

# NAVIGATOR

DECEMBER 2018

UCR

[www.fomucpath.ucr.edu](http://www.fomucpath.ucr.edu)

**FOM** | **UCPath**  
FUTURE OPERATING MODEL | PAYROLL, ACADEMIC PERSONNEL, TIME KEEPING & HUMAN RESOURCES  
Supporting Organizational Excellence

*The Navigator is provided to UCR staff who have operational responsibilities in the areas of Human Resources, Academic Personnel, and Business & Financial Services to convey key information on the UCR FOM\UCPath project implementation.*

## SPONSOR MESSAGE

Being a pilot campus has been extremely challenging and we want to thank everyone on the project team, central offices and SSCs for taking on this enormous project. Many of the other UC campuses have greatly benefited from our lessons learned as we pave the way for all UC's to move to UCPath. While acknowledging all of the hard work over the past year, we also must acknowledge the pressing work that needs to be done. Since stabilization is taking longer than expected the project team is conducting a comprehensive review of the UCR implementation, process and structure. The comprehensive review includes soliciting feedback from campus leadership, shared service center staff, project team members, campus operational staff, central offices, UCPC and other stakeholders in an effort to improve the campus UCPath experience. In addition, a client experience survey of operational staff (this Navigator audience) has been conducted, and key metrics from our local ServiceLink tool and the UCPath system is currently being gathered. Feedback will be solicited from the campus in the course of this review and a proposal for improvement will then be developed. We welcome your comments and ideas for improvement, please forward them to [fomucpath@ucr.edu](mailto:fomucpath@ucr.edu).

We still have some unacceptable issues that need to be permanently fixed. In particular, the continuing issues plaguing student pay is a top priority. We are acutely aware that people's lives are being negatively impacted so it is crucial that we continue to improve and make sure that we prevent additional hardships on the lives of our employees. UCR and UCOP are taking this very seriously and coming together to find solutions. As always, we appreciate your patience and understanding as we work through these issues. Questions or concerns should be sent to 1) academics - [UCPathHelp@ucr.edu](mailto:UCPathHelp@ucr.edu), or 2) staff - [fomucpath@ucr.edu](mailto:fomucpath@ucr.edu).

## UCPATH CENTER HOLIDAY HOURS & FIRST PAY

- The UCPath Center will offer limited payroll and benefit services between Dec. 26-28 from 8:00 a.m. – 5:00 p.m. The UCPath Center will also be closed Dec. 24-25, Dec. 31, 2018 and Jan. 1, 2019.
- UCPath online will still available for self-service options 24 hours a day, 7 days a week.

**FIRST PAY DATES OF 2019:** •**Monthly employees** pay date will be Jan. 2, 2019 •**Biweekly employees** pay day will be Jan. 9, 2019.

## YEAR END REMINDERS

As 2018 ends there are some important reminders and announcements related to your W-2s, Benefits, Taxes and Pay, taxes and benefits. Some may require action on your part. Please visit: <http://link.ucop.edu/2018/11/26/year-end-reminders-about-your-pay-taxes-and-benefits-from-ucpath/> for more information.

# REPORTING SCHEDULE FOR MONTHLY-PAID EMPLOYEES

In order to standardize and align with UCPath, a change in the leave reporting schedule for monthly-paid employees is required. "Monthly" timesheets will now be issued on the first day of the month through the last day of the month. The practice of issuing monthly timesheets on the 16th of the month thru the 15th of the following month will be discontinued. In order to transition to this new leave reporting schedule, on December 16th, monthly employees will be issued a timesheet with a date range from December 16 thru December 31, 2018. All subsequent timesheets, beginning January 1, 2019, will have a full month from the 1st of the month thru the last day of the month. Employees will have three business days after the end of each month to submit timesheets to their supervisors; and supervisors will have three business days to approve them. NOTE: This change will not impact the schedule of biweekly timesheets.

Here are some of the advantages for the modification:

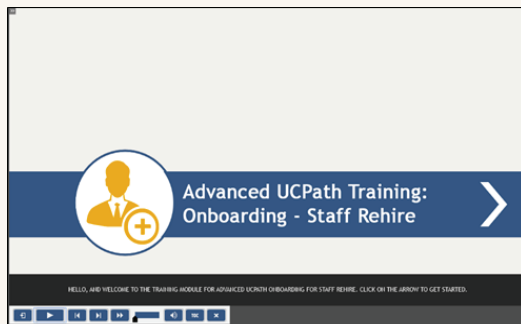
- Alignment of pay period begin and end dates for leave accruals and leave takes with UCPath.
- Shared Services Centers (SSC) will have sufficient time to review and approve timesheets for employees on leave, thereby, reducing the possibility of overpayments/underpayments.
- Leave takes will appear in one month instead of across two months and should reduce the number of leave rows appearing in SuperDOPE and other reports.

Since monthly timesheets are used primarily for the reporting of leave takes and/or absences, this change in schedule will not impact an employee's pay check or leave accruals. Pay and leave accruals for the monthly reporting cycle will continue to be calculated from the first of the month thru the last day of the month. Consistent with past practice, employees at their maximum vacation limit will not accrue additional vacation time, so employees should monitor leave balances and plan vacation usage accordingly.

Although an announcement will display on the TARS home page, please ensure monthly employees utilizing TARS in your area of responsibility are aware of the December 16-31 transition period and new reporting period beginning January 1st. Questions should be directed to [timesheetfeedback@ucr.edu](mailto:timesheetfeedback@ucr.edu).

## TRAINING UPDATE

The FOMIUCPath Training Team has recently released its second self-paced, interactive training module. Currently available via the LMS, the module covers the Onboarding Rehire process for Staff.



The online module gives an end-to-end (ServiceLink to UCPath) overview of the Rehire Onboarding process for Staff employees. Both ServiceLink and UCPath system processes are demonstrated. Additional information is provided to ensure a timely and successful Onboarding transaction. Also demonstrated in the online module are best practices on how Onboarding Accountability Structure Initiators and Onboarding Accountability Structure Fulfillers can follow-up on the status of their request following ServiceLink Onboarding - Rehire request submission.

Intended audience for this module include: HR Business Partners, Onboarding Accountability Structure Initiators, Onboarding Accountability Structure Fulfillers, and Onboarding Shared Services Center Fulfillers.

The Onboarding – Staff Rehire module takes approximately 1 hour to complete and is available via the UC Learning Center LMS. Any questions, concerns, or feedback regarding FOMIUCPath training can be sent to [fomucpathtraining@ucr.edu](mailto:fomucpathtraining@ucr.edu).

**MONTHLY PAYROLL CALENDAR FOR TARS - 2019 - v1 (11/20/18)**

Pay Cycle	Pay Period Begin	Pay Period End	Employee Cutoff - due 11pm	Supervisor Cutoff - due 11pm	TAA Cutoff & I-181 File Creation due (1:45pm)	Corrections (Express I-181) due 1:45 pm	Pay Confirm (After 4pm)	Leave Accrual (After 5pm)	Check Date
MO	11-16-18	12-15-18	Wed 12-12-18	Thu 12-13-18	Wed 12-19-18	Thu 12-20-18	Wed 12-26-18 *	Wed 01-02-19	Wed 01-02-19
MO	12-16-18	12-31-18	Fri 01-04-19	Wed 01-09-19	Wed 01-23-19	Thu 01-24-19	Mon 01-28-19	Fri 02-01-19	Fri 02-01-19
MO	01-01-19	01-31-19	Tue 02-05-19	Fri 02-08-19	Wed 02-20-19	Thu 02-21-19	Mon 02-25-19	Fri 03-01-19	Fri 03-01-19
MO	02-01-19	02-28-19	Tue 02-05-19	Fri 03-08-19	Thu 03-21-19	Fri 03-22-19	Tue 03-26-19	Mon 04-01-19	Mon 04-01-19
MO	03-01-19	03-31-19	Wed 04-03-19	Mon 04-08-19	Mon 04-22-19	Tue 04-23-19	Fri 04-26-19	Wed 05-01-19	Wed 05-01-19
MO	04-01-19	04-30-19	Fri 05-03-19	Wed 05-08-19	Wed 05-22-19	Thu 05-23-19	Tue 05-28-19 *	Mon 06-03-19	Fri 05-31-19
MO	05-01-19	05-31-19	Wed 06-05-19	Mon 06-10-19	Thu 06-20-19	Fri 06-21-19	Tue 06-25-19	Mon 07-01-19	Mon 07-01-19
MO	06-01-19	06-30-19	Wed 07-03-19	Tue 07-09-19	Tue 07-23-19	Wed 07-24-19	Fri 07-26-19	Thu 08-01-19	Thu 08-01-19
MO	07-01-19	07-31-19	Mon 08-05-19	Thu 08-08-19	Wed 08-21-19	Thu 08-22-19	Mon 08-26-19	Tue 09-03-19	Fri 08-30-19
MO	08-01-19	08-31-19	Thu 09-05-19	Tue 09-10-19	Fri 09-20-19	Mon 09-23-19	Wed 09-25-19	Tue 10-01-19	Tue 10-01-19
MO	09-01-19	09-30-19	Thu 10-03-19	Tue 10-08-19	Wed 10-23-19	Thu 10-24-19	Mon 10-28-19	Fri 11-01-19	Fri 11-01-19
MO	10-01-19	10-31-19	Tue 11-05-19	Fri 11-08-19	Mon 11-18-19	Tue 11-19-19	Fri 11-22-19 *	Mon 12-02-19	Wed 11-27-19
MO	11-01-19	11-30-19	Wed 12-04-19	Mon 12-09-19	Fri 12-20-19	Mon 12-23-19	Fri 12-27-19	Fri 01-03-20	Thu 01-02-20

Legend: \*Early Date Cutoff