PayPath for EMPL 5, 9 and 10 To-Be Process

Employee

Start

1a Identifies need for Data Change (Correction)
Employee
Email/In-Person

Department Org/Transactional Unit

Start

1d Identifies pay impacting need for mass PayPath actions & sends file
TU Initiator
Email

1c Identifies non pay impacting need for Mass PayPath actions & sends file
TU Initiator
Email

Start

Start

1b Questions about policy? — No

3c Identifies and or validates need for Data Change (Correction)
Hiring Manager
Email, In-Person, Phone

3d Personnel action has been approved
Hiring Manager
Email/In-Person

4 TU Initiator initiates change via PayPath
TU Initiator
UCPath

5a Updates Position Data
TU Initiator
UCPath

5b Updates Job Data
TU Initiator
UCPath

5c Updates Recurring Additional Pay Data
TU Initiator
UCPath

6 Submit PayPath Transaction
TU Initiator
UCPath

9b Transactional Unit resolves issues and resubmits PayPath Transaction
TU Initiator
UCPath

Step 4

Yes

Shared Services Center

2d Reviews and sends updated data for mass PayPath actions
SSC
Email

7 Review/Approve/Deny PayPath Transaction
SSC AWE Approver
UCPath WFA Production

8 Questions about policy? — No

9 Is it approved?

9a Deny Transaction with comments
SSC AWE Approver
UCPath

No

Central Office/CSC

2c Mass PayPath Transaction is validated/uploaded
Central Office/CSC
UCPath

3d Mass PayPath Transaction is validated/uploaded
Central Office/CSC
UCPath

2b Review and respond to policy questions
Central Office
ServiceLink
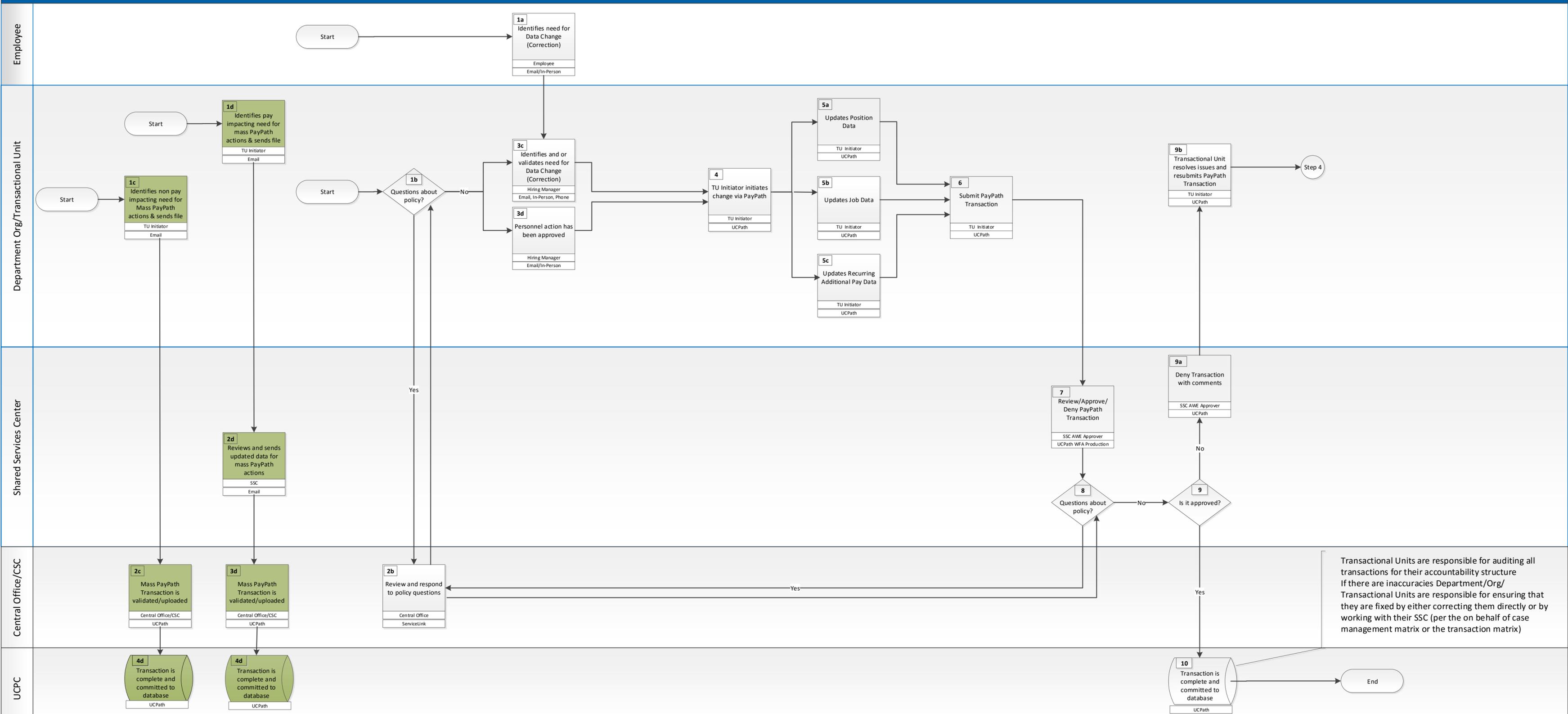
Yes

Yes

Transactional Units are responsible for auditing all transactions for their accountability structure
If there are inaccuracies Department/Org/ Transactional Units are responsible for ensuring that they are fixed by either correcting them directly or by working with their SSC (per the on behalf of case management matrix or the transaction matrix)

UCPC

4d Transaction is complete and committed to database
UCPath

4d Transaction is complete and committed to database
UCPath

10 Transaction is complete and committed to database
UCPath

End

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UCRiverside

Start / End

Shows the start and end of a process. The text should indicate the trigger action or condition that puts the process flow in motion or indicates that it is complete.

Task/Activity
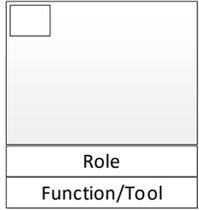
| Role |
| Function/Tool |

Captures a specific task or activity. Written starting with a verb ("Prepare Form"). A box should reflect a single role and tool to complete a specific output.

Automatic Process

| Role |
| Function/Tool |
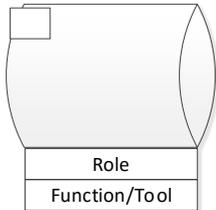
Represents a process, task, or activity that is accomplished through a system or program. For example, "Upload Data (Nightly)".

Off-page reference

Shows the continuation of the flow on another page. Label the inside of the symbol with a capital letter and number (e.g., "A/2" indicates look for point A on page 2).

One way connection

Connection arrows show the direction that the process flows.

Roles and Tools

| Generic Role |
| Function / Tool |
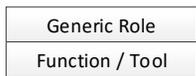
These annotation boxes are placed below task/activity boxes or decision points to clarify the generic role that performs the step (e.g., "Manager") and/ or to clarify the functionality or tool that supports it, e.g. Workflow, PPS. These boxes are not required for each step.

UCPath Central Process

Color indicates processes performed by UCPath as defined on related Central FSPD Maps (cannot be revised on local map)
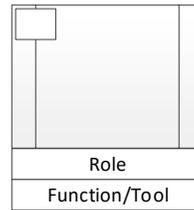
| Role |
| Function/Tool |

On-page Reference

On page connectors link one point in a process flow diagram to another. They help reduce flow lines that cross other shapes and lines. They are labeled with capital letters to show matching jump points.

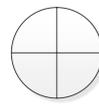## Subprocess

| Role |
| Function/Tool |

Indicates another process or set of processes formally defined elsewhere. For example, "Perform Background Check" as part of the Onboarding process.

Decision

| Role |
| Function/Tool |
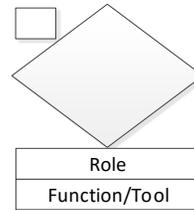
Or Connector

Shows when processes diverge, usually for more than two branches. Can be helpful in indicating variations (e.g., one path for Faculty, one for Staff, one for Students).

Consultation/Collaboration

– – – – – –

Consultation/collaboration lines link two task/activity boxes that are performing the same function together or in consultation with each other. Not used for formal reviews or approvals.

Annotation

Issues, questions, simple variations
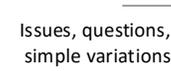
Provides comments or clarification to a task, connector, or subprocess. Helpful to indicate where there is variability or inefficiency or where complex rules may apply to how a particular task is completed

UCPath Local Process

Color indicates processes performed by Local Campus as defined on related Central FSPD Maps (cannot be revised on local map)

| Role |
| Function/Tool |