UCPath Notice: Upcoming Change to Prevent Transactions During Payroll

To: General UCPath Communications distribution

Effective **July 27, 2021**, a new system change will prevent certain transactions from being submitted between the "Stop" and "Resume" dates/times listed on the payroll processing schedule. The changes are as follows:

- **PayPath:** Users will not be able to process *any* PayPath transactions (past, present, or future-dated) for employees in the pay cycle being processed until the "Resume" date/time on the payroll processing schedule
    - This page will appear as read-only

- **Mass PayPath:** Transactions can still be submitted but will not be approved and processed
    - Approvals will appear as read-only for all employees/transactions regardless of pay cycle

- **Pop-Up Message:** The following message will appear when PayPath and Mass PayPath pages are read-only:

Note: Position Management/Administration updates should not be submitted during critical payroll processing even though the system will not prevent them.

Transactions that can continue to be submitted during this time include:

- HR Smart Templates
- Extended Absence Requests
- PayPath transactions for employees not in the pay cycle being processed

Resources:

- [Frequently Asked Questions](#)
- [Job Aid: Review the Payroll Processing Schedule](#) *(currently being updated)*
- [Payroll Processing Schedule](#)
- [LBNL Payroll Processing Schedule](#)

Thank you,

UCPath
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