

HAVE YOU HEARD?

All University new hires, including student workers, must complete the required employment forms (e.g., I-9s, patent agreement) within specific timeframes.

WHAT YOU NEED TO KNOW. With UCPATH:

- **Departmental staff will have limited ability to address requests for urgent or after-the-fact hiring.** In the past, a departmental PPS preparer could enter a new employee into the system immediately and adjust paper employment forms to accommodate individuals who began working before the required paperwork was complete. This will not be possible once UCPATH goes live. UCPATH incorporates safeguards that prevent workarounds and drive compliance with existing University policies and government regulations.
- **Hiring during the 2018 fall quarter may take longer than normal.** Processing employment forms may take several additional days as our campus and the UCPATH Center become fluent in the new system. The project team and Academic Personnel staff are actively working on plans to address fall quarter hiring needs. Plan ahead and communicate with your staff in advance.
- **Off-cycle checks will be issued on a critical needs basis only (subject to UC-wide criteria) by the UCPATH Center; UCSB's Payroll Office will no longer be able to issue off-cycle or same day rush checks.** While exception processing may occur, supervisors should expect that administrative errors affecting pay, such as late notification of hire or an employee that forgets to submit a timecard, will not be addressed until the next regular pay date. The current estimated turnaround time for approved off-cycle checks is 72 hours.

WHAT ELSE SHOULD YOU KNOW?

- Supervisors will need to approve employee timecards online via Kronos.
- Academic hourly employees (Readers and Remedial Tutors) not in academic salaried positions will move to a bi-weekly pay schedule in UCPATH.

WHAT'S THE UPSIDE? Improved compliance with existing University policies as well as State and Federal regulations will **reduce errors and rework** and protect our campus's reputation by **reducing our liability**.

WANT TO LEARN MORE?

- Check your email this month for more UCPATH information to come.
- Attend a UCPATH Readiness Roadshow (May – June). View the [schedule](#).
- Submit questions and find more project information on the [UCPATH at UCSB](#) website.