Dear Colleagues,

We are writing to inform you that Unit has been selected for inclusion in the upcoming UCPath transaction processing pilot. This message is to inform you of your selection as pilot participants, reiterate some of the key elements of the pilot program, and to make you aware of important next steps in pilot participation.

Thank you for you willingness to participate in this important effort to improve UCR's administrative service delivery with UCPath. We want to reaffirm to you that the program you are participating in will be a true pilot. During this period, UCR will temporarily implement changes to our UCPath transaction processing with the goal of increasing effectiveness and efficiency. Based on the outcome of the pilot evaluation, these or similar changes may be implemented more broadly across campus following the pilot.

Pilot units' participation will begin during the month of May and continue through December of this year. Below are some of the key milestones in the early portion of the pilot effort that you should be aware of:

- Pilot Unit & Shared Services Kick-off Meeting: Week of May 15
- Pilot Unit & Shared Services Online Training: May 29 – June 6
- Pilot Unit & Shared Services In-Person Training: June 10 – June 21
- Pilot Unit & Shared Services Dress Rehearsal Testing: June 24 – June 28
- Pilot Phase I go-live ready: July 1

UCR's UCPath project team will be reaching out to you and your designated unit transactors regarding these meetings in the very near future.

As a reminder, pilot units are required to have full participation in all testing and training activities by all involved transactors and approvers. In addition, pilot units are expected to provide ongoing feedback throughout the pilot to UCR's UCPath team, and meetings will be scheduled regularly throughout the pilot for this purpose.

As previously announced, the pilot will consist of two phases. In the first phase pilot units will initiate certain transactions directly within UCPath, with validation of these transactions performed by their respective UCR Shared Services center. In the second phase pilot units will begin initiating additional transactions directly within UCPath, as well as validating/approving some of their transactions within UCPath. To be eligible to validate/approve transactions within UCPath, pilot units must demonstrate their ability to be successful in this role, based on their performance during Phase I. Phase I is scheduled from July – September, while Phase II is scheduled from October – December, but these timeframes may be adjusted based on pilot progress.

Pilot units should also be aware of their responsibilities during the pilot execution. All established pilot processes, guidelines, and appropriate UC policies must be followed, and units must utilize designated tools for the pilot. Unit transactors are responsible for the accuracy of data entered into UCPath, as well as the inclusion of appropriate supporting documentation as described in the upcoming pilot training. During phase I of the pilot, your UCR Shared Services center will monitor & validate specified data entered by pilot units. During phase II of the pilot, however, pilot units will be fully responsible for those transactions that they both initiate and validate/approve in UCPath; these transactions will not be monitored by Shared Services.

We want to thank you again for your willingness to step forward to assist the campus in this effort. We welcome any questions you have regarding the upcoming pilot effort; send these to Antonette Toney (antonette.toney@ucr.edu). We also request that you reply to this communication indicating on behalf of your unit that you understand and agree to the pilot requirements stated above.

Sincerely,

Ameae Walker, Vice Provost, Academic Personnel

Gerry Bomotti, Vice Chancellor, Planning, Budget & Administration