UCPath Overview
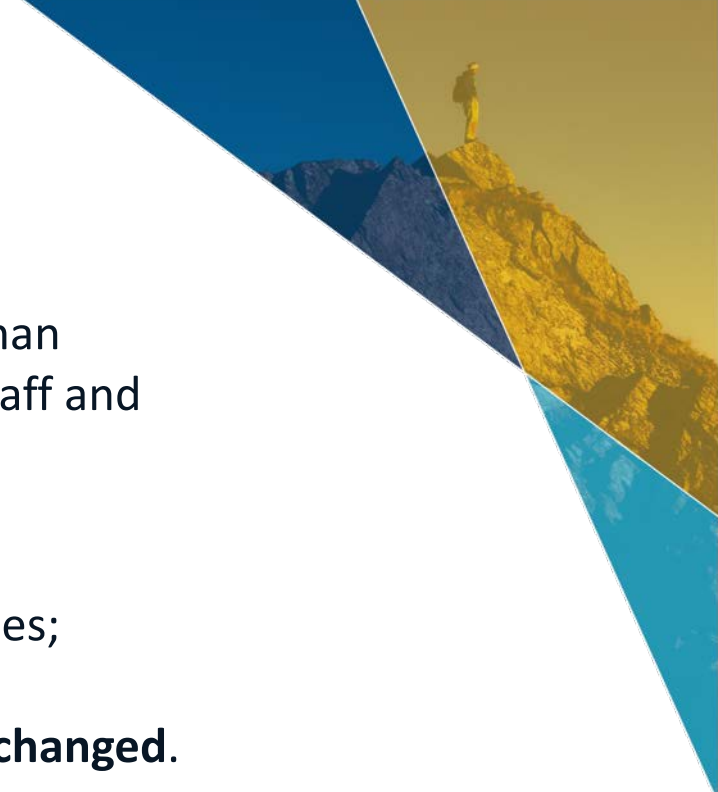# New Chairs Workshop

UC PATH
UC DAVIS

September 10, 2019

Mary McNally, Steven Roth, Megan Villasenor

▶ (1) What is UC Path?

▶ (2) What has changed with UC Path?

▶ (3) How do we quickly resolve problems that arise?

▶ (4) Upshot – Managing Change

What is UC Path?

▶ **UCPath is a new UC-wide system** for delivering payroll, benefits, human resources and academic personnel needs for all 236,000 academic, staff and student UC employees.

▶ **Core academic personnel processes are unchanged**: recruitment, advancement, leave of absence requests, outside professional activities;

  but some of the business systems processes supporting them have changed.

▶ UCPath **replaced our 40-year-old PPS system** (UC Payroll Personnel System), built with 1960s-era COBOL programming language.

UCPath will soon be live at UC Davis

▶ UC Davis and UC Davis Health are scheduled to go live on UCPath on September 27, 2019, along with the UC Division of Agricultural and Nature Resources (ANR).

▶ All current UC Davis and UC Davis Health employees (approximately 34,000) will access their current payroll and benefits information through UCPath.

▶ When Davis goes live, more than 138,000 current UC employees will be using UCPath. The remaining 98,000 UC employees (principally UCI, UCSC, UCSF and UCSD) will be on UCPath by spring 2020.

▶ UCPath is **built on a state-of-the-art Oracle/PeopleSoft** Human Capital Management platform, customized for UC's needs.

Connecting the Academic Community

▶ The UCPath team and service channels at UC Davis has been working closely with Academic Affairs, Graduate Studies, the Graduate Studies Advisory Committee, the Graduate Students Association, and Student Affairs to ensure a close connection between the academic community and UCPath implementation.

▶ The UCPath team has also reached out on several occasions to the leadership of the Academic Senate and the Academic Federation to solicit input and share information.

▶ We are working to achieve a more fluid transition to UCPath for our academics and students by learning from the UC locations that have gone live before us. Because pay for academics and students is complex, we are focusing our efforts on ways to smooth the processes, conversions and handoffs in UCPath for that population.

What has changed with UC Path?

How has information access changed?

Employees can view, update and print information from their **computer**, **mobile phone** or **tablet**.

▶ **Personal Information:** name, mailing address, personal email, emergency contacts, honors/degrees, licenses/certifications, disclosure forms and more.

▶ **Benefits Enrollment**: update available only during open enrollment or life events (marriage, baby, etc.).

< Employee Actions

Personal Information >

Leave Balances

Health and Welfare >

Income and Taxes >

Retirement and Savings >

Security Questions Setup

Christopher Kello

View current absence entitlement balances as of the date below. Select a different As Of Date to view past balances.

As of Date: 08/31/2018

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance
Service Months	208.00	0.00	1.00	0.00	209.00
Vacation	312.00	0.00	0.00	0.00	312.00
Sabbatical Leave	3.00	0.00	0.00	0.00	3.00

Disclaimer : Ending balances only reflect absences that have been processed as of the date displayed. For the most up-to-date FMLA balance, please contact your local leave administrator.

For qualifying academics, an *estimate* of your **sabbatical leave credits is** available to you through the UCPath portal. UCPath cannot capture exceptions, so always consult your department/dean's office to ensure an accurate sabbatical credit count when preparing for sabbatical leave.

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Accessing the UCPath Portal (Online)

▶ All current employees must enroll in the **Duo** multifactor authentication system in order to access the new self-service features of the UCPath Portal – including Open Enrollment, which starts Oct 31, 2019.

▶ Duo's multifactor authentication helps to protect your data and is a required step to login to the UCPath Portal.

▶ Any of the following devices can be enrolled in Duo: 1) a smartphone, 2) a non-smart cellphone, 3) a landline, 4) a hard token. You can enroll more than one device, if you want to have a backup method to authenticate your account.

▶ See https://movetoduo.ucdavis.edu/ for more information.

How is UCPath administered?

The Davis campus and UC Davis Health combined employee population of more than 34,000 employees is being served by the system-wide **UCPath Service Center (UCPC),** located in Riverside, CA.

Services are being delivered locally via **service channels.** Please direct any questions or concerns you have to your department staff. They will coordinate with your unit's service channel.

► **AUSS-C:** Colleges of Biological Sciences, Engineering, Letters & Science; Schools of Education, Law, Management, Veterinary Medicine; Intercollegiate Athletics

► **DiSSC:** College of Agricultural & Environmental Sciences

► **Health**: UC Davis Health, Schools of Medicine and Nursing

► **Shared Services Organization:** includes Professional and Continuing Education, and all Davis administrative units, including Graduate Studies, Office of Research & ORUs, Library, Student Affairs and ASUCD.

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Other changes: **Payment methods**

Three ways in which you can receive your pay:

① **Direct Deposit:** Specify up to three account destinations. Academic, staff and student employees are strongly encouraged to use Direct Deposit. It's fast, safe, reliable and eco-friendly! And UCPath permits faster changes to your Direct Deposit preferences than PPS did.

② **Paper Checks:** Paychecks and emergency checks (now likely rare) <u>can no longer be picked up at the Payroll Office.</u> All checks will be mailed from a centralized processing facility to the home address on file -- so it is important to keep your address current.

③ **Pay Cards:** Personalized pay cards are available to non-represented employees, academic student employees, and some other represented employee groups as a third payment option. These cards function like pre-paid VISA debit cards that can be topped up with each pay cycle. Cash may be withdrawn without fees at a variety of in-network locations. Fees will apply if cash is withdrawn outside of network. A valid social security number is required in order to receive a pay card

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Other changes: **Additional Compensation**

▶ **One-time payments** – like housing allowances or retroactive summer compensation – are no longer paid out on checks that are off-cycle from the employee's regular pay.

▶ Monthly pay cycle employees are **not** able to get additional compensation paid out on a biweekly cycle check.
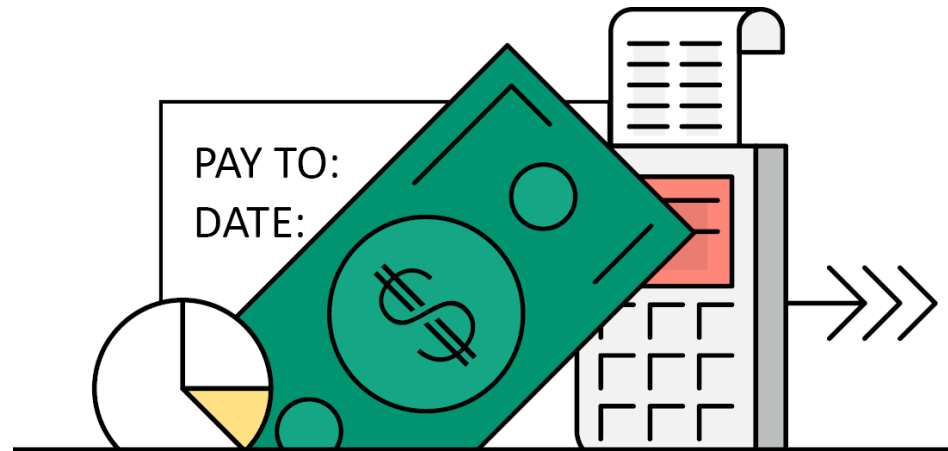
How do we quickly resolve problems that arise?

Student Pay Issues

▶ Student pay is **complex**:

  ▶ Students **transition** in and out of University jobs more frequently than academic and staff employees do.

  ▶ Many students have **multiple jobs** simultaneously.

▶ UCPath software defects affecting student pay **have been resolved**. FICA status for student employees now largely defaults to Exempt.

▶ In order for student employees to receive their correct pay and benefits:

  ▶ They must go through the **hiring process** before they may begin working.

  ▶ Simply having **an offer letter is insufficient**. Students must complete the hiring paperwork and be entered and fully approved in UCPath before they begin working.

  ▶ Students should **stay in touch with their department** over the course of time to ensure that any subsequent jobs are being processed for each quarter that they expect to be paid.

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All Employees: Who Do I Contact if there is a Problem?

1

Your Dept Contact

- My paycheck is inaccurate.
- Did not receive a paycheck.
- Get access to reports.
- Technical issues (e.g. logging in, authenticating, etc.)

2

Your Service Channel

- Escalation point for department contacts, supervisors, personnel and finance professionals.

3

UCPath Online

- View my pay statements, leave balances, change withholdings, etc.
- View or change direct deposit
- Benefits enrollment.
- Update my personal information.

4

UCPath Center

- Benefits offerings.
- Understand Accrual/Leave Balances.
- Tax questions.
- Other general questions.

5

Trailhead Student Support

- In-person resource for student employees.

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Upshot – Managing Change

Managing Through Change Together

▶ Your staff are learning to work in a new **system** that is **complex**.

▶ Staff in your department and in central campus may **not be able to make last minute corrections** for you that were possible with the old system. In the new system, they may not be able to fix errors as quickly as they did in the past.

▶ Some processes may take **longer to complete**, such as hiring.

○ If you forget to tell your department that you hired someone (e.g., a postdoc), the system won't allow an expedited payment.

Managing Through Change Together

Communicate with your staff well in advance.

Be patient and understanding during this transition.

This is a *culture change*.

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Thank you!

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