Topic Based Zoom:
Pay Frequency Changes
2/16/22

Today's Topics

- Review Roles & Responsibilities
- Effective Dates & Timing
- Impacts
- Scenarios
- Best Practices and Q&A

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Pay Frequency Changes | Roles and Responsibilities

LOCATION – UC San Diego

- Approves pay/compensation frequency change

- Submits HR Template or PayPath Transaction

- Approves and submits HR Template or PayPath Transaction

- Submits reclassification for any usage that was submitted under the incorrect frequency or eligibility

UCPath Center (UCPC)

- Processes HR Template

- Processes on-cycle and off-cycle payrolls

- Reviews and audits pay frequency changes completed in the system

- Reviews and conducts internal audits of benefit premium discrepancies

- Responds to location when an action is needed

- Notifies employees who owe benefits premiums over $50 threshold

EMPLOYEE

- Receives change in pay and/or compensation frequency

- Receives notification for any impact to benefit premiums

Comp Policy Experts

Reach out to appropriate **Central HR Office** for approval/assistance in determining which FLSA status should be applied across all jobs and if changes required to **Pay Group** or compensation:

- Graduate Student Hires – Grad Student Employment Office (grademployment@ucsd.edu)
- Undergraduate Student Hires or Staff Hires – Kenric Yu, Central HR
    - Complete this form prior to reaching out to Central HR
      https://blink.ucsd.edu/HR/comp-class/compensation/index.html#Forms
- Non-Student Academic Hires – Academic Personnel Office academicpersonnel@ucsd.edu
- Health Staff Hires – HHR 619-543-3200
- Health Academic, MD, and Faculty Hires – ARC https://ucsdhealth.service-now.com/arc_reques

Note: Refer to the **Resolving FLSA Conflicts** Quick Reference on the website

Pay Frequency Changes | Effective Dates and Timing

- Per guidance from UCPC, the effective date of promotional changes should start at the beginning of the pay period to ensure the FLSA weeks are calculated accurately.

- Submitting a change several pay cycles after the effective date can compound the adjustments needing to be made to pay, taxes, deductions and accruals.

- The timing for submitting and approving the changes should be determined by leveraging the "Employee Data Change" deadlines listed on the UCPath Payroll Processing Schedule.

Pay Frequency Changes | Effective Dates Considerations

The Pay Frequency field is modified in PayPath, on the Job Data tab. If possible, choose the *Pay Group Change* **Effective Date** as follows:

- After the current position Pay Group Pay Confirm Date

- Before the Employee Data Change deadline, of the new position's pay cycle

- EXCEPTION: If Concurrent Hire Effective Date must drive effective date of pay group change, then change Pay Frequency on existing appointments before the concurrent hire date

Note: The Payroll office receives error reports for possible payroll issues as a result of frequency changes and will notify the HR Dept Contact if errors identified; but the primary responsibility for confirming accurate pay and benefits remains with the dept and the HR Transactors.

Impacts

- Timekeeping Impact

- Benefits Impact

- Accruals Impact

- Payroll Impact

Pay Frequency Changes | Timekeeping Impact

- The Pay Frequency change will not be reflected until the pay period ends.

- If the employee is going from a BW to MO, the MO timesheet will not show until after the BW PPE. A SNOW ticket should be submitted if you do not see a change in timesheet pay frequency

- If employee is going from a BW nonexempt to MO exempt and they have comp time balance, payout needs to be initiated before switching pay frequencies.

Pay Frequency Changes | Benefits Impact

UC benefits premiums are paid in advance, with the exception of disability premiums. Benefit premiums for bi-weekly employees are equally divided between the first and second bi-weekly paychecks within the month. Monthly employee premiums are deducted once per month. The Benefits Deduction Schedule can be found in UCPath Dashboard > Quicklinks> Benefits Deduction Calendar.

Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule	COVERAGE MONTH Check deduction covers employee premium cost for the time period shown below		
		Begin	End		Disability	FSA and HSA Accounts	All Other Benefis
MO	Mon 01-03-22	12-01-21	12-31-21	211231M0X	December	January	January
B1	Wed 01-05-22	12-12-21	12-25-21	211225B1X	1st January	1st January	1st February
B2	Wed 01-19-22	12-26-21	01-08-22	220108B2X	2nd January	2nd January	2nd February
MO	Tue 02-01-22	01-01-22	01-31-22	220131M0X	January	February	February
B1	Wed 02-02-22	01-09-22	01-22-22	220122B1X	1st February	1st February	1st March
B2	Wed 02-16-22	01-23-22	02-05-22	220205B2X	2nd February	2nd February	2nd March

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Pay Frequency Changes | Benefits Impact

- UCPath runs a monthly report to identify employees that had a change in pay frequency and require an adjustment to their Health and Welfare benefit premiums. (i.e. medical, supplemental life plans, etc.)

- An analysis on the employee's record is completed by reviewing employee's paycheck deductions prior to and post-pay frequency changes. The record is checked to ensure future deductions will be correct and to see if any adjustment to benefit premiums is required.

- Benefits premiums adjustments (i.e. refunds or overpayments) are adjusted on the employee's upcoming* on-cycle paycheck.

Pay Frequency Changes | Accruals Impact

- UCPath runs a monthly report to identify employees that had a Pay Frequency change and require an accrual adjustment.

- The record is analyzed for each employee's job record, paychecks, accruals, and accrual-eligible hours.

- To ensure that accrual balance adjustments are not reversed by retroactive takes submitted to the employee's record, UCPath audits pay frequency changes within a two-month period. Inquiries can be submitted for review if updates are not completed within two months from effective date.

Pay Frequency Changes | Payroll Impact

- Pay frequency changes could result in the employee having a discrepancy in the biweekly or monthly paycheck

- Refer to KBA: How to Pay Hours Unpaid Due to Pay Frequency Change for instructions on how to submit an off cycle request for hours from the previous position

Entering Hours After Pay Frequency Change (BW to MO)

1. Submit a Payroll Request (E-078) on the monthly position

2. Input earnings dates tied to the effective date of their monthly position

3. Input 1% as a placeholder for the salary percentage field

4. In the Comments section, provide the following details:

   - The BW pay group

   - The hours and earnings dates they need to be paid for on their BW positions

   - The hourly rate

   - Gross amount due

5. If there was a change in department there is an option to override the ChartField on the Payroll Request

Entering Hours After Pay Frequency Change (MO to BW)

1. Submit a Payroll Request (E-078) on the biweekly position

2. Input earnings dates tied to the effective date of their biweekly position

3. Input 1 hour as a placeholder for the salary percentage

4. In the Comments section, provide the following details:

   ▪ The MO pay group

   ▪ The hours and earnings dates they need to be paid for on their BW positions

   ▪ The dates and hours needing to be paid for the monthly position and the gross pay

5. If there was a change in department there is an option to override the ChartField on the Payroll Request

Scenarios

- BW to MO

- MO to BW

Scenario 1: BW to MO

SCENARIO: Employee is converting to MO position effective 3/1/22 and the current BW pay period end date is 3/5/22.

Steps to take:

1. Submit BW hours for pay period 2/20/22 - 3/5/22 through Time & Attendance

2. After the BW pay confirm (3/10/22), submit the MO conversion transaction and have it approved by the MO employee data change deadline (3/18/22).

3. Employee should receive an on cycle BW paycheck on 3/16/22 and an on cycle MO paycheck on 4/1/22.

| Pay Cycle | Check Date | Pay Period Dates | | Run ID Schedule | Location | | | | | | | Pay Confirm |
| | | | | | • Employee Data Change *** (3:00 PM) After 3:00 PM changes will not be processed for current pay cycle | Stop Processing PayPath & Position Mngt (5:00 PM) | Resume Processing (6:00 AM) | Campus | | Med Center Only | | |
		Begin	End					• Inbound Files Due **** (2:30 PM) • Msg Error Log Distribution (11:00 PM)	• Location Corrections To Msg Error Log (2:00 PM) • E-703 Funding Upload	• Inbound Files Due **** (5:00 PM) • Msg Error Log Distribution (11:00 PM)	• Location Corrections To Msg Error Log (2:00 PM)	
M0	Mon 01-03-22	12-01-21	12-31-21	211231M0X	Mon 12-20-21 *	Mon 12-27-21	Wed 12-29-21	Wed 12-22-21 *	Mon 12-27-21 **	Wed 12-22-21 *	Mon 12-27-21 **	Tue 12-28-21
B1	Wed 01-05-22	12-12-21	12-25-21	211225B1X	Tue 12-21-21 *	Mon 12-27-21	Thu 12-30-21	Mon 12-27-21 *	Tue 12-28-21 *	Mon 12-27-21 *	Tue 12-28-21 *	Wed 12-29-21
B2	Wed 01-19-22	12-26-21	01-08-22	220108B2X	Thu 01-06-22	Tue 01-11-22	Fri 01-14-22	Tue 01-11-22	Wed 01-12-22	Tue 01-11-22	Wed 01-12-22	Thu 01-13-22
M0	Tue 02-01-22	01-01-22	01-31-22	220131M0X	Wed 01-19-22	Mon 01-24-22	Thu 01-27-22	Fri 01-21-22	Mon 01-24-22	Fri 01-21-22	Mon 01-24-22	Wed 01-26-22
B1	Wed 02-02-22	01-09-22	01-22-22	220122B1X	Thu 01-20-22	Tue 01-25-22	Fri 01-28-22	Tue 01-25-22	Wed 01-26-22	Tue 01-25-22	Wed 01-26-22	Thu 01-27-22
B2	Wed 02-16-22	01-23-22	02-05-22	220205B2X	Thu 02-03-22	Tue 02-08-22	Fri 02-11-22	Tue 02-08-22	Wed 02-09-22	Tue 02-08-22	Wed 02-09-22	Thu 02-10-22
M0	Tue 03-01-22	02-01-22	02-28-22	220228M0X	Wed 02-16-22	Tue 02-22-22 *	Thu 02-24-22	Fri 02-18-22	Tue 02-22-22 *	Fri 02-18-22	Tue 02-22-22 *	Wed 02-23-22
B1	Wed 03-02-22	02-06-22	02-19-22	220219B1X	Wed 02-16-22	Tue 02-22-22	Fri 02-25-22	Tue 02-22-22	Wed 02-23-22	Tue 02-22-22	Wed 02-23-22	Thu 02-24-22
B2	Wed 03-16-22	02-20-22	03-05-22	220305B2X	Thu 03-03-22	Tue 03-08-22	Fri 03-11-22	Tue 03-08-22	Wed 03-09-22	Tue 03-08-22	Wed 03-09-22	Thu 03-10-22
B3	Wed 03-30-22	03-06-22	03-19-22	220319B3X	Thu 03-17-22	Tue 03-22-22	Fri 03-25-22	Tue 03-22-22	Wed 03-23-22	Tue 03-22-22	Wed 03-23-22	Thu 03-24-22
M0	Fri 04-01-22	03-01-22	03-31-22	220331M0X	Fri 03-18-22	Wed 03-23-22	Tue 03-29-22	Tue 03-22-22	Wed 03-30-22	Tue 03-22-22	Wed 03-23-22	Mon 03-28-22

If an employee is being promoted to the new MO position effective 3/1/22 then you will want to submit the Transfer Template after the 3/10/22 BW pay confirm (so that the BW hours will be paid out on 3/16/22) but before the 3/18/22 MO employee data change deadline (so that the Monthly earnings for March will be paid out on 4/1/22)

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SCENARIO: Employee is converting to MO position effective 2/15/22 but the current BW pay period end date is 2/19/22.

Steps to take:

1. Submit BW hours for pay period 2/6/22 - 2/19/22 through Time & Attendance

2. After the BW pay confirm, submit the MO conversion transaction and an off-cycle request for the missed pay for MO earnings for 2/15/22 - 2/28/22

3. The employee should be receiving an on-cycle biweekly paycheck on 3/2/22 and an off-cycle paycheck for 2/15/22 - 2/28/22 MO earnings

Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule	• Employee Data Change *** (3:00 PM) After 3:00 PM changes will not be processed for current pay cycle	Stop Processing PayPath & Position Mngt (5:00 PM)	Resume Processing (6:00 AM)	Location				Pay Confirm
								Campus		Med Center Only		
		Begin	End					• Inbound Files Due **** (2:30 PM) • Msg Error Log Distribution (11:00 PM)	• Location Corrections To Msg Error Log (2:00 PM) • E-703 Funding Upload	• Inbound Files Due **** (5:00 PM) • Msg Error Log Distribution (11:00 PM)	• Location Corrections To Msg Error Log (2:00 PM)	
M0	Mon 01-03-22	12-01-21	12-31-21	211231M0X	Mon 12-20-21 *	Mon 12-27-21	Wed 12-29-21	Wed 12-22-21 *	Mon 12-27-21 **	Wed 12-22-21 *	Mon 12-27-21 **	Tue 12-28-21
B1	Wed 01-05-22	12-12-21	12-25-21	211225B1X	Tue 12-21-21 *	Mon 12-27-21	Thu 12-30-21	Mon 12-27-21 *	Tue 12-28-21 *	Mon 12-27-21 *	Tue 12-28-21 *	Wed 12-29-21
B2	Wed 01-19-22	12-26-21	01-08-22	220108B2X	Thu 01-06-22	Tue 01-11-22	Fri 01-14-22	Tue 01-11-22	Wed 01-12-22	Tue 01-11-22	Wed 01-12-22	Thu 01-13-22
M0	Tue 02-01-22	01-01-22	01-31-22	220131M0X	Wed 01-19-22	Mon 01-24-22	Thu 01-27-22	Fri 01-21-22	Mon 01-24-22	Fri 01-21-22	Mon 01-24-22	Wed 01-26-22
B1	Wed 02-02-22	01-09-22	01-22-22	220122B1X	Thu 01-20-22	Tue 01-25-22	Fri 01-28-22	Tue 01-25-22	Wed 01-26-22	Tue 01-25-22	Wed 01-26-22	Thu 01-27-22
B2	Wed 02-16-22	01-23-22	02-05-22	220205B2X	Thu 02-03-22	Tue 02-08-22	Fri 02-11-22	Tue 02-08-22	Wed 02-09-22	Tue 02-08-22	Wed 02-09-22	Thu 02-10-22
M0	Tue 03-01-22	02-01-22	02-28-22	220228M0X	Wed 02-16-22	Tue 02-22-22 *	Thu 02-24-22	Fri 02-18-22	Tue 02-22-22 *	Fri 02-18-22	Tue 02-22-22 *	Wed 02-23-22
B1	Wed 03-02-22	02-06-22	02-19-22	220219B1X	Wed 02-16-22	Tue 02-22-22	Fri 02-25-22	Tue 02-22-22	Wed 02-23-22	Tue 02-22-22	Wed 02-23-22	Thu 02-24-22
B2	Wed 03-16-22	02-20-22	03-05-22	220305B2X	Thu 03-03-22	Tue 03-08-22	Fri 03-11-22	Tue 03-08-22	Wed 03-09-22	Tue 03-08-22	Wed 03-09-22	Thu 03-10-22
B3	Wed 03-30-22	03-06-22	03-19-22	220319B3X	Thu 03-17-22	Tue 03-22-22	Fri 03-25-22	Tue 03-22-22	Wed 03-23-22	Tue 03-22-22	Wed 03-23-22	Thu 03-24-22

If an employee is being promoted to the new MO position effective 2/15/22 then you will want to submit the Transfer Template or PayPath Transaction after the 2/24/22 BW pay confirm (so that the BW hours will be paid out on cycle on 3/2/22) and then submit an off cycle request for the missed pro-rated MO salary for 2/15/22 - 2/28/22.

SCENARIO: Employee is converting to BW position effective 2/20/22 and has vacation takes for 2/14/22 - 2/18/22.

Steps to take:

1. Submit MO takes for 2/14/22 - 2/18/22 and pro rated salary amount via off-cycle pay request (and make sure it is not sent on-cycle through Time & Attendance)

2. After the off-cycle check is issued, submit the BW conversion transaction with effective date 2/20/22 before the Employee Data Change Deadline for the BW 3/16/22 paycheck

3. The employee should be able to enter BW hours into Time & Attendance to be paid on-cycle

Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule	Location							Pay Confirm
		Begin	End		• Employee Data Change *** (3:00 PM) After 3:00 PM changes will not be processed for current pay cycle	Stop Processing PayPath & Position Mngt (5:00 PM)	Resume Processing (6:00 AM)	Campus		Med Center Only		
								• Inbound Files Due **** (2:30 PM) • Msg Error Log Distribution (11:00 PM)	• Location Corrections To Msg Error Log (2:00 PM) • E-703 Funding Upload	• Inbound Files Due **** (5:00 PM) • Msg Error Log Distribution (11:00 PM)	• Location Corrections To Msg Error Log (2:00 PM)	
M0	Mon 01-03-22	12-01-21	12-31-21	211231M0X	Mon 12-20-21 *	Mon 12-27-21	Wed 12-29-21	Wed 12-22-21 *	Mon 12-27-21 **	Wed 12-22-21 *	Mon 12-27-21 **	Tue 12-28-21
B1	Wed 01-05-22	12-12-21	12-25-21	211225B1X	Tue 12-21-21 *	Mon 12-27-21	Thu 12-30-21	Mon 12-27-21 *	Tue 12-28-21 *	Mon 12-27-21 *	Tue 12-28-21 *	Wed 12-29-21
B2	Wed 01-19-22	12-26-21	01-08-22	220108B2X	Thu 01-06-22	Tue 01-11-22	Fri 01-14-22	Tue 01-11-22	Wed 01-12-22	Tue 01-11-22	Wed 01-12-22	Thu 01-13-22
M0	Tue 02-01-22	01-01-22	01-31-22	220131M0X	Wed 01-19-22	Mon 01-24-22	Thu 01-27-22	Fri 01-21-22	Mon 01-24-22	Fri 01-21-22	Mon 01-24-22	Wed 01-26-22
B1	Wed 02-02-22	01-09-22	01-22-22	220122B1X	Thu 01-20-22	Tue 01-25-22	Fri 01-28-22	Tue 01-25-22	Wed 01-26-22	Tue 01-25-22	Wed 01-26-22	Thu 01-27-22
B2	Wed 02-16-22	01-23-22	02-05-22	220205B2X	Thu 02-03-22	Tue 02-08-22	Fri 02-11-22	Tue 02-08-22	Wed 02-09-22	Tue 02-08-22	Wed 02-09-22	Thu 02-10-22
M0	Tue 03-01-22	02-01-22	02-28-22	220228M0X	Wed 02-16-22	Tue 02-22-22 *	Thu 02-24-22	Fri 02-18-22	Tue 02-22-22 *	Fri 02-18-22	Tue 02-22-22 *	Wed 02-23-22
B1	Wed 03-02-22	02-06-22	02-19-22	220219B1X	Wed 02-16-22	Tue 02-22-22	Fri 02-25-22	Tue 02-22-22	Wed 02-23-22	Tue 02-22-22	Wed 02-23-22	Thu 02-24-22
B2	Wed 03-16-22	02-20-22	03-05-22	220305B2X	Thu 03-03-22	Tue 03-08-22	Fri 03-11-22	Tue 03-08-22	Wed 03-09-22	Tue 03-08-22	Wed 03-09-22	Thu 03-10-22
B3	Wed 03-30-22	03-06-22	03-19-22	220319B3X	Thu 03-17-22	Tue 03-22-22	Fri 03-25-22	Tue 03-22-22	Wed 03-23-22	Tue 03-22-22	Wed 03-23-22	Thu 03-24-22

If an employee is moving to a BW position effective 2/20/22, you will want to submit the MO prorated salary and any takes on an off-cycle request and then after the off-cycle is issued submit the BW conversion transaction before the Employee Data Change deadline (so that the BW hours will be paid out on cycle on 3/16/22).

Scenario 4: MO to BW

SCENARIO: Employee is converting to BW position effective 2/6/22.

Steps to take:

1. Submit MO takes and pro rated salary amount via off-cycle pay request (and make sure it is not sent on-cycle through Time & Attendance)

2. After the off-cycle check is issued, submit the BW conversion transaction with effective date 2/6/22 before the Employee Data Change Deadline for the BW 3/2/22 paycheck

3. The employee should be able to enter BW hours into Time & Attendance to be paid on-cycle

Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule	Location							
					• Employee Data Change *** (3:00 PM) After 3:00 PM changes will not be processed for current pay cycle	Stop Processing PayPath & Position Mngt (5:00 PM)	Resume Processing (6:00 AM)	Campus		Med Center Only		Pay Confirm
		Begin	End					• Inbound Files Due **** (2:30 PM) • Msg Error Log Distribution (11:00 PM)	• Location Corrections To Msg Error Log (2:00 PM) • E-703 Funding Upload	• Inbound Files Due **** (5:00 PM) • Msg Error Log Distribution (11:00 PM)	• Location Corrections To Msg Error Log (2:00 PM)	
M0	Mon 01-03-22	12-01-21	12-31-21	211231M0X	Mon 12-20-21 *	Mon 12-27-21	Wed 12-29-21	Wed 12-22-21 *	Mon 12-27-21 **	Wed 12-22-21 *	Mon 12-27-21 **	Tue 12-28-21
B1	Wed 01-05-22	12-12-21	12-25-21	211225B1X	Tue 12-21-21 *	Mon 12-27-21	Thu 12-30-21	Mon 12-27-21 *	Tue 12-28-21 *	Mon 12-27-21 *	Tue 12-28-21 *	Wed 12-29-21
B2	Wed 01-19-22	12-26-21	01-08-22	220108B2X	Thu 01-06-22	Tue 01-11-22	Fri 01-14-22	Tue 01-11-22	Wed 01-12-22	Tue 01-11-22	Wed 01-12-22	Thu 01-13-22
M0	Tue 02-01-22	01-01-22	01-31-22	220131M0X	Wed 01-19-22	Mon 01-24-22	Thu 01-27-22	Fri 01-21-22	Mon 01-24-22	Fri 01-21-22	Mon 01-24-22	Wed 01-26-22
B1	Wed 02-02-22	01-09-22	01-22-22	220122B1X	Thu 01-20-22	Tue 01-25-22	Fri 01-28-22	Tue 01-25-22	Wed 01-26-22	Tue 01-25-22	Wed 01-26-22	Thu 01-27-22
B2	Wed 02-16-22	01-23-22	02-05-22	220205B2X	Thu 02-03-22	Tue 02-08-22	Fri 02-11-22	Tue 02-08-22	Wed 02-09-22	Tue 02-08-22	Wed 02-09-22	Thu 02-10-22
M0	Tue 03-01-22	02-01-22	02-28-22	220228M0X	Wed 02-16-22	Tue 02-22-22 *	Thu 02-24-22	Fri 02-18-22	Tue 02-22-22 *	Fri 02-18-22	Tue 02-22-22 *	Wed 02-23-22
B1	Wed 03-02-22	02-06-22	02-19-22	220219B1X	Wed 02-16-22	Tue 02-22-22	Fri 02-25-22	Tue 02-22-22	Wed 02-23-22	Tue 02-22-22	Wed 02-23-22	Thu 02-24-22
B2	Wed 03-16-22	02-20-22	03-05-22	220305B2X	Thu 03-03-22	Tue 03-08-22	Fri 03-11-22	Tue 03-08-22	Wed 03-09-22	Tue 03-08-22	Wed 03-09-22	Thu 03-10-22
B3	Wed 03-30-22	03-06-22	03-19-22	220319B3X	Thu 03-17-22	Tue 03-22-22	Fri 03-25-22	Tue 03-22-22	Wed 03-23-22	Tue 03-22-22	Wed 03-23-22	Thu 03-24-22

If an employee is moving to a BW position effective 2/6/22, you will want to submit the MO prorated salary and any takes on an off-cycle request and then after the off-cycle is issued submit the BW conversion transaction before the 2/16/22 BW Employee Data Change deadline (so that the BW hours will be paid out on cycle on 3/2/22).

BEST PRACTICES

UC Path

Pay Group Change Effective Date

- Use an effective date that begins a pay period

- If possible, choose a date after the current position Pay Group Pay Confirm Date but before the Employee Data Change deadline of the new position's pay cycle

Timekeeping Impacts

- The Pay Frequency change will not be reflected in T&A until the pay period ends

- If employee is going from a BW nonexempt to MO exempt and have comp time balance, payout needs to be initiated before switching pay frequencies

Benefits & Accruals Impacts

- UCPC runs monthly reports and processes adjustments for discrepancies in benefits premiums and accruals due to pay frequency changes

- Submit a ticket to UCPC if you notice adjustment hasn't been made

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Entering hours for previous position

- Refer to KBA: How to Pay Hours Unpaid Due to Pay Frequency Change

The Payroll office receives error reports for payroll issues & benefits adjustments needed as a result of frequency changes and will notify the HR Dept Contact if errors identified; but the primary responsibility for confirming accurate pay and benefits remains with the dept and the HR Transactors
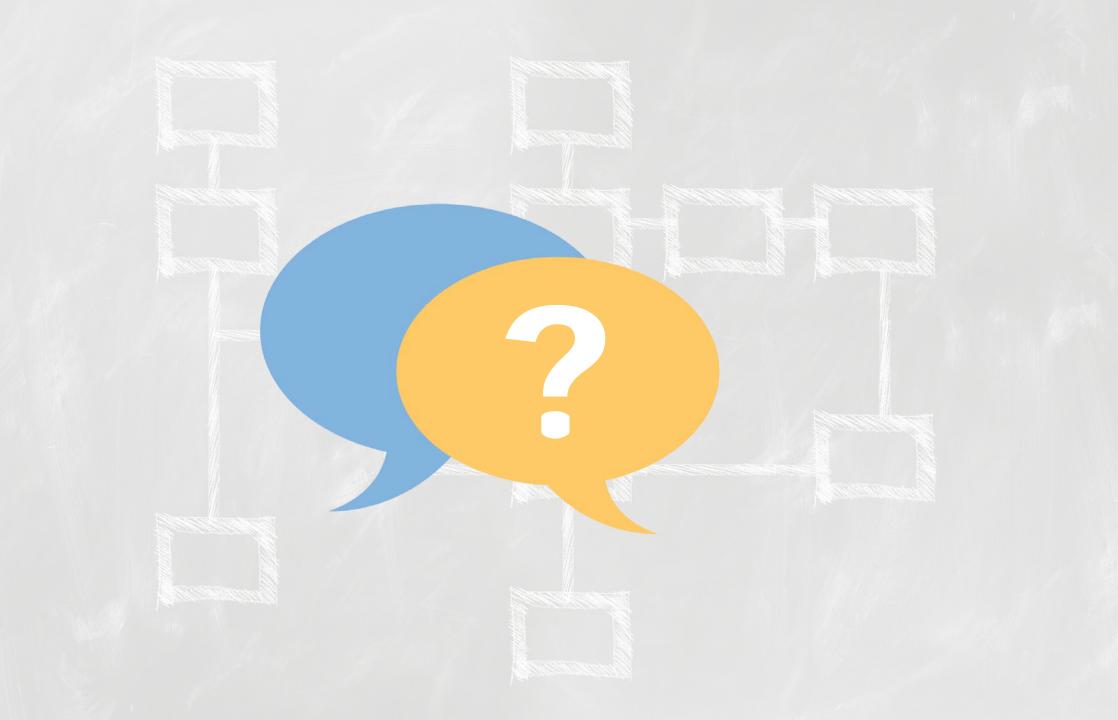
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- Don't these scenarios only work for bw/mo changes within the same department? In order to establish system access, we need to process the transfers in advance, so these dates don't necessarily work. **Yes, please process a transfer asap if they need access and refer to Slides 13 and 14 for steps on how to enter missed hours for the previous position after the conversion has already occurred. The guidance on pay frequency change effective dates and deadlines are only best practices to reduce the amount of pay transactions needing to be done to correct pay.**

- I have an employee transferring campuses eff. 3/7 and I believe going BW to Mo we were going to submit hours in Ecotime will they pay? **When transferring to another UC location, you can expect the final pay for their position at UC San Diego will be processed by UCPC. The guidance provided in this presentation is mainly for positions at UC San Diego and if the transfer is happening on the same empl record or if you are aligning pay frequencies between multiple positions.**

- **A good rule of thumb is to validate pay after any job data changes.**