

# GETTING MY DEPARTMENT READY FOR UCPATH

60 Days to go!



## 1 SOCIALIZE CUTOVER DATES AND DEADLINES

*During Apr and May, PPS data will be converted and uploaded to UCPATH. The conversion of monthly and biweekly employees will take place separately.*

### IMPACT

If deadlines are not met, employee records may not convert properly and the ability to issue pay accurately could be impacted.

### WHAT YOU NEED TO DO

Become familiar with the PPS to UCPATH cutover calendar: [ucpath.ucsd.edu/cutover](http://ucpath.ucsd.edu/cutover). Contact your central HR office for other dates and deadlines related to specific transaction workflows.

## 2 MAKE SURE YOUR HR AND FUNDING TRANSACTORS TAKE ADVANTAGE OF UCPATH ONLINE TRAINING

*UCPATH BootCamp training should be available Apr 10, Funding Training May 1. Online via UC Learning. 24/7. Self-paced.*

### IMPACT

If transactors do not complete training, departments could be left without employees provisioned to enter or approve transactions in UCPATH.

### WHAT YOU NEED TO DO

Make sure your employees find time to complete training & take advantage of review and reinforcement activities: [ucpath.ucsd.edu/training/training-hub](http://ucpath.ucsd.edu/training/training-hub).

Employees registered for cancelled training will receive a targeted email with registration details and link to UC Learning.

## 3 EXTEND EMPLOYEE APPOINTMENTS IN PPS, AS APPLICABLE

*If an employee appointment needs to be extended, the end date must be changed, rather than adding a new distribution line that is future-dated.*

### IMPACT

If a new appointment or distribution line is future-dated, it will not convert.

### WHAT YOU NEED TO DO

Go into PPS by 4/23 for monthly employees and 5/19 for biweekly employees and extend end dates as needed.