last Date Worked** automatically populates with a date that is one day prior to the **Job Effective Date** (If **Job Effective Date** is a Monday, the **Last Date Worked** defaults to the previous workday (Friday). **Last Date Worked** field can be changed, but must be prior to **Job Effective Date**).

- UCB is responsible for managing and maintaining separation packets including UI form and Termination Benefits checklist and for retaining documentation per records retention policy and procedures.

- UCPath Center HR/APO Support Manager will work with UCB regarding highly sensitive terminations that do not meet documented standard process.

- Final pay is required when an employee is separated and all other jobs are terminated or retired.

- The termination and retirement templates provide a link for initiating final pay after entering the template. Access to the link, **Add Payroll Request**, is determined by UCB’s local business process and requires a separate security role.
Template Demo
Personal Data Changes

Self-Service by Employee

- Employees may update their own Personal Data using Self-Service portal for Name, Personal Email, Emergency Contacts, Home and Mailing Address, Disclosures, Phone, Ethnicity, Military Status, Disability Status

Personal Data HR Template by Administrator

- Personal Data template with workflow can be used to update any of above; must be used to update DOB or SSN which require verification before final processing into UCPath, include a Comment as to what was changed

Case with UCPC

- UCB must open a case with UCPC when change requires documentation to verify, e.g., gender marker change requires government-issued ID to support change
- Administrators can directly update Emergency contacts, Additional Names, Security Clearance
Template Demo
HR Templates Request and Approval

**UCB Initiator Role**

Knowledge/Skills

- Solid understanding of Human Resources actions, policies and data for staff, student and/or academic employees
- Understanding of business rules and guidelines around Person, Job and Compensation data, distribution of earnings to identified Earnings Codes (e.g., ERIT, Workers’ Comp), Academic components of pay (for Academic processing), and Action/Reason
- Expertise in HR template data entry and processing
- Familiarity with PeopleSoft effective dating, payroll cycles and how HR actions impact pay and interact with pay-related processes
- Attention to accuracy and detail to identify and enter correct and appropriate values
- Proficiency in PeopleSoft navigation, data entry, search techniques and business rules

**UCB Approver Role**

Knowledge/Skills

- High-level understanding of organizational and financial impact of transaction
- Understanding of duty and accountability
- Commitment to thorough review and response
### Sample Approval Scenarios – HR Templates

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Pre-work</th>
<th>Initiator</th>
<th>Approver 1</th>
<th>UCPath Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>Dept. Manager</td>
<td>HR Manager</td>
<td>UCPath Center</td>
</tr>
<tr>
<td>B</td>
<td>Dept. Manager</td>
<td>HR Admin/Gen</td>
<td>HR Manager</td>
<td>WFA Production Team</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HR Manager</td>
<td>Division Manager</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>PI</td>
<td>AP Admin/Gen</td>
<td>AP Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>AP Manager</td>
<td>Dept. Dean</td>
<td></td>
</tr>
</tbody>
</table>