UCPath at UC Berkeley
Future State Discovery Overview
3/13-14/18

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Thank you for joining us today!

When we end these sessions, we hope we have:

❏ Provided a foundational understanding of UCPath transaction

templates, process steps and workflow routing

❏ Enabled you to begin identifying roles and adapting work

processes to optimize UCPath capabilities at UC Berkeley

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What is UCPath?

A single solution for Human Resources, Payroll and Benefits processing, for all UC campuses and medical centers, going live at UC Berkeley in March 2019.

Project Timeline UC-wide

Major Work Efforts Currently Underway at UCB

Data Mapping

Business Process & Workflow Design

System Integration

You are here

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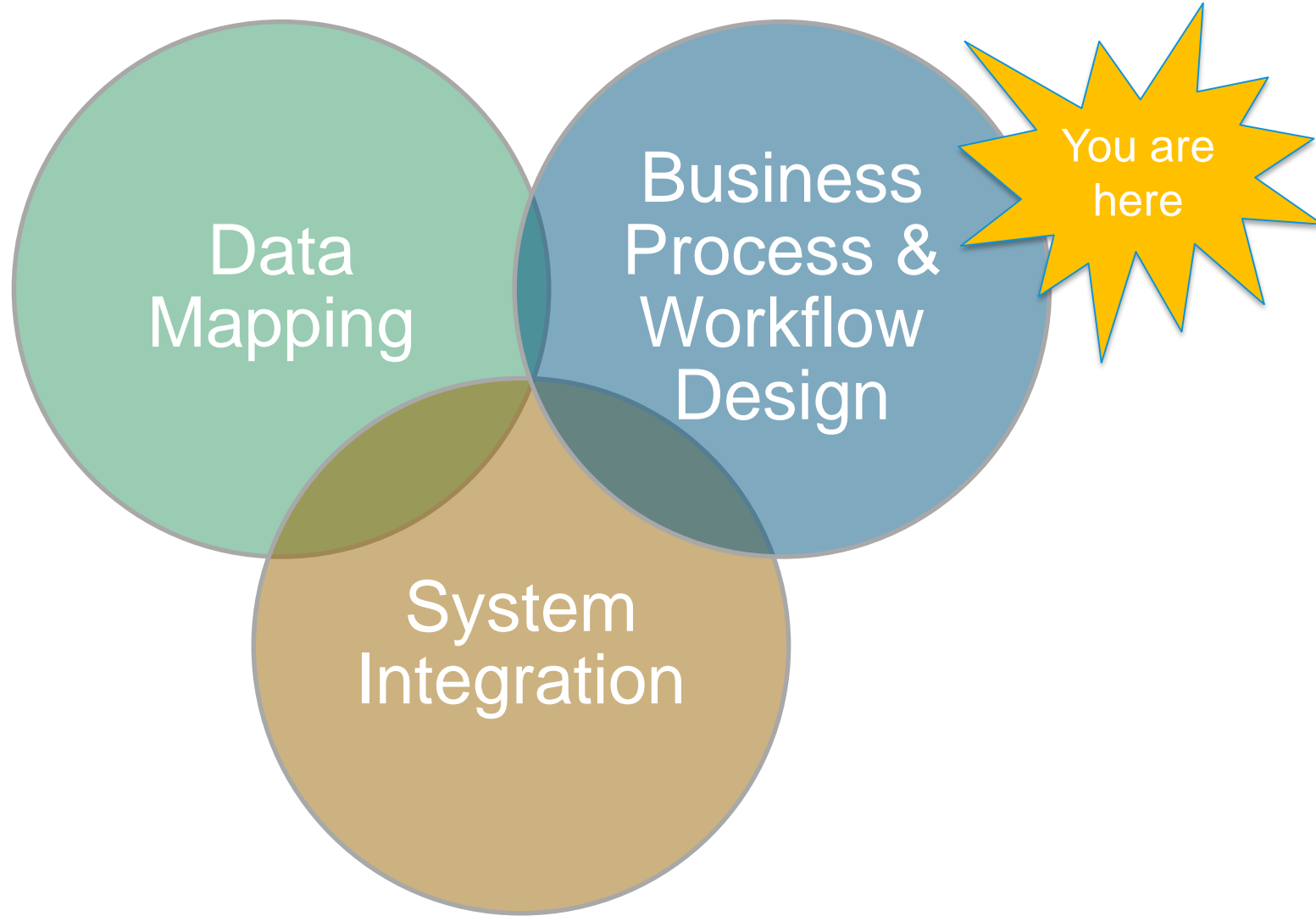
What's on the table for UCB discussion?

Off the Table	On the Table
System design, processing and data flow within UCPath – Complete!	Business processes, roles and workflow at UC Berkeley – Definitely!
Wholesale replacement of external ticketing systems and processes – Out of scope!	Enhancement and modification of external ticketing systems and processes to optimize UCPath capabilities – Certainly!
When UCB goes live – Decided!	How well-prepared UCB is for going live – Absolutely!

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Foundational Changes Impacting UCB Processes

Approval Workflow

- Data are entered into request templates at outset of process and, once approved, moved into live records, eliminating substantial double-entry at end of process

Distributed Roles and Responsibilities

- Individuals directly impacted by requested action can have hands-on role in initiating and approving transactions, reducing back-and-forth activity in external routing systems

UCPath Center

- Maintains consistency across all UC locations
- Provides technology support and maintenance
- Centralizes certain business processes and functions

Foundational Changes (cont.)

Position Funding

- Position Funding requests are separate transactions from Position and Hiring requests, allowing for new roles specifically to approve financial impact of transaction

HR and Payroll Data Integration

- Eliminates time-consuming re-work practices that were necessary for passing data accurately to PPS

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Workflow Approval Routing
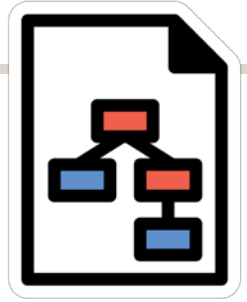
- At least one Approver level per template type, up to three levels depending on template
- Transaction is routed to all Approvers at that level with data permissions for that record
- Can optionally add branching by Employee Class groupings
- Workflow routing rules apply to campus as a whole

Approver Capabilities

- Approvers receive an email link to approve transaction in UCPath

- 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

- Approvers can edit certain fields based on template, but transaction will be routed to another Approver for approval

- Approvers can add Ad Hoc Approvers, with Approver role and data permissions to access record

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Other Variables Impacting Business Process

Type of Requestor	Type of Employee	Funding Source	External Systems & Tools
• Operational Manager • Faculty / PI • Lab Manager • Researcher	• Staff • Faculty • Non-Faculty Academic • GSI / GSR • Student	• Contracts & Grants • Non-Contracts & Grants	• ServiceNow • SmartSheets • Department Intranet • Email • Attachments

Two-Day Discovery Sessions

Position Data	Position Funding	TAM	WFA Templates	PayPath Data Changes	Leaves	Additional Pay Final / Off-Cycle Pay	Direct Retro

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

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Position Management (New and Vacant Positions)

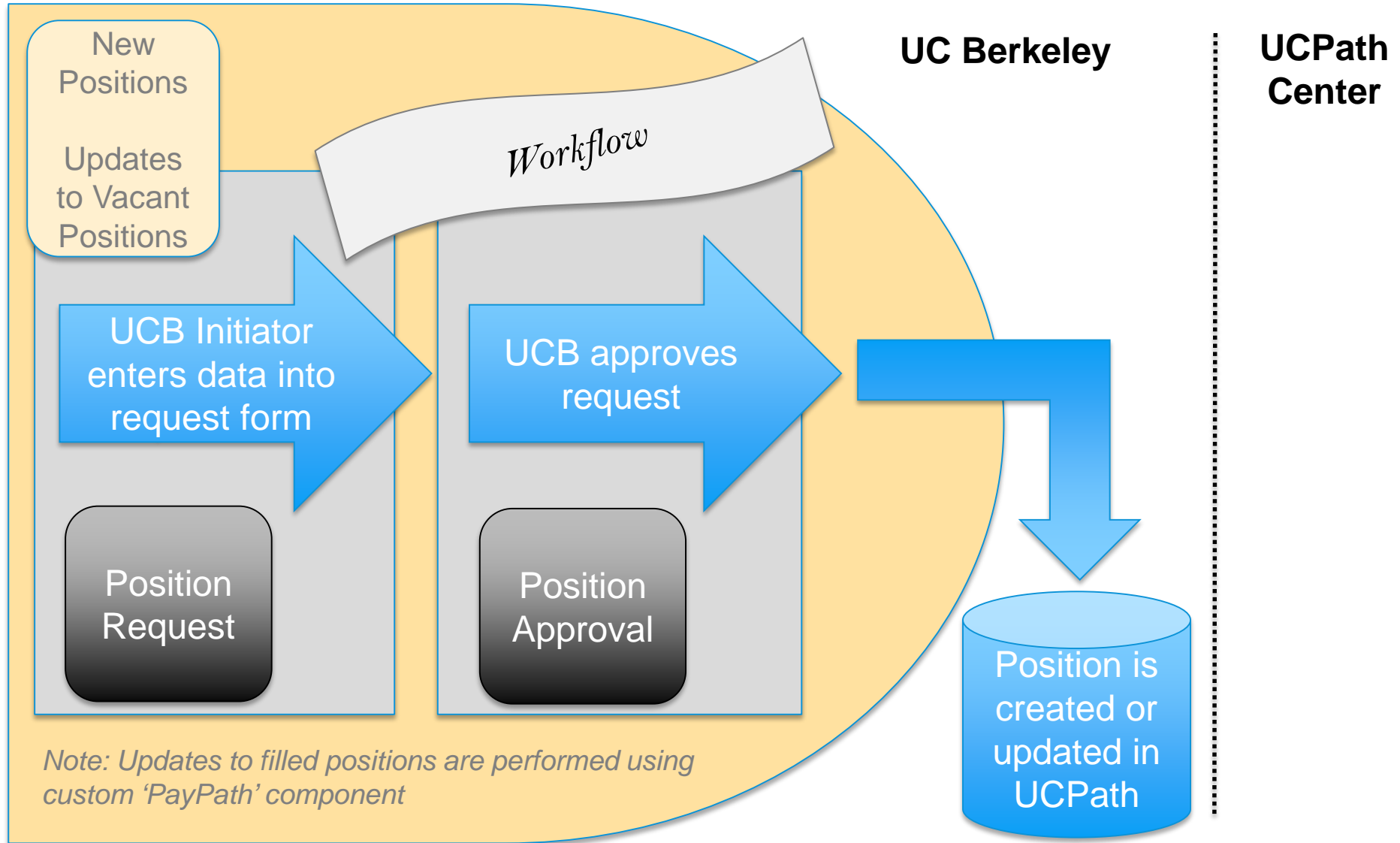## Future State Discovery Overview
3/13-14/18

UCPath Position Management Overview

- A position represents a filled or vacant role in a department

- All employees, and CWRs who supervise others, will be in a Position

- UCPath Position data include Job Code, Department, FLSA, Location, Reports To, Salary Plan/Grade, Headcount, *FTE and ERC

- Position numbers are sequential – all campuses in same numbering system

- Funding is linked to Position and set up on the Funding Entry page in Commitment Accounting

NEW

- Position data elements, including Funding and Reports To, are tied to all incumbents sharing a Position and are not editable on individual Job records – likely means breaking out multi-headcount positions to single headcount in many cases

NEW

Position Management Business Process

New Positions

Updates to Vacant Positions

Workflow

UC Berkeley

UCPath Center

UCB Initiator enters data into request form

Position Request

UCB approves request

Position Approval

Position is created or updated in UCPath

Note: Updates to filled positions are performed using custom 'PayPath' component

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Position Request and Approval (New / Vacant)

UCB Initiator Role

Template(s) Position Request

Knowledge/Skills

- Familiarity with vacant and filled positions in department
- Knowledge of policies, procedures and processes applicable to Position Management
- Understanding of Position Management business rules and guidelines
- Expertise in Position Data template entry and processing
- 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

Template(s) Position Approval

Knowledge/Skills

- High-level understanding of organizational and financial impact of transaction
- Understanding of duty and accountability
- Commitment to thorough review and response

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Sample Approval Scenarios – Position Requests

Scenario	Pre-work	Initiator	Approver 1	UCPath Center
Staff Position A		Dept. Manager	HR Manager	N/A
Staff Position B	Dept. Manager	HR Admin/Gen	HR Manager	
		HR Manager	Division Manager	
Non-Senate Position	PI	AP Admin/Gen	AP Manager	
		AP Manager	Dept. Dean	
Senate Faculty Position	FTE Call Senate Review	AP Admin/Gen AP Manager	Central Budget	

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Position Funding Process
Future State Discovery Overview

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New Position Funding Process Overview

- Funding no longer tied to Job Data; connected to the Position.

- Create/change funding at the position, positon pool, or department level.

- Enter/update funding using the **Funding Entry** template in HCM Commitment Accounting.

- Departments with active employees will need to identify a default chartstring.

- Funding can be defined for a filled or vacant position.

- Position pool level funding where groups of positions share funding will be used for Work Study programs and where appropriate other types of positions.

- Use Worksheet template for an incumbent with multiple components of pay and/or with capped salary.

Funding Entry Process Flow
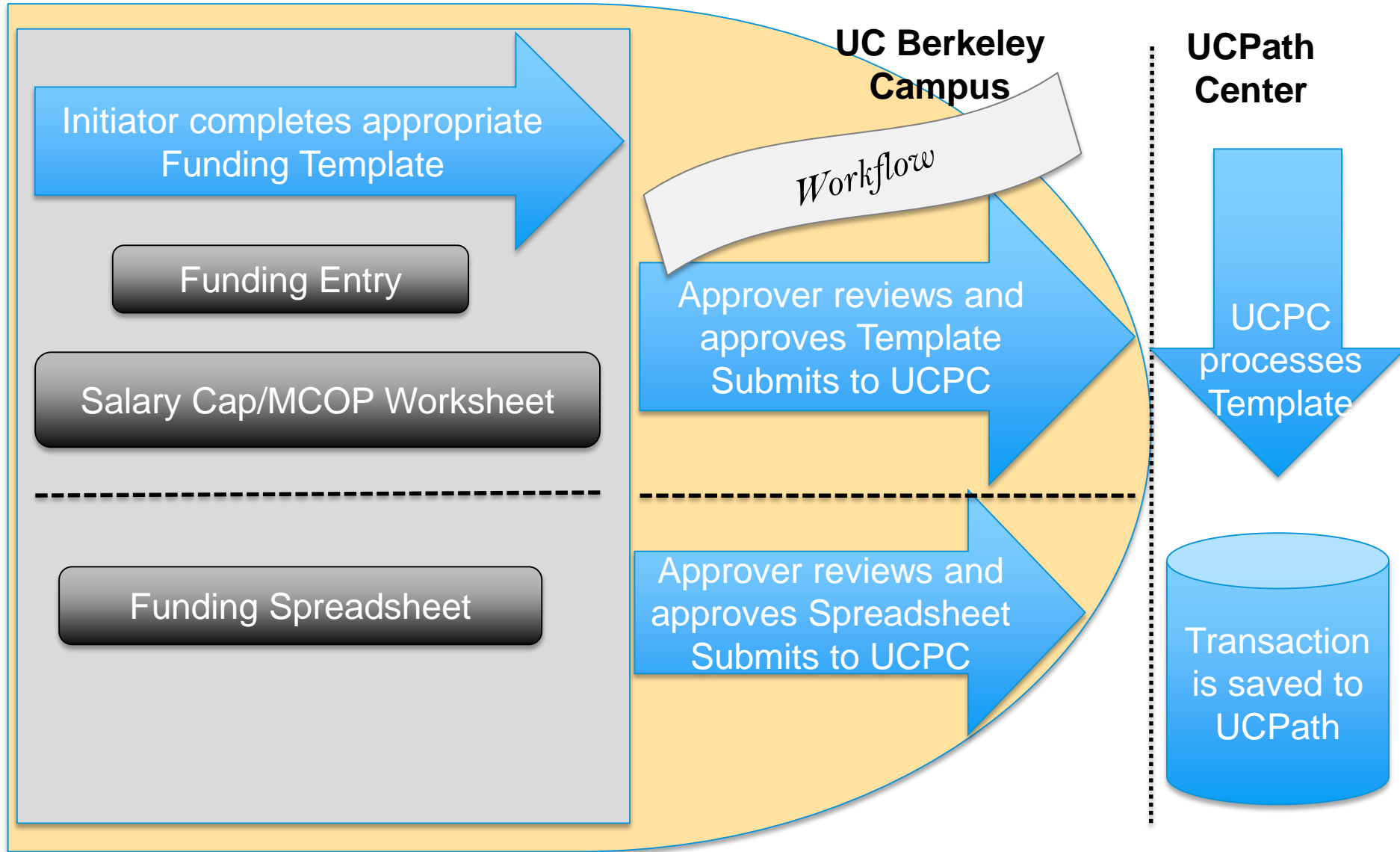
DEMO

Approval Verification – Email Notification

From: [redacted]   Sent: Mon 7/31/2017 8:22 AM
To: [redacted]
Cc:
Subject: UCPath Funding Entry Transaction Approved

Your request for a Funding Entry transaction for Department 802200 has been approved at all levels, and has been processed into the PeopleSoft database.

You can view this transaction at

https://sucs4j.universityofcalifornia.edu/psp/SUCS4J/EMPLOYEE/HRMS/c/UC_EXTENSIONS.UC_DEPTBDGT_ERN.GBL?

Page=UC_DEPTBDGT_ERN&Action=U&REQUEST_ID=FE00002106&SETID=UCOP1&DEPTID=802200&FISCAL_YEAR=2018

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.

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Transaction Denied

Funding Entry

For a Denied transaction, use Copy to new transaction

Copy to new transaction

Request ID	FE00002029	**Requested by:**	10000457	**Submitted on:** 02/08/2017
Set ID:	UCOP1	**Department:**	808800	CALIFORNIA DIGITAL LIBRARY	**Request Status:** Denied
Fiscal Year:	2018	**Budget Begin Date:**	07/01/2017	**Budget End Date:** 06/30/2018

Level

○ Department   ○ Position Pool   ● Position

Position Number: 40000877   USER EXPERIENCE DESIGNER 4   Pool ID:

Job Data Snapshot   Personalize | Find |

| Job details 1 | Job details 2 | |

▶ Approver document upload

Initiator Comment:

Campus Approvers

▶ **Request ID: FE00002029, Set ID: UCOP1, Dept ID: 808800, Year: 2018:Denied** View/Hide Comments

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Position Funding – Create and Approval

UCB Initiator Role

Template(s) Funding Entry (new or changes to funding)

Knowledge/Skills

- Understanding of applicable policies, procedures and processes to Position Funding
- 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

Template(s) Funding Entry

Knowledge/Skills

- High-level understanding of organizational and financial impact of transaction
- Understanding of duty and accountability
- Commitment to thorough review and response

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Sample Scenarios

Scenario	Pre-Work	Initiator	Approver	UCPath Center
A	--	RA/FA	SR FA/FA Manager	N/A
B	PI/FA	RA/Admin	SR FA/ FA Manager	N/A
C	RA/FA	FA Manager	SR FA Manager	N/A

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TAM

Future State Discovery Overview

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TAM Overview

- TAM is our staff recruitment system.

- There are several steps to complete before a posting is entered into TAM:

  o If the role is new or substantially changed: a Job Description, PEM, Org chart need to be filled out & submitted to central HR to be classified and approved.

  o A Position Control form needs to be filled out.

  o Salary rates need to be consulted and analysis done to select an equitable salary range.

  o A Position number needs to be identified or created.

- A TAM initiator must have technical & procedural understanding since recruitment activities are handled directly in the system and incorrect listings could increase the number of recruitment related lawsuits.

- Note: There are no UCPATH templates or self-service functionality, jobs are posted directly into TAM.

TAM Workflow in UCPATH

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UCPath Center

Recruiter
1. Creates Job Posting

Workflow

Job Posting

Approver(s)
2. Approves Job Posting

Job Posting

Recruiter
3. Manages Recruitment

Interviews

Offer

Approver
4. Approves Offer

Workflow

Offer Letter

Recruiter
5. Finalizes Recruitment

Prepare for Hire

Workforce Administration

Note: All entry is in UCPath TAM component – no templates

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Create Job Opening part 1 (UCR mockup)

Create Job Opening part 2 (UCR mockup)

Schedule Type	Variable
Regular/Temporary	Not Applicable
Begin Date	
End Date	
Shift	Not Applicable
Hours	0.01
Work Period	Weekly
Travel Percentage	Never or rarely

Salary Information ?

Salary Admin Plan	CTRV	Career Tracks - UCR
From Grade	26	Grade 26
From Step		
To Grade		
To Step		
Salary Range From	43.342912	(Default From Job Code)
Salary Range To	85.392720	(Default From Job Code)

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Create Job Opening part 3 (UCR mockup)

Locations ?

Location	Location Description	Primary Location	
P5523	SPROUL	✓	🗑

Add Location

Recruiting Locations ?

Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings	
5026	Main Campus - UCR	✓	1	🗑

Add Recruiting Location

Positions

Position	Position Number	Primary Position	
Human Resource Manager	40002258	✓	🗑

Add Position

Employees Being Replaced

*Employee ID	Name

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Create Job Opening part 4 (UCR mockup)

Create Job Opening part 5 (UCR mockup)

Create Job Opening part 6 (UCR mockup)

*Name	Manager ID	Primary	
Taylor Sudler 🔍	80134405	☑	🗑

[Add Hiring Manager] [Add Hiring Manager Team]

Interviewers ⍰

No Interviewers have been added to this Job Opening

[Add Interviewer] [Add Interviewer Team]

Interested Parties ⍰

No Interested Parties have been added to this Job Opening

[Add Interested Party] [Add Interested Parties Team]

Screening Team ⍰

No Screening Team has been added to this Job Opening

[Add Screening Team Member] [Add Screening Team]

[Save and Submit] [Save as Draft] | 🏠 Recruiting Home | 🗕 Notification | Start Over

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Manage Applicants (Recruiter view)

- Note: sample UCR mockup.

Interview Evaluation (UCR mockup)

Interview Summary (UCR mockup)

Applicant Name Haz John
Applicant ID 60029
Job Posting Title Analyst
Job Code 001733 (HS ASSOC CLIN PROF-HCOMP)

Job Opening ID 994518
Job Opening Status 010 Open
Business Unit RVCMP (UC Riverside Campus)
Position Number 40102365 (PMO Test - psn 40102302 issue)

Interview Summary (?)

Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommen
●	02/26/2018	9:00AM	11:00AM	PST		✔	Unconfirmed	005 Interview

Interview Details (?)

Date 02/26/2018

Start Time 9:00AM   PST

End Time 11:00AM   PST

Location

Submitted Yes

Status Unconfirmed

🖉 Edit Interview Schedule

Final Recommendation (?)

Final Recommendation 005 Interview ▼

Reason ▼

Average Score 8

Interview Evaluations (?)

Name	Interview Rating	Interview Type	Recommendation	Score	Action
Jacquelin Nguyen	Excellent	Campus	020 Make Offer	8.000	Edit Evaluation

Create New Evaluation

Create New Interview Schedule

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Prepare for Hire template (UCR mockup)

Prepare For Hire | Earns Dist/Addl Pay

To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Submit Request to HR

Applicant ID	600354
Applicant Name	James Bond
Current Disposition	071 Offer Accepted
Disposition Date	02/22/2018
Applicant Type	External - New
Application Date	02/20/2018

Job Opening ID 994518 🔍 Analyst

Job Opening Type Standard Requisition

Business Unit UC Riverside Campus

Department Dept. of Family Medicine

Position Number 40102365   PMO Test - psn 40102302 issue

Job Code 001733   HS ASSOC CLIN PROF-HCOMP

Employee Class Staff: Floater   **Job End Date** [   ] 📅

SSN [   ]

Date of Birth [   ] 📅

Probation Code [▼]

Probation End Date [   ] 📅

Trial Employment End Date [   ] 📅

ERIT/Phased Retirement End Dt [   ] 📅

Location Use End Date [   ] 📅   **Location Use End Date** [▼]

PY Career Duration [▼]

Appendix E: Prepare for Hire part 2

Department	Dept. of Family Medicine
Position Number	40102365 PMO Test - psn 40102302 issue
Job Code	001733 HS ASSOC CLIN PROF-HCOMP
Employee Class	Staff: Floater

Job End Date [   ] 📅

SSN	[ ]
Date of Birth	[ ] 📅

Probation Code	[▼]
Probation End Date	[ ] 📅
Trial Employment End Date	[ ] 📅
ERIT/Phased Retirement End Dt	[ ] 📅
Location Use End Date	[ ] 📅 **Location Use End Date** [▼]
PY Career Duration	[▼]

Oath Sign Date	[ ] 📅
Patent Acknowledgement Sign Dt	[ ] 📅
Modified Patent Acknow Sign Dt	[ ] 📅
Review Type	[▼]
Next Review Date	[ ] 📅

***Type of Hire**	[▼]
***Action Reason**	[▼]
***Start Date**	03/19/2018 📅

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TAM roles and responsibilities

UCB Initiator Role

Knowledge/Skills

- Applicable policies, procedures, & processes related to Recruitment, including:
    - Classification & Compensation policy and procedures
    - Expertise in recruiting policy & procedures
    - Standard and appropriate language for job postings.
    - Understanding legal compliance (federal & state laws)
    - Experience sourcing qualified & diverse pool of applicants.
    - Familiarity with the effectiveness of various job sites for different job families.
    - Ability to analyze and propose/advise on equitable salary offers.

- Attention to accuracy and detail (identify and enter correct and appropriate info)
- Proficiency in PeopleSoft navigation, data entry, and business rules

UCB Approver Role

Knowledge/Skills

- High-level comprehension of organizational and financial impact of transaction
- Understanding of duty and accountability
- Commitment to thorough review and response
- Knowledge of applicable policies, procedures & processes related to recruitment

Sample Scenario – TAM staff recruitment

Scenario	Pre-work	Initiator	Approver 1	Approver 2	UCPath Center
	Supervisor and/or HR	Recruiter	Department (Financial Approval)	Recruit Manager	N/A

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Workforce Administration
HR Templates
Future State Discovery Overview

3/13-14/18

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 records

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

❑ Full Hire – Staff	❑ Personal Data
❑ Full Hire – Academic	❑ Retirement
❑ Rehire – Staff	❑ Prepare for Hire
❑ Rehire – Academic	❑ Add CWR
❑ Concurrent Hire – Staff	❑ Add CWR w/ Position
❑ Concurrent Hire – Academic	❑ Extend CWR Appointment
❑ Intra-Business Unit Transfer – Staff	❑ Extend CWR w/Position
❑ Intra-Business Unit Transfer – Academic	❑ Complete CWR
❑ Voluntary Termination	❑ Renew CWR
❑ Involuntary Termination	❑ Renew CWR w/Position

HR Template Transaction Processing
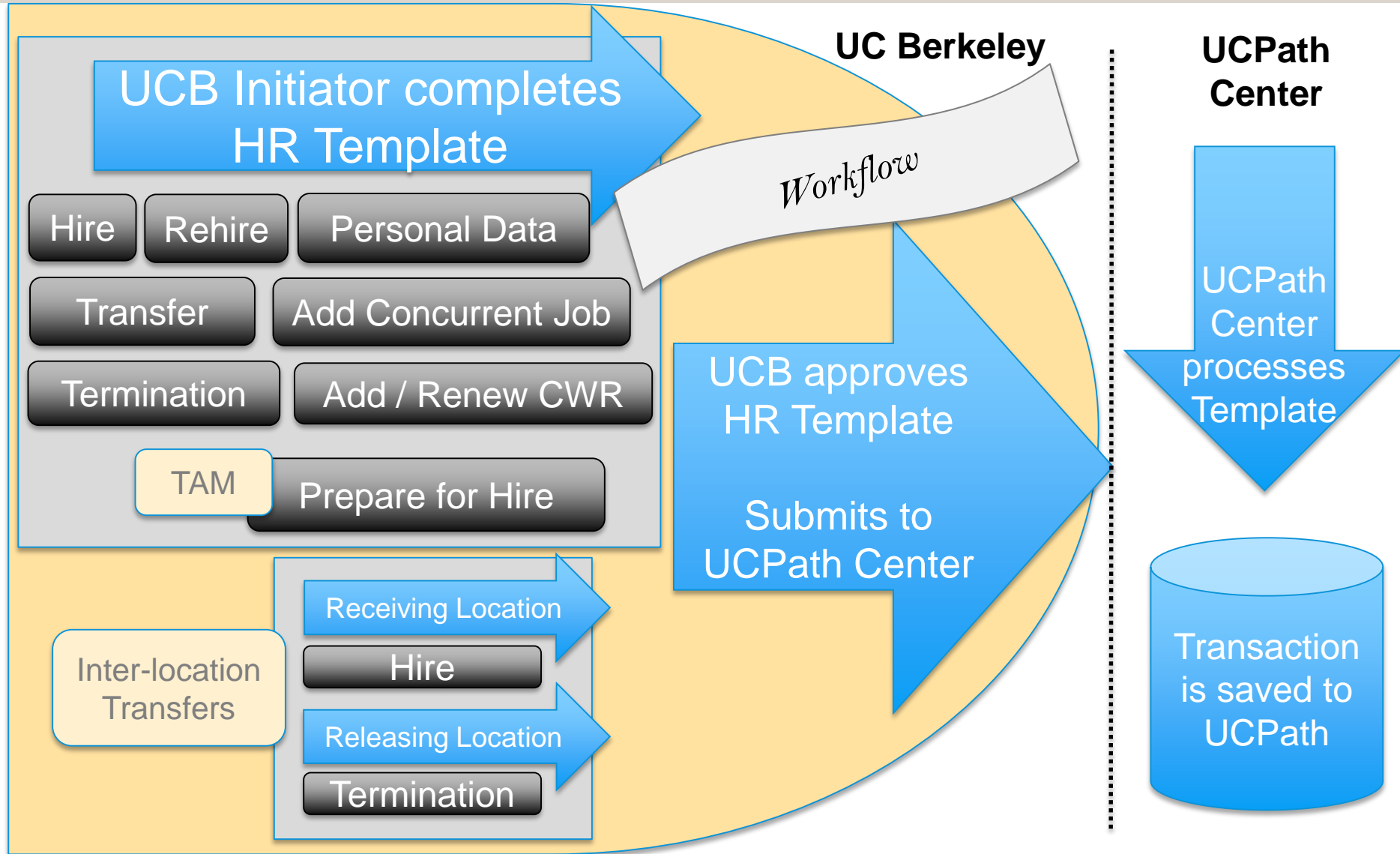
Hires & Rehires

- UCPC verifies information is complete, performs Search Match, and processes template data into Person, Job and associated records

- When record is saved and employee ID is generated, UCPC assigns a New Hire Checklist

- UCPC expects State Oath and Patent Acknowledgement to be signed, and signature dates to be included in template, if Hire/Rehire date has passed

- UCB must complete onboarding, verify required documents including I-9, and update New Hire checklist within appropriate timeframe

- Supporting documents can be attached to template (e.g., UFIN), but New Hire paperwork and personnel file stays at UCB

- Former employees with break in service before conversion cutoff will have no record in UCPath – must be processed as a New Hire

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Auto-Termination of Jobs with End Dates

NEW

UCPath takes a <u>proactive</u> approach to terminating job records with End Dates:

- End Job Automatically

  - Staff jobs are defaulted to "End Job Automatically" by Employee Class: Contract, Limited, Student, Floater, Rehired Retiree, Per Diem

  - Academic job record templates include an "End Job Automatically" checkbox which can optionally be selected on Hire and Transfer templates or updated in PayPath

- UCPath Center will run a process before each Payroll to automatically terminate staff job records when End Date is reached, and academic job records when End Date is reached and End Job Automatically checkbox is checked

- UCB will be expected to proactively monitor job records with End Dates, and take appropriate action to extend appointment if not terminating, or in case of Academics where checkbox is not checked, to take positive action to terminate or extend appointment

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Job Record End Date Monitoring

NEW

UCPath provides several reports for monitoring End Dates:

Reporting Tools	
Jobs with Approaching End Dates Report	Identifies job records with End Dates 30/60 calendar days out from date report is run.
Job Record End Date Audit Report	Identifies job records with Employee Classes (staff) and Job Codes (academic) that should have End Dates, but do not. UCPath Center will work with UCB to ensure job records requiring end dates have them correctly entered into UCPath.
Escalation of Approaching Job Record End Date Report	Identifies job records with End Dates 10 calendar days out from date report is run, to facilitate UCB taking action on any remaining records before auto-termination process runs. UCPath Center plans to distribute this report to UCB-identified central HR/APO offices.

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Mass Hire Batch Upload Process

NEW

- Intended for Hires of 50 or more

- Can be used for Hires and Concurrent Jobs, but cannot be used for any records requiring creating of JED or Additional Pay at time of Hire

- UCPath Center will upload a template completed by UCB and placed on file server; custom nightly batch process will load files with Person and Job Data

- UCPath Center will review and address errors in staging table before loading; errors that cannot be resolved by UCPath Center will be referred back to UCB

- Does not have workflow

- One template with Position Data, one without Position data

- New Hire checklist will automatically be assigned

Prepare for Hire (TAM Recruitments)

- Custom HR Template used by campus when completing a recruitment processed in TAM

- Includes all information needed for Hire, Rehire, Transfer or Add Concurrent Job transactions

- Prepare for Hire step sets off campus review and approval workflow and then submits to UCPath Center for final processing

- UCPath Center uses Manage Hires component to complete Hire, Rehire, Transfer or Add Concurrent Job transaction

Inter-Location "Transfers"

- Defined as when an employee leaves one UC location to take a new job at another UC location with no break in service

- Processed as Hire – Termination so both locations retain access to their respective records:

    o Receiving location: Action/Reason 'Hire/Transfer-Inter-location BU'

    o Releasing location: Action/Reason 'Termination/Inter-location BU'

- Locations are expected to coordinate with each other for related processes, transfer of documentation, UFIN, etc.

Terminations

- Termination template must be submitted for each job record to be terminated (exception is Retirement, where UCPath Center will verify and terminate all jobs)

- UCB will assign and update appropriate separation checklist

- UCB is responsible for managing and maintaining separation packets including UI form and Termination Benefits checklist

- UCB will retain 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

- Related Benefits and Payroll follow-up processes are covered in separate business process design documents and flowcharts (e.g., Death Pay, Final Pay)

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Personal Data Changes

- Administrators use Personal Data HR Template to update Personal Data on employee's behalf

    o Uses approval workflow

- Employees may update their own Personal Data using Self-Service functionality

    o Access is through custom UCPath portal

    o Approval and follow-up documents are required for changes to Name, Gender

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UCPath Personal Data and Job Data Pages

UCB will have VIEW ONLY access

- Biographical Details
- Contact Information
- Regional
- UC Person Data

Job Data

- Work Location
- Job Information
- Job Labor
- Payroll
- Salary Plan
- Compensation

- UC Job Data
- Employment Data
- Earnings Distribution
- Benefits Program Participation

HR Templates Request and Approval (New / Vacant)

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

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Sample Approval Scenarios – HR Templates

Scenario	Pre-work	Initiator	Approver 1	UCPath Center
A		Dept. Manager	HR Manager	WFA Production Team
B	Dept. Manager	HR Admin/Gen	HR Manager	
		HR Manager	Division Manager	
C	PI	AP Admin/Gen	AP Manager	
		AP Manager	Dept. Dean	