UCPATH TRAINING

There are two main audiences for UCPath training at UCSB: all employees and staff who will use the UCPath system as a function of their job duties, many of whom currently use PPS. All employees will use the Employee Self Service UCPath portal to manage their personal employment information, similar to the way they use At Your Service Online (AYSO) today. Training for staff members who utilize UCPath for their jobs will begin in June and continue after go-live.

UCSB’s UCPath training team has designed a plan to address needs across the spectrum using blended learning. Blended learning allows learners to take self-paced, online courses at their convenience, as well as participate in more focused training, such as instructor-led, classroom training and open labs. Special attention will be given to ensuring learners are comfortable using the UCPath Help site.

The UCSB UCPath training team is prioritizing the business critical tasks performed in UCPath and building a curriculum around those system steps and their associated policies. Details on the specific courses and training schedule will be posted online soon.

Role-based training will be provided for all UCSB individuals who perform specific tasks in UCPath, including initiators, approvers, and inquiry-only users. A series of recommended UCPath courses, referred to as a learning path, will provide each UCSB learner with the necessary skills and training to perform their job duties.

After UCPath is deployed, training activities will shift to refining the UCPath training materials for ongoing operations. Utilizing the UCPath implementation to improve the way UCSB operates will be a continuing effort. Though many training activities will take place during the summer and leading up to go-live, the learning journey will extend into the future.

IMPORTANT DATES

- May — June 2018: Readiness Roadshows
- Summer 2018: UCPath Training Program Begins
- July 26 2018: UCPath Town Hall

WHAT’S NEXT: DATA CONVERSION VALIDATION

Data Conversion Validation began in April with the purpose of validating that PPS data, such as appointments and distributions, is converted to the UCPath system correctly and ready to produce accurate paychecks after go-live. The validation team includes departmental representatives who will complete a detailed comparison of employee data between PPS and UCPath.

HOW TO PREPARE: GO PAPERLESS

1. Sign up for direct deposit: Talk to your local administrative staff to make the switch.
2. Sign up to receive your W2 electronically: Go to [atyourserviceonline.ucop.edu] to select your delivery method.
Join campus leaders to discuss and learn more about UCPath at your organization's dedicated

UCPath Readiness Roadshow

Ask your questions & get answers!

**BFS & HR:** May 8th  
**CCS, GGSE & Academic Affairs Offices:** May 10th  
**College of Engineering:** May 15th  
**Office of the Chancellor & Institutional Advancement:** May 22nd  
**L&S HFA & Social Sciences:** May 31st  
**L&S MLPS:** June 5th  
**Research Division:** June 6th  
**Student Affairs:** June 7th  
**Administrative Services:** June 12th

Not sure which to attend? Ask your supervisor for more details.

What is UCPath?  
What's changing?  
UCPath Timeline  
What's changing?  
Readiness Checklist  
Self Service Portal  
Paycheck & Direct Deposit  
UCPath Center  
Where can I find help?

Who should attend?  
Deans, Department Chairs, Faculty who supervise employees, Business Officers, MSOs, PPS Preparers and DBRs.  
Knowledge Transfer Series participants are encouraged to attend!

QUESTIONS? COMMENTS? UCPATHHELP@UCSB.EDU | UCPATH_UCSB.EDU