

GETTING MY DEPARTMENT READY FOR UCPATH

30 Days to go!



1

MAKE SURE DEPT TRANSACTORS ARE FAMILIAR WITH OUR UCPATH WEBSITE

The Training-Hub is a one-stop shop that provides links to Job Aids and Other References that will be vital to transactors during the first weeks of deployment.

IMPACT

If dept transactors have not completed training and are not familiar with the reference materials available, the risk increases that transactions will be delayed, entered incorrectly and rejected by UCPC.

WHAT YOU NEED TO DO

Have transactors bookmark the following pages:

- [Training Hub](#)
- [Go-Live Survival Kit](#)
- [UC San Diego Job Aids & Quick References](#)
- [Videos on Demand](#)

2

BE ON THE LOOKOUT FOR INFO ABOUT THE RAPID RESPONSE CENTER (RRC)

The RRC is made up of UCPath experts from Campus, Health, and UCPC to support UCPath transactors, as well as employees needing assistance. Special channels will exist for pay check issues and for student assistance.

IMPACT

Employees can still go to their departments or central offices for assistance, but the RRC will serve as a central point of contact and coordination - supporting employees, central offices and departments.

WHAT YOU NEED TO DO

Socialize information about the RRC. Instruct employees to watch for more detailed information in the coming days.

3

HELP US REACH ALL YOUR EMPLOYEES WITH IMPORTANT INFORMATION

UCPath brings changes for everyone, not just transactors. Most of the functionality of AYSO will move to the UCPath self-service portal and the employee earnings statement will look different.

IMPACT

All employees will get access to UCPath through the Self-Service Portal. The very first login requires everyone set up 5 security questions and prompts you to update your personal profile information.

WHAT YOU NEED TO DO

Help all employees prepare for UCPath by using your listservs and communication channels to recommend they preview the following actions:

- [First Time Login – 5 Security Questions](#)
- [First Time Login – Update your Personal Profile](#)
- [The UCPath Earnings Statement](#)