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.

Benefits Holiday Reflected on the October 31, 2018 Bi-Weekly Paycheck
As a reminder, Bi-weekly paid employees have twenty-six (26) paydays per year, and only twenty-four (24) are needed each year to cover benefit deductions. As a result of this requirement, two paydays, referred to as Benefit Holidays, have been designated to have no flat dollar deductions withheld. Percentage based deductions, such as a voluntary percentage based 403b contributions, are exempt from the benefit holiday.

In UCPath, the Benefit Holiday occurs when three bi-weekly pay dates fall within the same month. The final Benefit Holiday for 2018 will be reflected on the October 31, 2018 paycheck. Please note that this change only impacts the timing of when employees can expect the Benefit Holiday and does not change the amount that employees pay for benefits, nor earnings for the year.

Should you or your employees have questions regarding the Benefit Holiday, please contact the CRU at contactcru@ucla.edu.

Off-Cycle Checks Report - NEW
The UCPath Center has created an off-cycle pay processing report. This report will allow you to identify by EMPL ID which employees have received off-cycle pay. You can review this report in the Resources section of the CRU website: https://www.centralresourceunit.ucla.edu/resources.

Distribution of Payroll Expenses (DOPE) Report
UCLA has updated the Distribution of Payroll Expenses report to better align with UCLA needs. The report is available for immediate use and can be used to identify Payroll Charges in the month they occurred. The information is by employee and will list charges by FAU and Earn Code. The DOPE report will also be demonstrated at an upcoming UCLA UCPath Clinic the week of 10/29. More information is forthcoming as to when that demonstration will be held.
The new version of the report has the following changes:

1. Modified the report so that CBR, GAEL, VLA and other assessments no longer repeat. The assessments are tied to the employee and were repeating for each FAU that displayed on the Report. This is resolved.

2. Updated the “View in Excel 2007 Format” functionality so that the CBR, GAEL, VLA and other assessments do not repeat.
   a. NOTE – The “View in Excel 2007 Data” option is a data dump and should not be used for the DOPE report as the values can repeat because of how Assessments are linked to the Employee but displayed by FAU.

While we understand that the changes are not inclusive of all your needs, we are striving to provide timely and accurate reports. After this release, we will continue to review and update the report. Additional changes are forth coming and will include additional fields such as Position Number, Sub/Object and Department number. Additionally, the report will be updated to capture all Direct Retros that occurred up until the last day of the month so that the report could be used to tie to the General Ledger. As of now the report only captures Direct Retros up to the last Pay End Date.

NOTE: UCLA relies on the UCPath Center to provide the financials. The October Payrolls have not all completed. Once the UCPath Center has processed all the October payrolls and sent that information to UCLA then you can run the report for October.

**Important Information on Dual Appointment Remediation & UCLA’s Go-Forward Process**

Working with our many partners on campus, BTO has identified an issue with Dual Appointment (two jobs that, together, will exceed 1.0 FTE) that must be remediated. UCLA initiators have been correctly using the Action Reason Code DEE (Concurrent Hire – Dual Empl) on new hire templates. However, we have recently learned that two additional fields in the UC Job Data section of the hire template must be populated as follows in order for the Dual Appointment indicator to be set in Job Data (Location Use Type and Location Use End Date). For an existing employee with a current Dual Appointment, the same fields (Location Use Type and Location Use End Date) must be updated in PayPath. The BTO will work CRU to perform a mass PayPath update to populate these fields for current employees with Dual Appointments. Please review the attached document for additional detail about the issue, remediation plan, and process for Dual Appointments going forward.

**Fiscal Year Vacation Liability Accrual for Faculty**

The FY18-19 Vacation Liability Accrual (VLA) for Fiscal Year Faculty is 7%. The VLA rates will be reviewed annually to ensure the vacation liability pool is adequately funded. FY18-19 VLA rates can be found at [https://www.finance.ucla.edu/composite-benefit-rate-assessment](https://www.finance.ucla.edu/composite-benefit-rate-assessment).
**User Assistance Support Center Update**

As we continue through the Stabilization period, UCLA UCPath system support will transition from the Business Transformation Office (BTO) and implementation team to the UCPath Central Resource Unit (CRU). During these sessions, we will continue to offer support by appointment. *These sessions will move from the BTO/Oppenheimer building, to the 8th floor Training Room in the Wilshire building effective October 29th.*

In-person appointments will continue to be available in half-hour increments, Monday to Thursday from 9:00 am to 12:00 pm and 1:00 pm to 3:00 pm. **The appointments will take place at the Wilshire Center, 8th Floor Training Room.** These appointments are for individuals only, not groups. If you are unable to attend your appointment, please cancel it using the ‘Cancel’ link in the Calendly confirmation email. Please follow the instructions below to sign up for UCPath User Assistance from the Central Resource Unit (CRU):

**Signing Up for UCPath User Support**
- Follow the link to use Calendly to sign up: [https://calendly.com/uclausersupport](https://calendly.com/uclausersupport)
  - *There is no registration with Calendly required*
- Select either 30-minute, in-person support (available Monday – Thursday)
- Select an available appointment
- Fill out the Calendly form
- Select ‘Schedule Event’

Additionally, CRU will field UCPath questions via email at contactcru@ucla.edu. Due to the large volume of email inquiries, it may take up to **five (5) days** for the support team to review and respond to your inquiry.

Thank you for your ongoing support of UCPath at UCLA.

Sincerely,

**UCLA UCPath Project Team**