

' LJCANR UCPath

University of California

. UCANR UCPath

General UCPath Questions

l What is UCPath?

UCPath is a system-wide project launched by the University of California (UC) that modernized its past payroll system, which was over 35 years-old. UCPath introduces new, modern technology that will integrate and standardize payroll, benefits and human resource (HR) systems across the UC system. When UCPath is live at all locations , every employee will have access to UCPath portal, where they will have the ability to view personal job data and payroll information, sign up for direct deposit, update tax withholdings, view or enroll in beneftis, see vacation and sick leave balances and more. The UCPath Center is also part of the UCPath project. The UCPath Center is the shared services hub for the UC system where payroll, benefits, and human resources information will be centralized and where staff will provide individualized support to UC employees .

'/When will UCPath go live?

UC ANR is scheduled to transition to UCPath in March 2019, along with UC Davis, UC Irvine and UC Berkely. First paychecks will be processed in April 2019.

*l* What does UCPath stand for?

UCPath = UC Payroll, Academic Personnel, Timekeeping & Human Resources v(why is UCPath launching as a series of deployments?

UCPath is the largest initiative of its kind in UC history. Data for more than 200,000 employees across 20 locations will be transitioned into the new UCPath system. Each campus has a large volume of complex data that must be moved from local payroll and personnel systems into the UCPath system. With so many employees and unique systems, the project is being completed in phases that allow the UCPath team to focus on deployment groups of four to five campuses at a time.

For the latest deployment updates, visit http://uq;2athproject.ucop.edu/ . Why is UC ANR implementing UCPath?

Creating a sustainable , more integrated, and efficient environment is a key component of UC ANR's strategic plan. The implementation of UCPath presepts a unique opportunity for UC ANR to: 1) become a separate location in the UC system , 2) implement modern, enterprise technologies , 3) employ best practices, 4) build upon an operational structure to create efficiency and respond to the growing and

*(* hanging needs of our business over time.

\.\-What are the benefits of UCPath?

V vr GHll Ll c:lll;:)IUlll l;:) llUlllc:ll l 1 c;::,u u11...c, UCllCllL;:), c:lllU 1-1c::1y1 u11 ;::,c1 v11,,c;::, IUI C:lll V v c1 1 11-11uycc;::,. IL lllltJIUVC;:) UUI

tec{l.no[oc;iy which improves systems today and accommodates future growth, strengthening our foundation. UCPath will also increase efficiency and productivity by unifying efforts across the UC system. The standard processes, shared services center, and new portal mean employees receive better customer service, helping UC ANR achieve administrative excellence . Finally, all these improvements provide more freedom to focus on UC ANR's core mission of extension, research, and public service.

*L\* What is the new UCPath Portal?

The new UCPath Portal is an online, self-service tool that gives employees 24/7 access to UC employment information based on their role. Similar to the current At Your Service Online (AYSO) website, UC employees will be able to log into the portal from mobile devices and computers at work or home. They will have the ability to view and update personal information, view paychecks, sign up for direct deposit, update tax withholdings, view or enroll in benefits, see vacation and sick leave balances and more. The UCPath portal has tutorials available for most tasks and users will have the option to submit inquiries through the "Ask UCPath" feature.

J What is the UCPath Center?

The UCPath Center is the shared services hub for the UC system where payroll, benefits and human resources information will be centralized to ensure that employees receive consistent, accurate job­ related information. UCPath Center staff provides individualized support to UC employees and will be available Monday - Friday from 8 a.m. to 5 p.m., except on UC holidays.

*(\*

\ Who at UC ANR is involved in the UCPath project?

The UCPath implementation is supported by a governance structure that includes key administrative personnel and subject matter experts all working together to help ensure a successful campus transition.

\Please see Who's Who in UC ANR UCPath for an overview of the structure.

*(*CWho should Icontact with questions about UC ANR UCPath?

For general questions about the UCPath program and deployments please email UCflath@ucanr .edu.

# UCPath Portal Questions

\.. Is the UCPath Portal replacing AYSO?

Yes, in part. Employees will however continue to access AYSO for their personal retirement information, to update beneficiaries, and to access previous years W-2 and other historical information . All other personal and employment information, such as earnings statements and benefits-related content, will be in the UCPath Portal.

*r-J*

When will the UCPath Portal be available for employees? The UCPath Portal will be available in March 2019.

\ Will retirees have access to the UCPath Portal?

Those who retire after UCPath goes live will have access to their historical information (e.g .W-2s) and will be given a way to sign on that does not require a Single Sign-on (SSO). This is also true for employees who leave UC ANR and need access to their information in UCPath. Retirees or former employees with access to the UCPath Portal, need to contact the UCPath Center in the event that

, sistance is needed.

here will I access my retirement information?

f"\11 lt::Lllt::lllt::llllUUI;::. Cll lU llllUllllClLIUl l VI/Ill lt::l llc::llll Cll,,LIVt:: ClllU ClV Clllc::lUlt:: Ill f"\ l v V , 1111.,,1uu111y Uv ......t::lllt::lllt::llL

Pliin (UC,RP) balances and the retirement calculator. Fidelity will be accessible through both AYSO and the UCPath Portal.

## *C:*When will a new employee, hired after UCPath goes live, have access to start updating

;**their information on the UCPath Portal?**

New employees will have access to the UCPath Portal on their effective job start date. However, new employees need their Single Sign-on (SSO) and Multi-Factor Authentication (MFA or DUO) set up in ocder to log into the Portal, which is a process handled locally at UC ANR.

lf**What is the turnaround time on updating information on the UCPath Portal?**

The update is instant in the UCPath Portal and in the UCPath system. lttakes one or two days to communicate the update with other systems that are connected to UCPath. For example, if you change your address on the UCPath Portal, you will see that update on the UCPath Portal immediately.

**)(will I be able to enter a "preferred" name in the UCPath Portal and where will that appear?**

Yes, the preferred name feature will be available when UC ANR goes live on UCPath. Stay tuned for more details on this new feature including where your preferred name will appear.

## \\wm my leave balances be visible on the UCPath Portal (e.g.,comp time, PTO, and others)?

Yes, each of these balances will be visible on the UCPath Portal.

## hat information can Managers see about their employees on the UCPath Portal?

When managers log into the UCPath Portal, they will have access to certain information for their direct reports. Managers will be able to view employee contact address, phone number, email address, emergency contact information, and compensation. Compensation changes after UCPath go-live will

Ualso be visible to managers. Managers will not be able to see benefits & retirement information .

## \ When will I be able to see my paycheck in the UCPath Portal?

Pay statements will be available on the UCPath Portal 1-2 days before pay day.

## \\ Can we get a link to AYSO in the Portal?

Yes, a link to AYSO will be provided in the UCPath Portal.

## \jim there be a "Provide Feedback" option on the UCPath Portal?

, That currently doesn't exist in the system, but the UCPath Center does currently take feedback via the 'Ask UCPath Center' function in the UCPath Portal.

## *(rs*the login for the UCPath Portal the same as it is for AYSO?

\No, the login for the UCPath Portal is different from your login for AYSO. The UCPath Portal will use your Single Sign-on (SSO) and Multi-Factor Authentication (MFA or Duo) tor signing in. Your login for AYSO will remain the same as it is today.

# Payroll Questions

## Are checks mailed home during the pre-notification period before a direct deposit election takes effect?

Setting up direct deposit may take up to one month and is subject to the payroll calendar. Insome cases, a pay date may occur before a direct deposit is set up. Inthe event that this happens, the employees without direct deposit will receive their pay as a paper paycheck mailed to their home address on file via

ll lC U . \J . r u;:na1 \JCI V ll,,t:; ,

If you are changing your existing direct deposit account or adding an additional direct deposit account and a pay date occurs before the new additional account is set up, you will continue to receive your pay via your original direct deposit account until the change takes effect.

Is the Pay Calendar changing with UCPath?

There will be no changes to pay dates. Pay dates will remain the same for both monthly and bi-weekly employees.

How will Iget my W2s for 2019?

You will receive two (2) W-2s for 2019 earnings: one (1) for earnings before UCPath goes live; and one

(1) for earnings after UCPath goes live. W-2s for wages earned before the UCPath go-live will be available in AYSO, while those W-2s for wages earned post go-live will be available inthe UCPath Portal. Your designated W-2 delivery option in AYSO will transfer *over* into UCPath (i.e., mail or online option).

Can my direct deposits in UCPath go to different financial institutions?

Yes, after go-live, you can elect up to three (3) Direct Deposit accounts at different financial institutions. When will Ibe able to set up additional direct deposit accounts?

Once UCPath goes live and employees have access to the UCPath Portal in late March 2019 you will be able to set up additional direct deposit accounts.

What will happen to my Fidelity deductions, or 403(b) loan repayment deductions when UCPath goes live?

These deductions will transfer automatically to UCPath.

What happens with garnishments and court order on UCPath?

Garnishments and court orders will be processed through the UCPath Center. Employees should call the UCPath Center directly should they have questions about garnishments.

Who does an employee go to if they don't get paid or believe there is an error in their pay?

For the first six months after going live, employees should contact the ANR Hypercare Team to resolve any errors with their pay checks.

What if Idon't receive my check in the mail?

Employees should contact the UCPath Center if paper paychecks are not received after 5 days from the mailing date. The UCPath Center may place a stop on the check and reissue where appropriate.

Currently when we hire new students or new employees, there is often a delay, the pre­ notification period, before their direct deposit activates. Will that continue to be the case?

Yes, the pre-notification period will remain in place.

Is the change in pay that may result from the new, industry-standard calculations in UCPath going to be an increase or a decrease?

UCPath uses industry standard calculations. These calculations employ a rounding model that is slightly different then that used in the current Personnel and Payroll System (PPS). While both are accurate models for calculating pay, there may be very small changes resulting in a slight difference in the calculations of taxes, voluntary deductions and flexible spending amounts. This could result in a very small, if any, increase or decrease in net pay calculations .

vv111 u1e M.Ccuuru::; r-ctyctu1e ::;y::;Len1 cununuelU u::;e u1e u1rect uepu::;n uuurrnctuun rrurn

### CPath when they issue expense reimbursements to employees, and if so, will the direct deposit function indicate which is the primary account for that purpose?

Yes, AP will continue to use the employee's direct deposit account.

### How is final pay distributed?

Final pay is distributed via regular pay method in accordance with UC policy or in accordance with the applicable collective bargaining agreement if the employee is represented.

### '

Will overpayment collections by the UCPath Center be coordinated with campuses?

The UCPath Center will reach out to the designated point of contact on campus to coordinate overpayment collections.

# Time & Attendance Questions

### Will Istilluse my current Time & Attendance system (TRS)?

Yes, employees will continue to use their designated T&A system (TRS) and follow procedures established by their organization.

### What if we don't submit time by the UCPath Center payroll deadline?

If time is not submitted in accordance with the payroll submission deadlines, there will likely be a delay in receiving pay. Generally, in this case, pay will be distributed on the next pay cycle.

Webmaster Email: [eschutzman@ucanr.edu](mailto:eschutzman@ucanr.edu)