## Cutover Transaction Workflow Matrix | Monthly



MO CONVERSION SNAPSHOT: 4/24/2020

**MO CONVERSION RECORDS INCLUDE:** 

2020 PPS Employee records (includes 12/2019)

Future dated brand new UC hires

Appts. with PPS begin dates equal to or earlier than 5/1/2020

**ACCESS** 

Super User View Access: 5/5-5/8/2020

Super User Update Access: 5/9-5/22/2020 & 5/30-5/31/2020

All User Update/View Access: 6/1/2020

ACTION	Effective Date (Begin Date)	Dept. Action	Paid From:	Payment Date	Notes
New Hire	Prior to 6/15/2020	Enter in PPS	PPS	5/10 or 5/27	April or Earlier Earnings
			UCPath	6/1/2020	May Earnings
Rehire	Prior to 6/15/2020	Enter in PPS	PPS	5/10 or 5/27	April or Earlier Earnings
			UCPath	6/1/2020	May Earnings
Separation	Prior to 6/1/2020	Enter in PPS	PPS	ASAP	
Leaves (case by case)	Prior to 6/1/2020	TBD	TBD	TBD	

UC San Diego

## Cutover Transaction Workflow Matrix | Biweekly



#### BW CONVERSION SNAPSHOT: 5/20/2020 BW CONVERSION RECORDS INCLUDE:

2020 PPS Employee records (includes 12/2019)

Future dated brand new UC hires

Appts. with PPS begin dates equal to or earlier than 5/17/2020

**ACCESS** 

Super User View Access: 5/27/2020

Super User Update Access: 5/30/2020 6am - 7pm

All User Update/View Access: 6/1/2020

ACTION	Effective Date (Begin Date)	Dept. Action	Paid From:	Payment Date	Notes - Earnings
New Hire	Prior to 6/15/2020	Enter in PPS	PPS UCPath	By 5/29/2020 6/10/2020	Up to PPE 5/16/2020 PPE 5/30/2020 and later
Rehire	Prior to 6/15/2020	Enter in PPS	PPS UCPath	By 5/29/2020 6/10/2020	Up to PPE 5/16/2020 PPE 5/30/2020 and later
Separation	Prior to 6/1/2020	Enter in PPS	PPS	ASAP	
Leaves	Prior to 6/1/2020	TBD	TBD	TBD	

# Transaction Processing During May for MONTHLY Employees | Hires, Rehires and Separations



#### **DEPT TRANSACTOR**

(cutoff for PPS 5/20)

For **HIRE** or **REHIRE** with Begin Date prior to 6/15/2020

**CAMPUS:** 

Enter transaction in PPS

ARC/HHR:

Follow established procedures to submit to Central Office for PPS entry

#### **EXTRACTION QUERIES**

Run in am by Payroll

Queries pull PPS transaction data from Data Warehouse for use by SuperUser

#### **SUPERUSER**

#### HIRE & REHIRE

Creates Positions and Enters Funding in UCPath

**REHIRE ONLY** 

Enters Job Data in UCPath

#### **SUPERUSER**

#### HIRE ONLY

Submits Mass Hire
Template to Payroll for
upload to UCPC

#### UCPC

Uploads Hires from Mass Hire Template into UCPath

#### **PAYROLL SUPERUSER**

#### **APR EARNINGS or EARLIER:**

Process paycheck from PPS for 5/13 or 5/27

#### **MAY EARNINGS:**

Paycheck processed in UCPath for 6/1/2020

#### **DEPT TRANSACTOR**

(cutoff for PPS 5/20)
For **SEPARATION**prior to 6/1/2020

CAMPUS: Enter transaction in PPS

ARC/HHR:
Follow established
procedures to submit to
Central Office for PPS entry

#### **EXTRACTION QUERIES**

Run in am by Payroll

Queries pull PPS transaction data from Data Warehouse for use by SuperUser

#### **SUPERUSER**

**SEPARATION** 

Terminates employee in UCPath

### **EARNINGS PRIOR TO 5/1:** Process final check in PPS.

**PAYROLL SUPERUSER** 

#### **MAY EARNINGS:**

Process final check in PPS. Verify no pay in UCPath If you have any other transactions that must be processed during this period because they are critical and pay-impacting contact your HR Central Office for instructions

UC San Diego

# Transaction Processing During May for BIWEEKLY Employees | Hires, Rehires and Separations



#### **DEPT TRANSACTOR**

(cutoff for PPS 5/20)
For HIRE or REHIRE
with Begin Date prior to
6/15/2020

CAMPUS: Enter transaction in PPS

ARC/HHR:
Follow established
procedures to submit to
Central Office for PPS entry

#### **EXTRACTION QUERIES**

Run in am by Payroll

Queries pull PPS transaction data from Data Warehouse for use by SuperUser

#### SUPERUSER

#### HIRE & REHIRE

Creates Positions and Enters Funding in UCPath

**REHIRE ONLY** 

Enters Job Data in UCPath

#### **SUPERUSER**

#### HIRE ONLY

Submits Mass Hire
Template to Payroll for
upload to UCPC

#### UCPC

Uploads Hires from Mass Hire Template into UCPath

#### **PAYROLL SUPERUSER**

#### PPE 5/16/2020 or EARLIER:

Process Paycheck in PPS for 5/29

#### PPE 5/30/2020:

Paycheck processed in UCPath for 6/10

# If you have any other transactions that must be processed during this period because they are critical and pay-impacting contact your HR Central Office for instructions

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#### **DEPT TRANSACTOR**

(cutoff for PPS 5/20)
For **SEPARATION**prior to 6/1/2020

CAMPUS: Enter transaction in PPS

ARC/HHR:
Follow established
procedures to submit to
Central Office for PPS entry

#### **EXTRACTION QUERIES**

Run in am by Payroll

Queries pull PPS transaction data from Data Warehouse for use by SuperUser

#### **SUPERUSER**

#### **SEPARATION**

Terminates employee in UCPath

#### EARNINGS PRIOR TO 5/1:

Process final check in PPS.

**PAYROLL SUPERUSER** 

#### **MAY EARNINGS:**

Process final check in PPS. Verify no pay in UCPath