Please Note: This memo will also be shared via the Payroll listserv. We ask that you forward as appropriate to others in your organization or department who may need this information.

Deployment 1 Cutover Dates that Impact UCPath at UCLA
The UCPath system (including UCPath Online) will be unavailable to all UC employees twice during March, 2019 while Deployment 1 locations (UC Berkeley, UC Davis and Agriculture Natural Resources) transition to UCPath. UCPath will be unavailable on the following days:

- Outage 1: Friday, March 1 at 5 p.m. until Thursday, March 7 at 8 p.m.
- Outage 2: Thursday, March 14 at 5 p.m. until Wednesday, March 20 at 8 p.m.

Key Payroll Processing Deadlines (February & March 2019)
- Visit UCPath and click on Quicklinks > Payroll Calendars & Schedules > Payroll Processing Schedules

Biweekly Pay
- To ensure biweekly employees are paid on Wednesday, March 6, all transactions must be in UCPath by Thursday, February 21 at 3:00 p.m.
- To ensure biweekly employees are paid on Wednesday, March 20, all transactions must be in UCPath by March 9 at 3:00 p.m.

Monthly Pay
- To ensure all monthly employees are paid on Friday, March 1, all transactions must be in UCPath by Tuesday, February 19. Note: Presidents Day is Monday, February 18 and an observed UC holiday.

Preparing your organization/department for the UCPath outages
The following are things to consider when planning for the UCPath outage:

- Review UCPath outage dates and times with your staff in advance to help prepare them for the shortened transaction deadlines (due to the outages/holiday schedule).
- Staff appropriately (i.e. to review of zero gross, zero net, student /FICA reports, etc.)
- Review/understand the UCPath payroll processing calendar (visit UCPath and click on Quicklinks > Payroll Calendars & Schedules > Payroll Processing Schedules).
- Where possible, send files to UCPath before the deadlines mentioned above.
- Understand/communicate your processes during the outages (hire, rehire, terms, benefits, and pay).
- Input new hires by the respective pay date transaction deadlines mentioned above.
  - **Note:** New hires not entered on time and do not receive an Employee ID, may not receive benefits until after the outages. Similarly, the UCPath Center will be unable to assist these employees since they are not in the UCPath system.

More information on the outages will be forthcoming within the next week.

**Position Control - Mail Drop IDs**

For Position Control transactions (creating a position or updating a vacant position), the field titled “Mail Drop ID” should be left blank (this field is on the tab “Specific Information”). **Users who choose to use this field must limit entries to 20 characters or less.** Exceeding 20 characters will trigger database errors.

**Please Update ‘Reports To’ in UCPath**

As you know, UCPath brings updated functionality and new fields to UCLA users. One such field is ‘Reports To.’ Through the ‘Reports To’ field in Position Management, a user can define and structure an organization’s relationships by connecting one position to another position using this functionality. The current configuration for Manager Self Service (MSS) for viewing personal information and compensation history is driven by ‘Reports To’ functionality.
Since this was not an existing field in PPS, data in UCPath was populated using temporary measures for campus staff and academic employees. As a result, organizations and departments should review and update their ‘Reports To’ relationships. These relationships may require review and clean up for some - a detailed guide (job aid) for update methods is attached to this communication.

**Updating ‘Reports To’ Field:**

Once organizations and departments have identified potential updates to the ‘Reports To’ field, there are two options for corrections:

1. Update the ‘Reports To’ field for each discrete position (see step-by-step instructions in the job aid attached separately)
2. Provide a file of requested updates to the field to the Central Resource Unit (CRU) to upload to UCPath

If your organization or department would like to work with the UCPath Central Resource Unit (CRU) to support the updates, please reach out to WFArequest@ucla.edu for assistance.

**IMPORTANT REMINDERS**

**Issue with ‘Paid’ to ‘Unpaid’ Status During Same Pay Period**

An issue was identified on the 1/12/19 pay period. An error in UCPath is stopping pay for employees who go from paid to unpaid status in the same pay period. This issue seems to primarily affect bi-weekly employees. The system is erroneously preventing pay because of the unpaid status in Job Data.

The UCPath Center is currently working on a fix and expect to roll it out by the end of January/beginning of February. CRU will be reaching out to departments with impacted employees for the 1/12 pay period to perform an off-cycle or one-time pay.

In the interim, here is the recommended workaround for bi-weekly employees who are going from paid to unpaid on the same pay cycle until they put the fix in production:

- Submit time as normal but **DO NOT** submit an Extended Absence (EA) transaction to change their leave from paid to unpaid until **AFTER** the pay cycle closes. Once the cycle closes, submit the unpaid EA transaction with the retroactive date. The employee should receive pay as normal.
The UCPath Center will continue to generate reports to identify employees who miss pay due to the error for ongoing pay periods until the issue has been resolved. CRU will continue to send out communications to the impacted departments to perform off-cycle or one-time pay to pay the employee.

2018 W-2 Now Available
W-2’s in both UCPath and AYSO are now available. With the release of 2018 W-2 forms in UCPath, we have received many questions regarding the posting of 2018 W-2’s in AYSO for earnings from January – September. Please note the following:

2018 PPS W-2 Forms:
- UCLA (PPS) W-2 Forms (Jan-Sept earnings) are still being loaded into AYSO.
- We expect them to be loaded by early next week.

AYSO Access Issues:
There has been a technical issue with AYSO, which is preventing some UCLA employees from being able to access any prior W-2 statements or pay statements in AYSO. Affected employees are either not able to logon or are able to logon to AYSO but are not able to view their information. UCOP IT Services is aware of this and expects to resolve by early next week.

Employer Identification Number: Please note that Employer Identification Number (EIN #94-3067788) as indicated in Box B on the W-2 accurately reflects the ‘University of California’ as your employer. The reference to ‘Riverside’ refers to the address of the UCPath Center and should not be confused with the UC Riverside campus.

W-2 Statements and Important Security Reminders:
- UC does not send actual W-2 statements to employees by email or text. You must log in to UCPath online to view your electronic W-2 (if you enrolled to receive one electronically). If you receive an email or text that has an attachment for viewing your W-2, it is a phishing scam designed to gain your private information.
- Scammers may also send emails with fraudulent links. Do not open any attachments or click on any email links.
- To access your electronic W-2 statement, always go directly to the UCPath online site using a safe/known link and log in.

Claim Exemption from Withholding – DEADLINE: FEBRUARY 13, 2019
The IRS requires you to complete a new W-4 form each year if you are claiming exemption from tax withholding. If you wish to claim exemption from withholding in 2019, you must make this choice on UCPath online before February 13, 2019.
2019 CRU Payroll Processing Calendar Now Available
The 2019 CRU Payroll Processing Calendar is now available on the Resources page of the CRU website:
https://www.centralresourceunit.ucla.edu/resources

Please refer to this calendar for UCLA-campus specific payroll processing deadlines in 2019, specifically for the submission of mass transaction files. Note: There may be changes to this calendar based upon the Deployment 1 implementation. Changes will be communicated to organizations and departments when available.

Weekly UCPath Online Demonstrations
The UCPath Center will host live demonstrations of UCPath online. These one hour sessions are scheduled from 1:00 p.m. to 2:00 p.m. (PDT) every Friday. During these sessions you can expect to learn more about...

- What has transitioned to UCPath and what remains on AYSO
- How to access UCPath (system requires single sign on and MFA authentication)
- How to navigate UCPath online
- Employee Self Service functionality

If you would like to join the webinar, see the Zoom information below:

- Step 1: Join Zoom Meeting: Click on https://ucop.zoom.us/j/578608466
- Step 2: Dial by your location: +1 (669) 900 6833 (US Toll) or +1 (646) 876 9923 (US Toll)
- Step 3: Enter Meeting ID: 578 608 466

Please note: Demonstrations are limited to the first 500 participants.

UCPath Employee Services Support Continues
The UCLA Central Resource Unit (CRU) and UCLA Business Transformation Office (BTO) continue to provide customer service support for Payroll-related questions and issues for UCLA employees. Please reference the matrix below for contact information:

<table>
<thead>
<tr>
<th>Employee Issue/Question</th>
<th>Contact for Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>If you believe <strong>your paycheck is inaccurate</strong>, then contact...</td>
<td>The UCLA Central Resource Unit (CRU):</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>If you have questions about the calculations and deductions</strong> on your paycheck, then contact...</td>
<td><strong>CRU Service Request Form – Current Employee.</strong> This new service request form allows you to select the topic of your inquiry and automatically populates your contact information. The request form will generate a case that will be assigned to a CRU team member who will follow-up with you to resolve your issue.</td>
</tr>
<tr>
<td><strong>If you did not receive a paycheck</strong>, then contact...</td>
<td><strong>Phone.</strong> Call <strong>(310) 825-1089</strong> and select <strong>Option 5</strong>, Monday – Friday, 8:00 a.m. to 4:00 p.m.</td>
</tr>
<tr>
<td><strong>If you are having technical issues</strong> (e.g. logging into UCPath, problems authenticating, etc.), then contact...</td>
<td><strong>If you are a transactor</strong> (someone who performs transactions on behalf of an organization or department) in UCPath and have a question, then contact...</td>
</tr>
<tr>
<td><strong>CRU Service Request Form – HR/Admin.</strong> This new service request form allows you to submit a question or request on behalf of an employee or request guidance on submitting a UCPath transaction. Additionally, this is the link to use to request an Instant Pay Card. You may continue to email <a href="mailto:contactcru@ucla.edu">contactcru@ucla.edu</a>. Your email will generate a case that will be assigned to a CRU team member who will follow-up with you to resolve your issue.</td>
<td><strong>Phone.</strong> Call <strong>(310) 825-1089</strong> and select <strong>Option 5</strong>, Monday – Friday, 8:00 a.m. to 4:00 p.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If you have issues or questions that are non-payroll related, <em>(examples: benefits, vacation accruals, etc.)</em>, then contact...</th>
<th>The UCPath Center:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UCPath Portal.</strong> Log in to the UCPath Portal and click on the Ask UCPath Center button to generate a ticket.</td>
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</tr>
<tr>
<td><strong>Phone.</strong> Call <strong>(855) 982-7284</strong>, Monday – Friday, 8:00 a.m. to 5:00 p.m.</td>
<td><strong>Phone.</strong> Call <strong>(855) 982-7284</strong>, Monday – Friday, 8:00 a.m. to 5:00 p.m.</td>
</tr>
</tbody>
</table>

You should continue to access the UCPath Portal to manage your personal data, view your paycheck, access benefits information, enroll in benefits, and view vacation and sick leave balances.
Thank you for your ongoing support of UCPath at UCLA.

Sincerely,

UCLA UCPath Project Team