

GETTING MY DEPARTMENT READY FOR UCPATH

90 Days to go!



1 ADJUST FOR TIGHTER & STRICTER PAYROLL DEADLINES

Transaction cycle time increases with the requirement for local approval and UCPC processing.

IMPACT

Missed deadlines will cause transaction delays.

WHAT YOU NEED TO DO

Revise department business processes to ensure efficiency and socialize the need for longer lead times.

Review the [2020 UCPath Payroll Calendar](#).

2 BUILD COMMUNICATION BETWEEN HR & FUNDING TRANSACTORS

HR and Funding are separate modules in UCPath. After the position is created the funding transactor is not auto-notified.

IMPACT

Employees will get paid from department funding default if no entry by funding transactor. Funding corrections require extra work.

WHAT YOU NEED TO DO

Formalize a department business process that embeds communication between HR and Funding transactors.

3 SELECT CORRECT HR TEMPLATE, ACTION CODE AND REASON CODE

The most frequent reason hire related transactions are cancelled by the UCPath Center (UCPC) are incorrect HR Template, Action Code and/or Reason Code.

IMPACT

If transaction is rejected by UCPC it will result in rework and significant delays in processing.

WHAT YOU NEED TO DO

Department workgroups need to review and understand the Job Aid:

[Template Transactions – Action Reason Codes and Descriptions](#).