UC San Diego

UCPath Quarterly Connect

Q3: November 20, 2025

Agenda

1. On the Radar
2. Roadmap Updates
3. Helpful Resources
4. Q&A

UCPath Quarterly Connect Schedule

⭐ Designed to prepare for the upcoming fiscal quarter

June 5, 2025 — **Q1**

August 28, 2025 — **Q2**

TODAY!

November 20, 2025 — **Q3**

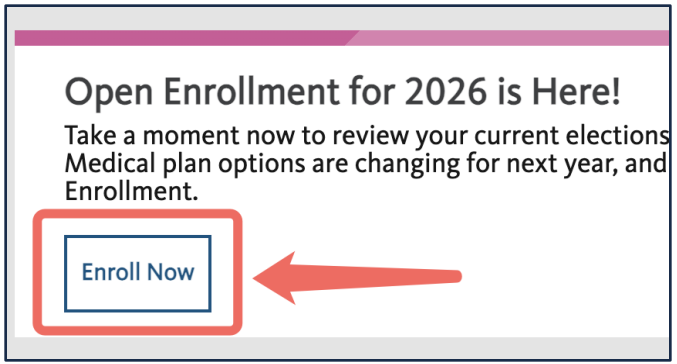
February 26, 2026 — **Q4**

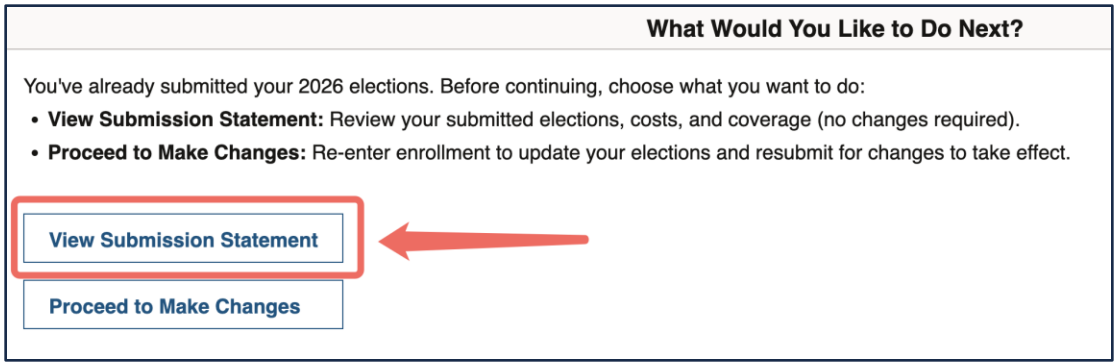
- Held on Thursdays, 11:00 am – 12:00 pm
- Recorded & posted on UCPath Media Library

On the Radar

Open Enrollment: Final Reminder

- Open Enrollment ends **tomorrow, November 21st at 5:00 p.m. PST**
- Confirm your selections in UCPath (log in to UCPath > Enroll Now > **View Submission Statement**)





End-Of-Year Reminders

- December 2025 Curtailment
- Year-End Tax and Payroll Deadlines
- Go Paperless in UCPath

December 2025 Curtailment

UCSD has four (4) university-paid holidays (December 24, 25, 31, 2025, and January 1, 2026) during the Holiday/Winter period.

- **Timekeeping:** Please be mindful of the December 2025 **Timekeeping Deadlines**, especially the last bi-weekly deadline.
- **Non-represented Employees – Leave Accrual:** Employees may request a one-time advance of up to three days of vacation to cover the three (3) working days during the closure (Dec. 26, 29, and 30, 2025)
  - Employees who elect to take leave without pay (use curtailment pay code) will continue to accrue vacation and sick leave credits.
  - If "Leave without Pay," is chosen, the Ecotime Pay Code "**Curtailment**" must be selected to ensure the accruals continue.

Year-End Tax and Payroll Deadlines

January 2, 2026

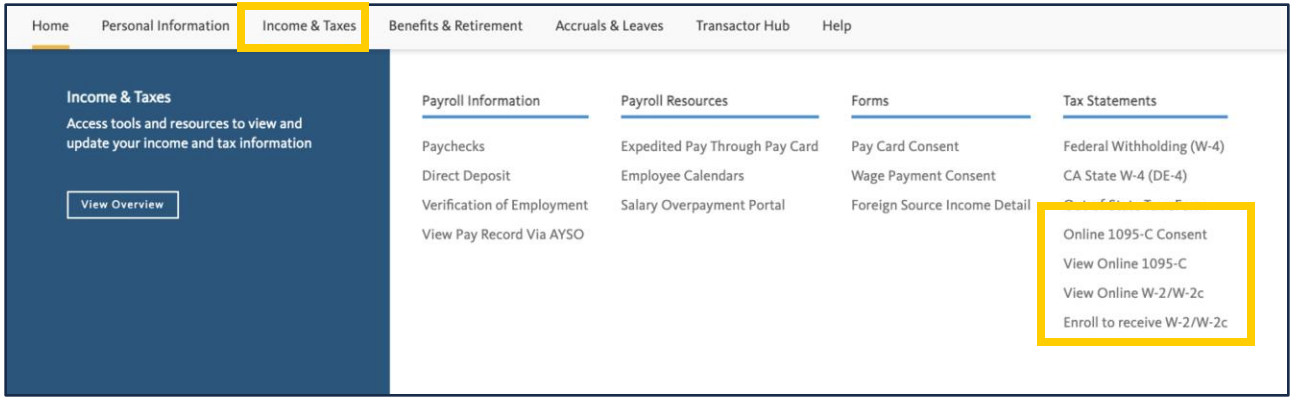
- **Monthly pay date** for monthly employees
- Deadline to opt in to receive **electronic** W-2 statements and 1095-C forms

January 9, 2026

- Deadline to **update and verify tax information in UCPath**
- Verify your personal email and home address in UCPath online
- Even if you opt for a digital W-2 statement, keeping your contact information up to date is essential

Go Paperless!

- Log in to UCPath and select Income & Taxes from the top menu bar.
- In the dropdown menu that appears, select the following links to update your account (you must be logged in to UCPath to access these links):
  - Enroll to Receive W-2/W-2C
  - Online 1095-C Consent
  - Direct Deposit

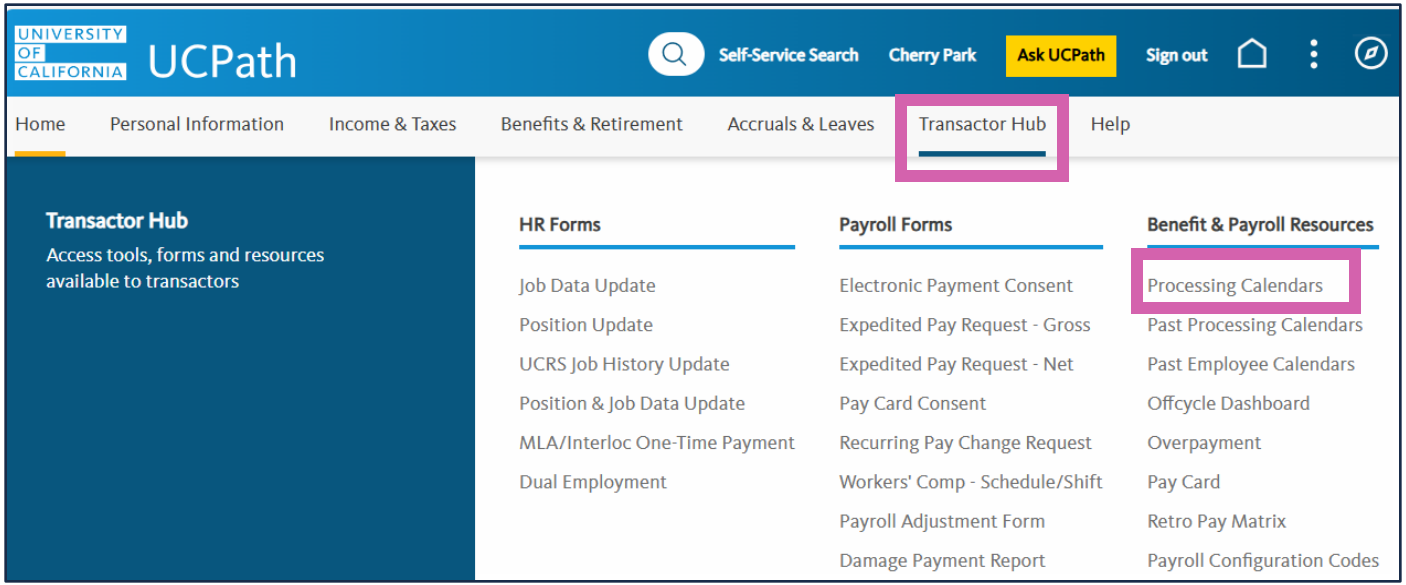


UCPath Payroll Processing Schedule

- How to Read + Understand Fields
- Transaction vs. File Deadlines
- Dates to See Updates in UCPath
- Example: First Paycheck in 2026

Payroll Processing Schedule

- 2026 UCPath Production Processing Schedule
- Review the Payroll Processing Schedule



Pay Cycle / Paycheck

The first 5 columns of the Payroll Processing Schedule helps you know what paychecks the deadlines are for.

Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule
		Begin	End	
M0	Fri 01-02-26	12-01-25	12-31-25	251231M0X
B1	Wed 01-14-26	12-21-25	01-03-26	260103B1X
B2	Wed 01-28-26	01-04-26	01-17-26	260117B2X

Transaction Deadlines

*** Employee Data Change		
• Mass Hire	• Retro Pay	• Union Enrollment
• HR template	• Leave Transaction	

This includes Recurring Additional Pay entered via PayPath and Self Service Transactions Links via the E-330 batch load process.

- **Employee Data Change Deadline** is for Mass Hire, Retro Pay, HR Templates, Leave Transactions and Union Enrollment
- The **Stop Processing Deadline** is for PayPath transactions for the current earnings period
- **Resume Processing ALL Date** is when you will be able to enter transactions again

Locat			
• Employee Data Change *** (3:00 PM) (Mass Hire, Retro Pay, HR Template, Leave Transaction, Union Enrollment) After 3:00 PM changes will not be processed for current pay cycle	Manage HR Approvals Lockout - Stop Processing (5:00 PM)	Stop Processing: • PayPath • Position Mngt • Manage Job (5:00 PM)	Resume Processing All (6:00 AM)
Mon 12-15-25	Tue 12-16-25	Thu 12-18-25	Tue 12-23-25
Tue 12-30-25 *	Fri 01-02-26	Tue 01-06-26	Fri 01-09-26
Wed 01-14-26 *	Thu 01-15-26 *	Tue 01-20-26	Fri 01-23-26

File Deadlines

The next 4 columns are for file deadlines.

**** Inbound Files - Description	
E-084: Manage Accruals	E-353: Batch Load One-Time Payments
E-330: Batch Load Additional Pay	I-171: Reoccurring General Deductions
I-160: Tuition Reimbursement	I-178: Parking Deductions Corrections
I-176: Parking Deductions	I-378: One Time General Deductions
I-181: Regular Time Entry	I-618: Flat Dollar Amount

ation			
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) • Funding Entry/Upload (7:00 PM)	• Inbound Files Due **** (5:00 PM) • Msg Error Log Distribution (11:00 PM)	• Location Corrections To Msg Error Log (2:00 PM) • Funding Entry/Upload (7:00 PM)
Thu 12-18-25	Fri 12-19-25	Thu 12-18-25	Fri 12-19-25
Tue 01-06-26	Wed 01-07-26	Tue 01-06-26	Wed 01-07-26
Tue 01-20-26	Wed 01-21-26	Tue 01-20-26	Wed 01-21-26

Other dates and Additional Info

The last 7 columns indicate when you can see the updates in UCPath.

Funding Entry/Uploads due 7pm one business day before Pay Confirm.

Benefit Holidays are the checks where benefit deductions do not get taken.

UCPath Center						
Pay Confirm	DDODS Burst (4:30 AM)	Accrual Post Confirm	GL Post Confirm (Completion of GL Process for Summary Level Data)	GL Post Confirm (Completion of GL Process for Detail Labor Ledger Data)	Pay Statements on UCPath (8:00 AM)	Leave Accrual Available on UCPath (After 5:00 PM)
Mon 12-22-25	Tue 12-23-25	Fri 01-02-26	Fri 12-26-25 *	Fri 12-26-25 *	Wed 12-31-25	Fri 01-02-26
Thu 01-08-26	Fri 01-09-26	Mon 01-12-26	Mon 01-12-26	Mon 01-12-26	Mon 01-12-26	Mon 01-12-26
Thu 01-22-26	Fri 01-23-26	Mon 01-26-26	Mon 01-26-26	Mon 01-26-26	Mon 01-26-26	

Important Note:

- Direct Retro (aka Salary Cost Transfer) process runs as scheduled per GL Processing Calendar, which is posted on the UCPath Location Support page.
- Funding Entry/Upload due by 7:00 PM on the business day prior to pay confirm. (E-702, E-703)
- The Systemwide E- Ledger Retirement Benefit Assessments (OPEB, RPSA, UCRP, UPL) will be scheduled between 3rd and 5th business day of the month.

Benefit Holiday	
Run ID	Check Date
260718B3X	07-29-2026
261219B3X	12-30-2026

Example: First Paycheck in 2026

Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule	Location								UCPath Center						
									Campus		Med Center Only								
		Begin	End		• Employee Data Change *** (3:00 PM) (Mass Hire, Retro Pay, HR Template, Leave Transaction, Union Enrollment) After 3:00 PM changes will not be processed for current pay cycle	Manage HR Approvals Lockout - Stop Processing (5:00 PM)	Stop Processing: • PayPath • Position Mngt • Manage Job (5:00 PM)	Resume Processing All (6:00 AM)	• Inbound Files Due **** (2:30 PM) • Msg Error Log Distribution (11:00 PM)	• Location Corrections To Msg Error Log (2:00 PM) • Funding Entry/Upload (7:00 PM)	• Inbound Files Due **** (5:00 PM) • Msg Error Log Distribution (11:00 PM)	• Location Corrections To Msg Error Log (2:00 PM) • Funding Entry/Upload (7:00 PM)	Pay Confirm	DDODS Burst (4:30 AM)	Accrual Post Confirm	GL Post Confirm (Completion of GL Process for Summary Level Data)	GL Post Confirm (Completion of GL Process for Detail Labor Ledger Data)	Pay Statements on UCPath (8:00 AM)	Leave Accrual Available on UCPath (After 5:00 PM)
M0	Fri 01-02-26	12-01-25	12-31-25	251231M0X	Mon 12-15-25	Tue 12-16-25	Thu 12-18-25	Tue 12-23-25	Thu 12-18-25	Fri 12-19-25	Thu 12-18-25	Fri 12-19-25	Mon 12-22-25	Tue 12-23-25	Fri 01-02-26	Fri 12-26-25 *	Fri 12-26-25 *	Wed 12-31-25	Fri 01-02-26
B1	Wed 01-14-26	12-21-25	01-03-26	260103B1X	Tue 12-30-25 *	Fri 01-02-26	Tue 01-06-26	Fri 01-09-26	Tue 01-06-26	Wed 01-07-26	Tue 01-06-26	Wed 01-07-26	Thu 01-08-26	Fri 01-09-26	Mon 01-12-26	Mon 01-12-26	Mon 01-12-26	Mon 01-12-26	Mon 01-12-26
B2	Wed 01-28-26	01-04-26	01-17-26	260117B2X	Wed 01-14-26 *	Thu 01-15-26 *	Tue 01-20-26	Fri 01-23-26	Tue 01-20-26	Wed 01-21-26	Tue 01-20-26	Wed 01-21-26	Thu 01-22-26	Fri 01-23-26	Mon 01-26-26	Mon 01-26-26	Mon 01-26-26	Mon 01-26-26	

Monthly Employee

- **Check Date:** Friday 01/02/26
- **Pay impacting changes for the first paycheck:** Monday 12/15/25 @ 3:00 p.m.
- **Funding changes to impact the first paycheck:** Friday 12/19/25 @ 7:00 p.m.
- **When you will be able to see the paycheck:** Monday 12/22/25
- **When you will be able to see the accruals:** Friday 01/02/26

Biweekly Employee

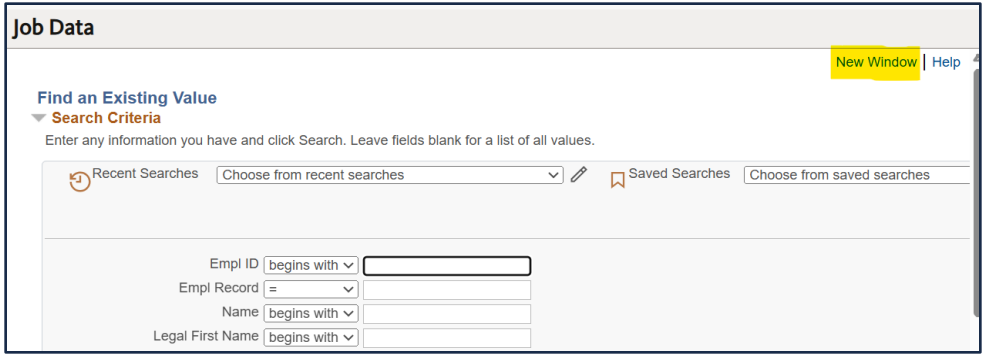
- **Check Date**: 01/14/26
- **Pay impacting changes for the first paycheck:** 12/30/25 @ 3:00 p.m.
- **Funding changes to impact the first paycheck:** 01/07/26 @ 7:00 p.m.
- **When you will be able to see the paycheck:** 01/08/26
- **When you will be able to see the accruals:** 01/12/26

Best Practice Reminders in UCPath

- Opening a New Window
- Adding Favorites
- Entering Data in UCPath
- Data Cleanup & Job Record End Date Monitoring

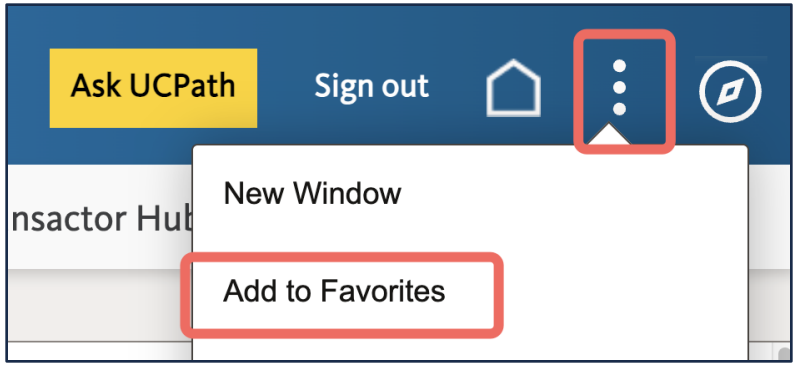
Opening A New Window

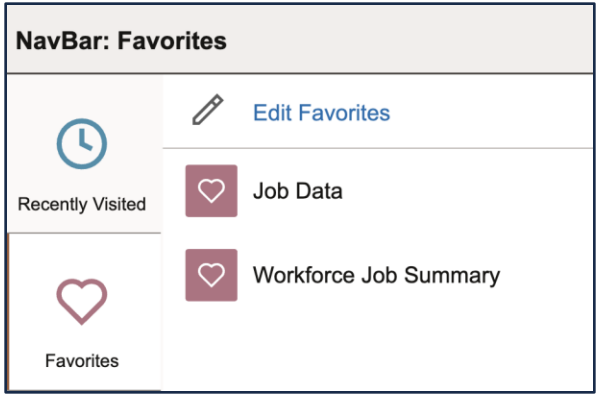
- New Window – when you need a second page open in UCPath
  - Do not open a new browser session or a new tab
  - Instead, select **New Window** and navigate to needed page from there



Creating Favorites

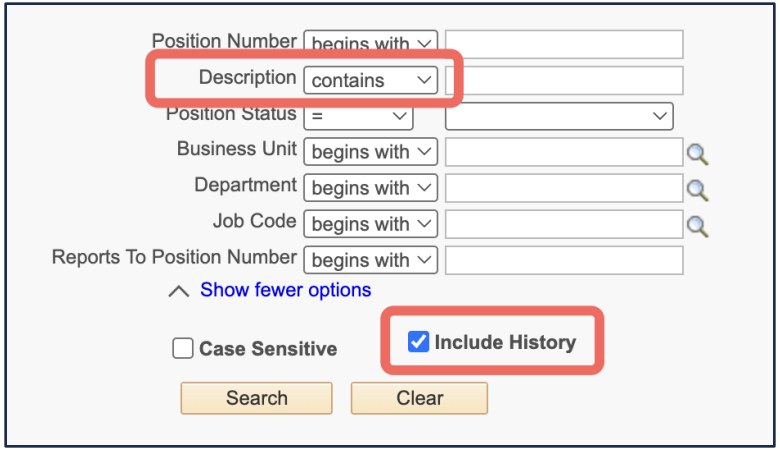
- **Do not** set up as favorites **within your browser**
- Navigate to the page you want to save and ensure search fields are blank
- On the top right, select the three dots (kebab) icon > **Add to Favorites**
- View and edit your Favorites by selecting the Compass (NavBar) icon on the top right



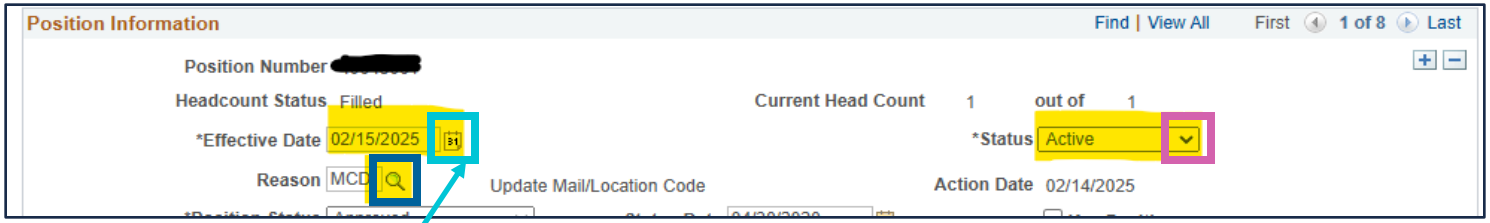


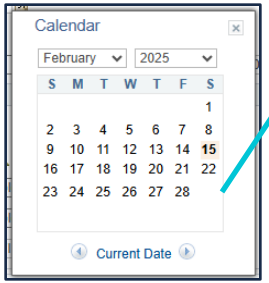
Searching for Records

- Utilize various available fields if you do not have an existing direct match
- Search may be more successful if using a prompt such as "contains" rather than "begins with"
- Play around with various combinations of Fields, Prompts, and/or Data to try and find a match
- You need to find a balance between entering too much information and too little
- Search results in UCPath have an upper limit of 300 rows
- It is a good practice to select "Include History" to see the history of all effective dated rows



Entering Data in UCPath





- **Date Fields:** Calendar image will produce a calendar pop-up to select the desired date
- **Drop-Down Fields:** Down-arrow shows available choices
- **Prompt Fields:** Magnifying class available choices
- When entering data in any field, **Tab** out of fields that are modified
  - Some behind-the-scenes coding will not fire if the user does not Tab out of the field

Hiring, Rehiring & Reinstatement

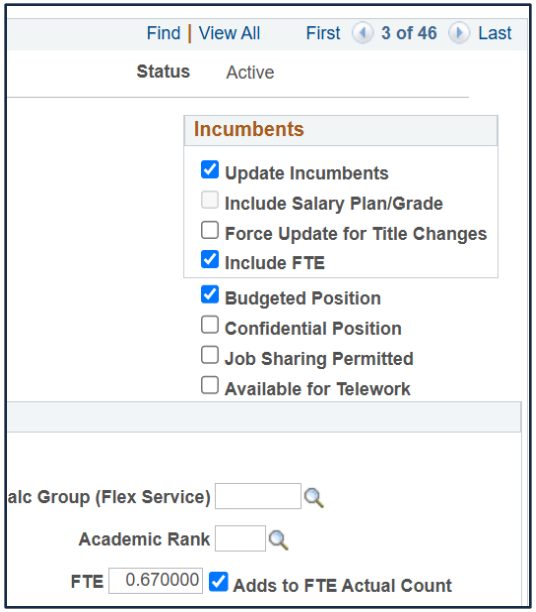
Review the Template Transactions – Action Reason Codes and Descriptions Job Aid

Gather **all data necessary** for the template to be completed

Verify that new hires **do not** have an existing EMPLID

UCPath Data Clean-up

- When creating a new position, or reviewing an existing position, enter the FTE unless you purposely want the position set to having 0 FTE
- Do not use the Reason of "JFT" (Job Data FTE Override) so the FTE on employees' Job pages match the FTE on the associated position
- On the position's 2nd tab, ensure that the following boxes are checked
  - ✓ **Update Incumbents** (except when the position is "New" and contains only one row)
  - ✓ **Include FTE**
  - ✓ **Budgeted Position**
  - ✓ **Adds to FTE Actual Count**



Job Record End Date Monitoring

- **503 employee records** and **1015 contingent worker (CWR) records** with **December 31, 2025 or earlier** end dates that are **not** set to auto-terminate
- Action Items:
  - ✅ Run the **Jobs With Approaching End Dates Report**
  - ✅ Initiate the appropriate transaction to update CWR records
  - ✅ Extend the Expected Job End Date **before December 31, 2025**

Roadmap Updates

UCPath November Release

Project	Summary of Changes	Go-Live
Simplify GL	**Phase 1** Simplifies UCPath GL structure to improve future financial reporting and processing. • New structural components to the ledger • *No changes to existing ledgers*, processes or reports in this phase UCPath remains available during cutover 11/22 - 11/23 • *GL pages unavailable*: Budget, Funding Entry, Cost Transfers (SCT & BCT)	**Phase 1** November 24, 2025 **Phase 2** July 2027 ~~November 2026~~

Direct Retro Retirement

- Direct Retro Retired October 1, 2025
  - **KB0035982: How to Process Payroll Cost Transfers After Direct Retro (DR) Retirement** – Step-by-step instructions for completing payroll cost transfers using the SCT tool or Oracle PPM
  - **KB0035983: FAQ: Retirement of the Direct Retro (DR) Tool** – Answers to common questions about exceptions, errors, and tool access
- Submit questions to Payroll Financial Management via Services & Support

Local Roadmap Projects

- I-160 Tuition Remission
- Increased Labor Ledger Posting Frequency
- UKG Upgrade Implementation
- Job Aid to KBA Migration

I-160 File for Tuition Remission

Current State

- Manual processes such as spreadsheets and Manual Composite Interface journal file manage tuition remission, which can lead to errors and compliance issues

Future State

- The existing UCPath I-160 interface will align UCSD with established UC-wide processes to reduce manual effort
- I-160 mapping and configuration will lead to more accurate PPM posting to correct department FAUs, simplifying cost recovery

Project Key Highlights

- UAT currently in progress; targeting Winter 2026 go-live
- Project is technically focused with **minimal impact to end-user populations**
- **No changes to day-to-day processes** – follow best practices and guidelines when hiring and managing graduate student employees
- Refer to So You Want to Hire a Graduate Student for more information
- Timeline subject to change, dependent on testing outcomes

Update: Increased Labor Ledger Posting Frequency Project

The goal of this project is to increase labor ledger data posting frequency from monthly to **weekly**.

What does this mean for me?

- Improved **timeliness** and **reliability** of payroll and cost transfer data across systems
- Faculty and fund managers will see more **accurate data in dashboards and reports** (DOPE Report, Faculty and Researcher Dashboard, UCPath-Oracle Salary Reconciliation and more)

Current Project Status

- **User acceptance testing extended and still in progress**
- Timeline subject to change depending on testing outcome
- More information to be shared once available

UKG Upgrade Implementation

The Ultimate Kronos Group (UKG) - Pro Workforce Management, Time and Attendance platform, also known as UKG-Dimensions, will be replacing the existing Kronos time application system used at these 4 departments currently on Kronos Workforce Center (WFC).

- Capital Program Management
- RRSS - Housing Dining Hospitality
- Police Department (Telestaff)
- Student Life

Project Key Highlights

- Upgrade Implementation Date: February 1, 2026
- Project Team is currently in End-to-End Testing
- **Legacy vs. Modern Platform:** Kronos Workforce Central (WFC) is a more traditional, on-premises system, while UKG's newer WFM solution (UKG Pro WFM, formerly Dimensions) is cloud-native, with open APIs, AI-driven analytics, and automatic updates

UCPath Job Aid to KBA Migration

- The UCPath Job Aids are moving to the Services & Support and Employee Center **Knowledge Base Articles!**
- **What to expect:**
  - ⭐ A **new format** to facilitate updates
  - ⭐ Regrouped content and new titles **to help you know which one to use**
  - ⭐ Enhanced **ability to search** for UCPath guidance
- Register to join the next monthly UCPath Transactions Office Hours on December 4, 2025 (9-10am)
- Register for Topic Based Zoom: How to search for UCPath guidance on December 18, 2025 (11-12pm)

What's Changing?

Current State

Difficult to keep Job Aids updated

- UPKs with system steps and simulations are not linked
- Not easily accessible to SMEs to update

Difficult to find or determine which Job Aids to use

- Too many Job Aids and titles require you to know which transaction type
- Job Aid page search functionality is lacking, harder to find specific information
- TritonGPT cannot search PDFs

Future State

KBAs will be updated faster and aligned to UCPC

- UPKs will be **directly linked within KBAs**
- KBAs are **easier for SMEs to update**

UCPath transactional guidance will be easier to find

- KBAs are titled and grouped by **Employee Lifecycle**
- KBA **search functionality is superior**, easier to find specific information
- KBAs are **readable by TritonGPT**

UCPath Job Aid to KBA Migration Update

UC San Diego

Phase 1 – Complete!

- All content except Academic and Funding/SCT moved to KBA
- All Job Aids will remain in current form on the Job Aids page

Phase 2 – In Progress

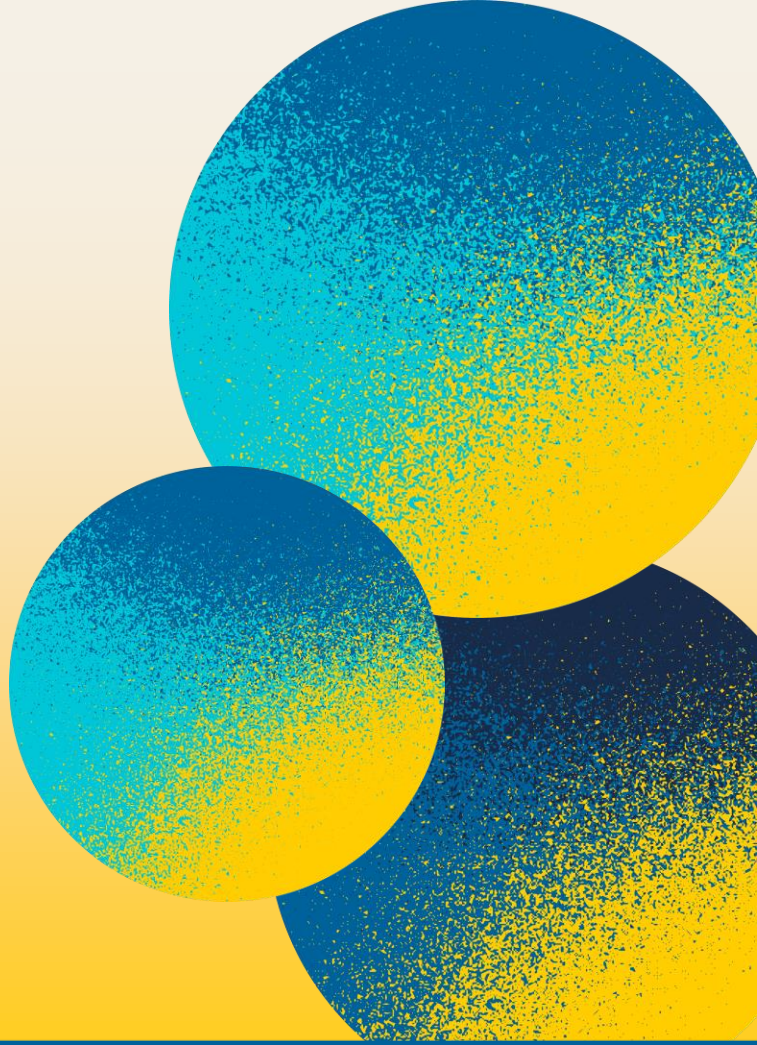
- Funding/SCT content moving to KBA except Payroll Reconciliation Toolkit*
- All Job Aids will remain in current form on the Job Aids page

Phase 3 – In Progress

- Academic content moving to the Academic Personnel Services website – new UCPath sections being added
- All Job Aids will remain in current form on the Job Aids page

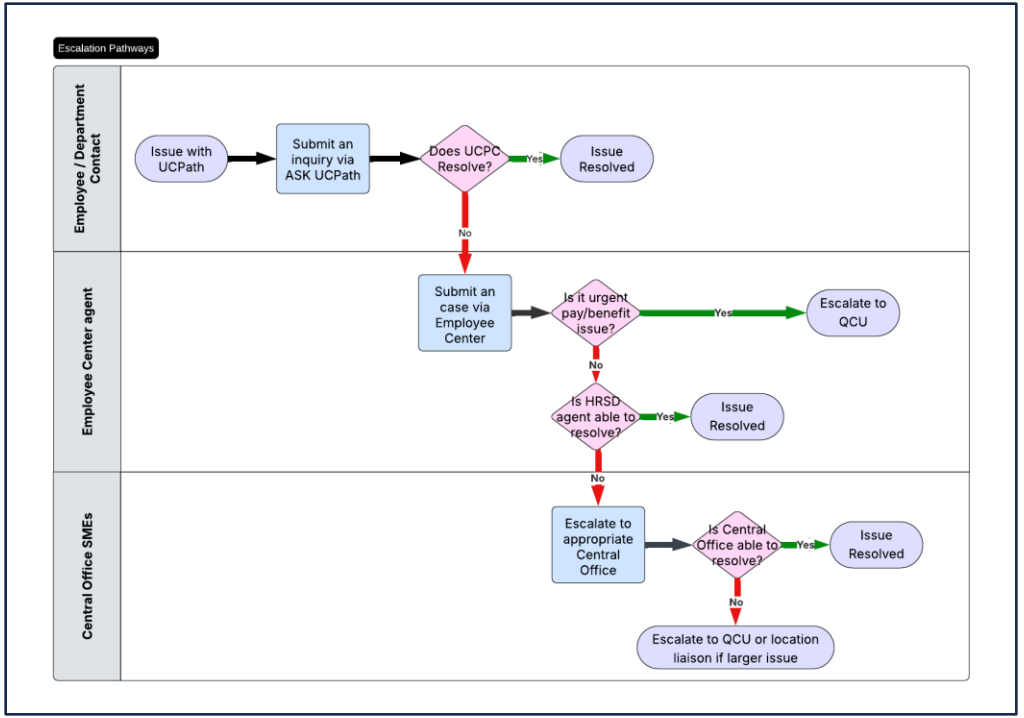
Once all the Academic content is ready on the new pages, **all links on Job Aids page will be replaced with links to KBAs or links to the Academic pages.**

Helpful Resources



Best Practices to Escalate Issues

- Most issues with UCPath will need to be corrected by UCPath Center
- When location escalates to UCPC QCU team they will ask for an Ask UCPath case number
- QCU is used for **urgent**, pay-impacting issues
  - Employee needs money ASAP
  - Employee needs benefits ASAP



Escalation Steps

* An automated email message is generated when the case is created in Ask UCPath. Please note that the estimated resolution date is not always accurate.

What to Include in Cases

Ask UCPath Case

- Urgent: Time Sensitive Pay or Benefits
- Transaction Numbers
- What you were trying to do and/or which UCPath page was being used when an error message appeared
- Provide screenshots of **any** error message

Employee Center Case

- Urgent: Time Sensitive Pay or Benefits
- Ask UCPath case number
- Transaction number
- What you were trying to do and/or which UCPath page was being used when an error message appeared
- Provide screenshots of **any** error message

Trouble with UCPC Case?

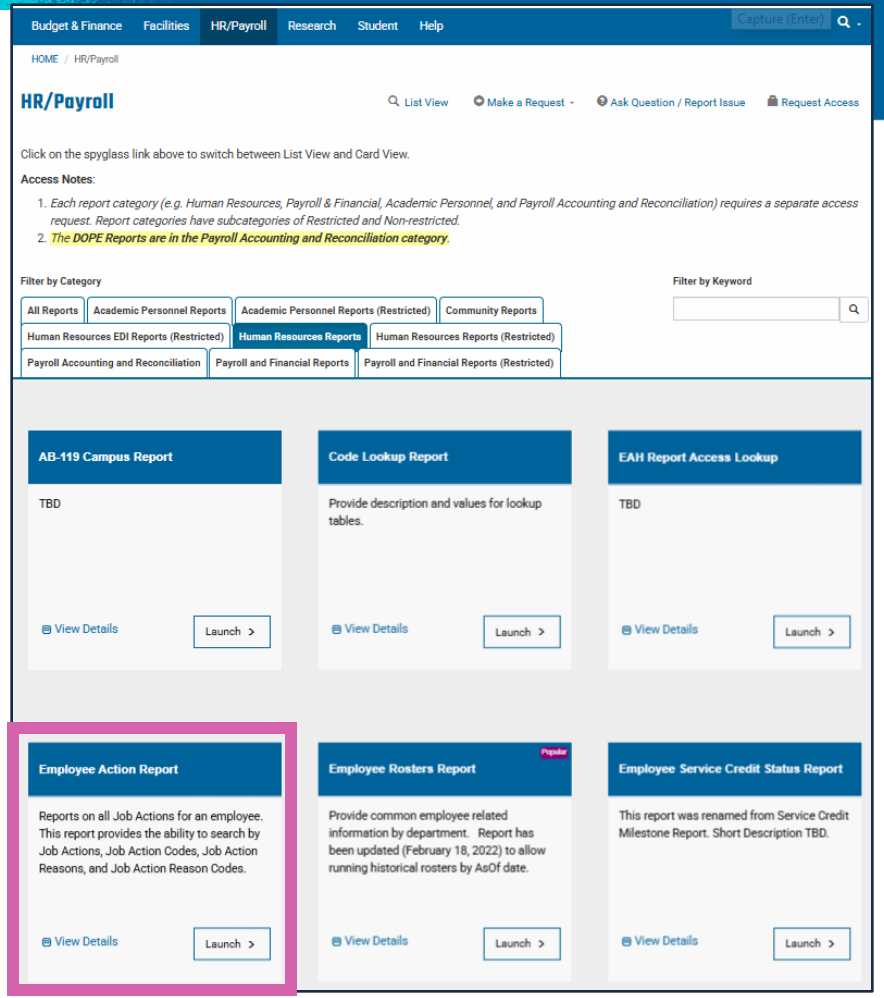
- Ask questions if something doesn’t sound right!
  - Can you explain **why** this happened? **Why** was the transaction canceled or denied?
    - Example: You canceled my template for using the incorrect action reason code, please explain why it is incorrect.
  - Can you provide detailed "next steps" on **how to correct** the situation?
    - Example: If the action reason code I selected is incorrect, please provide the correct one I should have used.

Escalation Contacts

For Issues Pertaining	Local Escalation Contact
Academic Pay - Academic Personnel Excluding Postdocs and Grad Students	academicpersonnel@ucsd.edu
Academic Grad Students – Grad Division	grademployment@ucsd.edu
Postdocs – Office of Postdoctoral and Scholar Affairs	opsa@ucsd.edu
Health Academic, MD, Faculty	ARC Portal
Health & Health Sciences Staff	Health HR Portal or (619) 543-3200
Time and Pay Advisory & Escalation Services Timekeeping, Benefits, and Deductions	Employee Center or payrollquestions@ucsd.edu
UCPath GL (Funding & SCT) Payroll Reconciliation Team	BFS Services and Support Portal

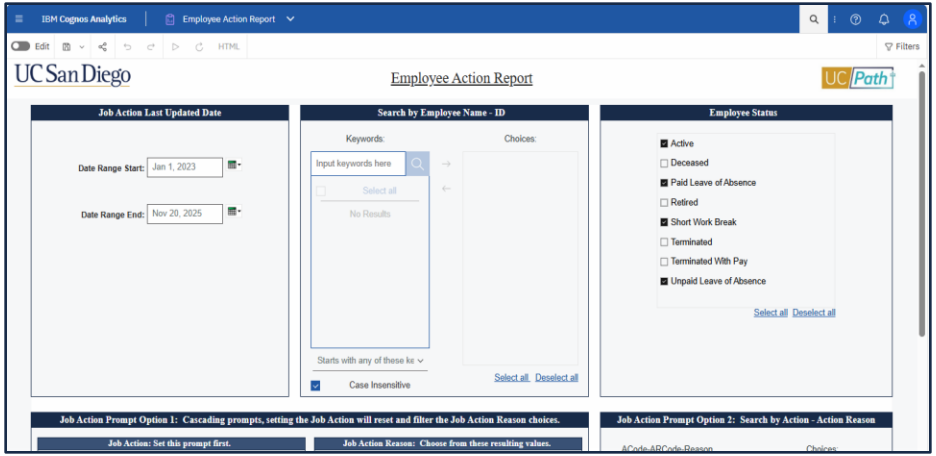
BAH Reports Showcase: Employee Action Report

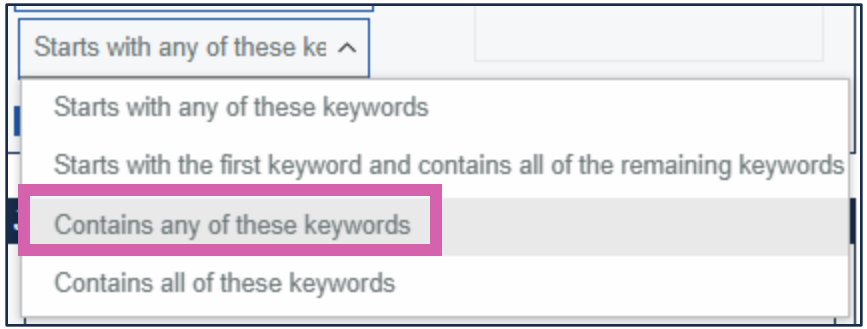
- URL: Bah.ucsd.edu
- Navigation: HR/Payroll > Human Resources Reports tab > Employee Actions Report
- Click Launch to open the report
- Quickly see what's changed
- Use instead of clicking between pages in UCPath
- Our reporting team is working on pulling in the Job Data comments



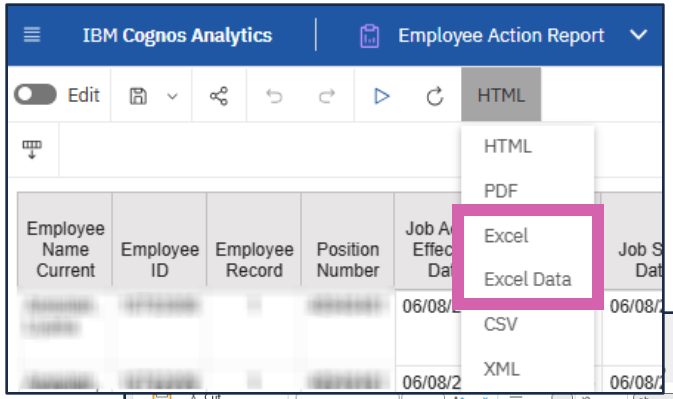
Employee Action Report Search Parameters

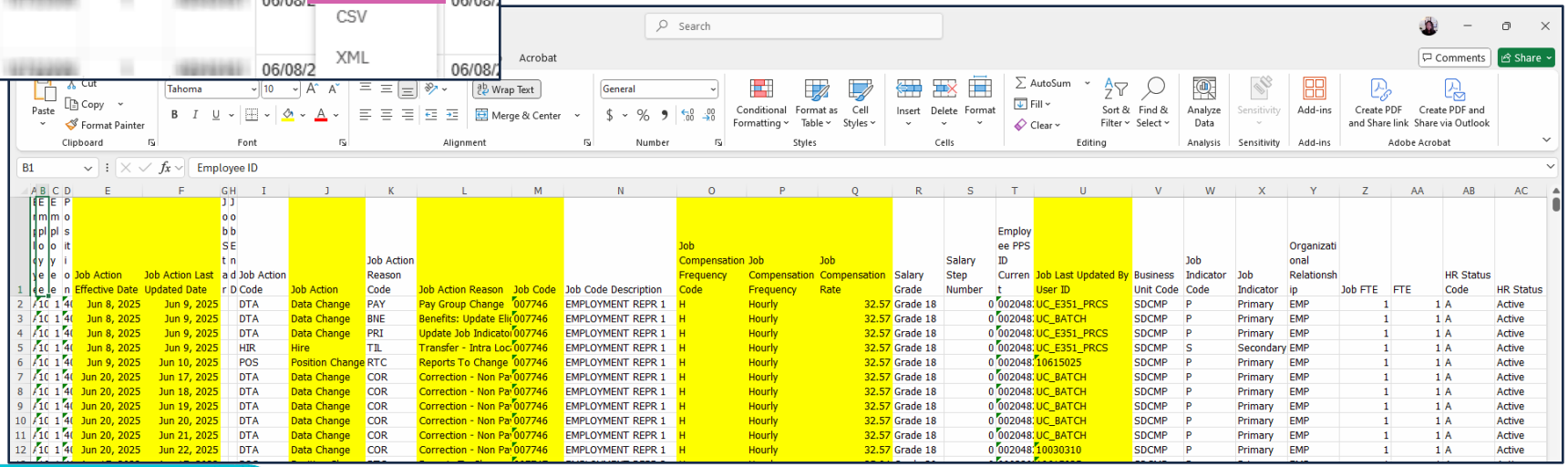
- **Date Range**
- **Employee ID** or **Dept ID**
- Remember to always change the drop down to **"Contains any of these keywords"** before searching
- Click the **Run** button at the bottom of the page to run the report





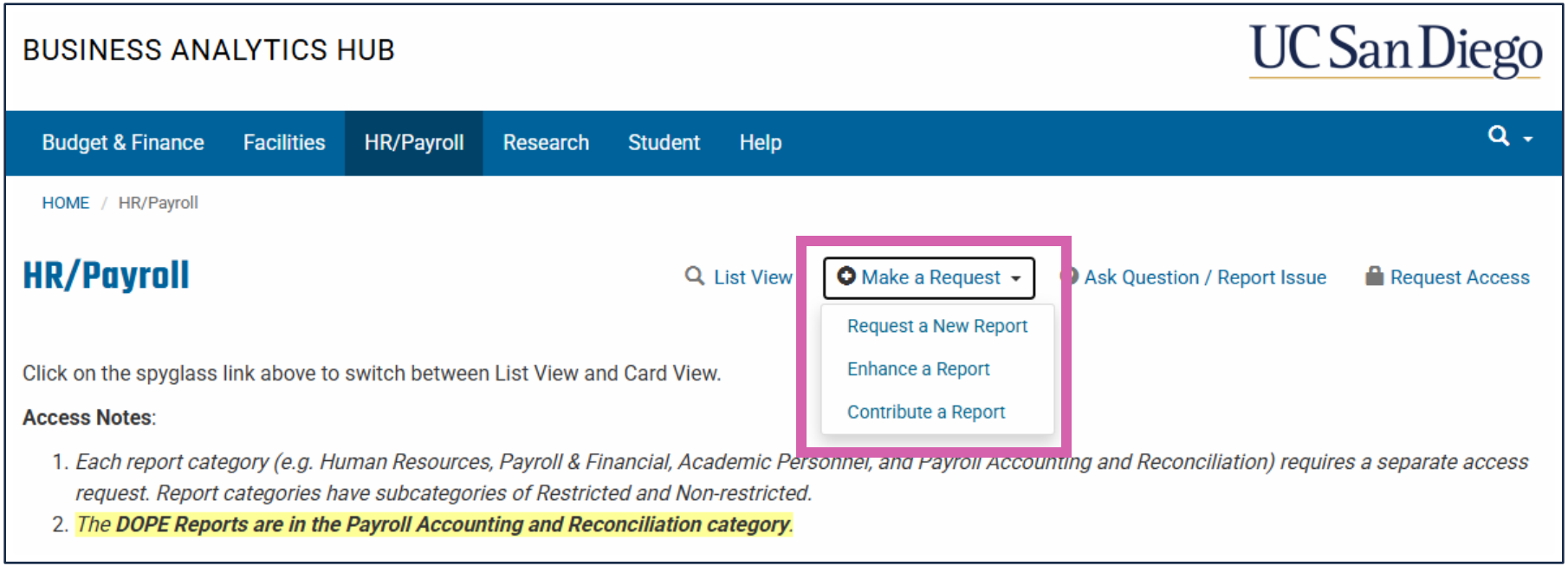
Employee Action Report Excel





Job Action Effective Date	Job Action Last Updated Date	Job Action	Job Action Reason	Job Code	Job Code Description	Job Compensation Frequency Code	Job Compensation Frequency	Job Compensation Rate	Salary Grade	Salary Step Number	Employee PPS ID Current	Job Last Updated By User ID	Business Unit Code	Job Indicator Code	Job Indicator	Organizational Relationship	Job FTE	FTE	HR Status Code	HR Status
Jun 8, 2025	Jun 9, 2025	Data Change	Pay Group Change	007746	EMPLOYMENT REPR 1	H	Hourly	32.57	Grade 18	0	002048	UC_E351_PRCS	SDCMP	P	Primary	EMP	1	1	A	Active
Jun 8, 2025	Jun 9, 2025	Data Change	Benefits: Update Eli	007746	EMPLOYMENT REPR 1	H	Hourly	32.57	Grade 18	0	002048	UC_BATCH	SDCMP	P	Primary	EMP	1	1	A	Active
Jun 8, 2025	Jun 9, 2025	Data Change	Update Job Indicato	007746	EMPLOYMENT REPR 1	H	Hourly	32.57	Grade 18	0	002048	UC_E351_PRCS	SDCMP	P	Primary	EMP	1	1	A	Active
Jun 8, 2025	Jun 9, 2025	Hire	Transfer - Intra Loc	007746	EMPLOYMENT REPR 1	H	Hourly	32.57	Grade 18	0	002048	UC_E351_PRCS	SDCMP	S	Secondary	EMP	1	1	A	Active
Jun 9, 2025	Jun 10, 2025	Position Change	Reports To Change	007746	EMPLOYMENT REPR 1	H	Hourly	32.57	Grade 18	0	002048	10615025	SDCMP	P	Primary	EMP	1	1	A	Active
Jun 20, 2025	Jun 17, 2025	Data Change	Correction - Non Pa	007746	EMPLOYMENT REPR 1	H	Hourly	32.57	Grade 18	0	002048	UC_BATCH	SDCMP	P	Primary	EMP	1	1	A	Active
Jun 20, 2025	Jun 18, 2025	Data Change	Correction - Non Pa	007746	EMPLOYMENT REPR 1	H	Hourly	32.57	Grade 18	0	002048	UC_BATCH	SDCMP	P	Primary	EMP	1	1	A	Active
Jun 20, 2025	Jun 19, 2025	Data Change	Correction - Non Pa	007746	EMPLOYMENT REPR 1	H	Hourly	32.57	Grade 18	0	002048	UC_BATCH	SDCMP	P	Primary	EMP	1	1	A	Active
Jun 20, 2025	Jun 20, 2025	Data Change	Correction - Non Pa	007746	EMPLOYMENT REPR 1	H	Hourly	32.57	Grade 18	0	002048	UC_BATCH	SDCMP	P	Primary	EMP	1	1	A	Active
Jun 20, 2025	Jun 21, 2025	Data Change	Correction - Non Pa	007746	EMPLOYMENT REPR 1	H	Hourly	32.57	Grade 18	0	002048	UC_BATCH	SDCMP	P	Primary	EMP	1	1	A	Active
Jun 20, 2025	Jun 22, 2025	Data Change	Correction - Non Pa	007746	EMPLOYMENT REPR 1	H	Hourly	32.57	Grade 18	0	002048	10030310	SDCMP	P	Primary	EMP	1	1	A	Active

Your Voice Matters!



Email: ucpathreports@UCSD.EDU

UCPath Support – We're Here!

Stay Informed and Connected

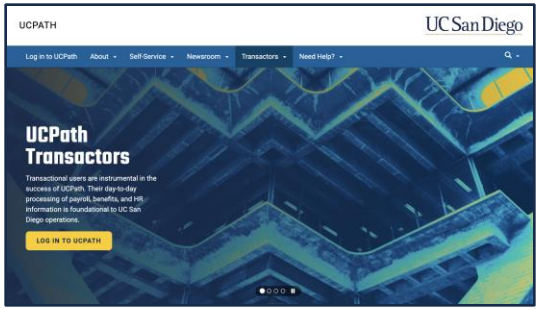
- Subscribe to **UCPath Communications**
- Join the **UCPath Community of Practice**

Get Personalized Support

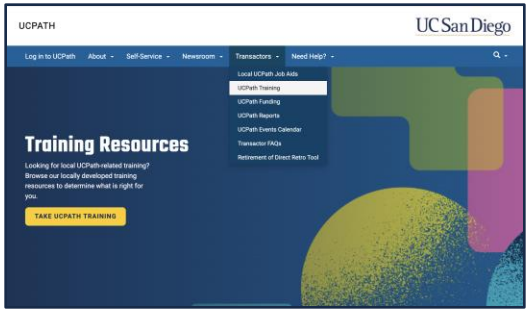
- Join our Monthly **Office Hours**
- Book a **1:1 Transaction Support Appointment** in the Employee Center
- Register for **On-The-Job Training**

UCPath Website

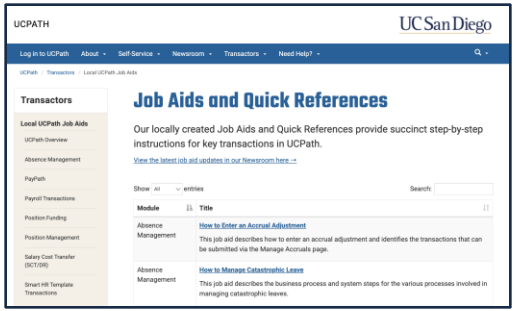
UCPath Transactors Page



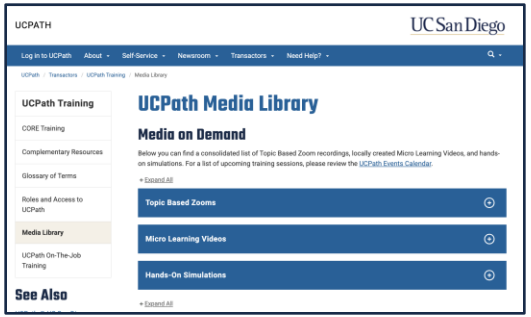
UCPath Training Page



UCPath Job Aids Page



UCPath Media Library



UCPath Scheduled Maintenance

Start Time	End Time
Thursday, November 27 @ 12:01 a.m.	Friday, November 28 @ 11:59 p.m.

UCPath is undergoing planned security maintenance and will be unavailable to all employees during this time.


UC San Diego
UC Path

Q&A

- **What do we do if the Transactor Hub option isn't listed in our UCPath account?**
  - The transactor hub should be available for those with transactor access. Please submit a request through the Employee Center so we can trouble shoot why it isn't available for you.
- **Hello - the earlier slides said that non-represented employees can borrow time for curtailment. Can you confirm it is only for non-represented and/or is it based on CBA?**
  - Non-represented employees who do not have accrued vacation or accrued compensatory time off to cover the three (3) working days during the closure (December 26, 29 and 30, 2025) may request a one-time advance of up to three (3) days of vacation to cover the absence. For exclusively represented employees, these closure days will be handled in accordance with the existing contract provisions or collective bargaining agreements where applicable.

Q&A

- **If we are represented, how do we know that the existing contract provisions or collective barganing agreements are?**
  - The collective bargaining agreements are on Blink https://blink.ucsd.edu/HR/labor/bargaining/agreements/. For collective bargaining questions, you can contact Labor Relations at laborrelations@ucsd.edu.
- **BAH Report Question - How do we have a report pulled/sent to us on a scheduled basis?**
  - You can schedule reports directly in Cognos. You can reach out to the BIA team for training. https://blink.ucsd.edu/technology/bi/tools/cognos/index.html#training

Q&A

- **If we don't have access to the employee action report, how do we request? I'm a fund manager. Would I be the ideal audience for this type of report? Or is this more for personnel analysts and HHR?**
  - There is a 'Request Access' link at the top right hand corner of the BAH Report list you are trying to view.