Agenda

1. Overview of Approach
2. Frequently Asked Questions
Overview of Approach
What’s the big deal?

Different than training during past transitions.
- PPS
- Kronos

UCPath is all new
- Terminology
- Concepts
- Business Processes
What’s the big deal?

UCPath Center sets deadlines and some processes will take longer: fully trained users will help mitigate the longer time frames.

UCSB is using decentralized business model: many staff members need to be trained.

There is a lot to learn. Total training time ranges from a few hours to 20+ hours depending on your role.
Timeline

June
• Campus announcement of training
• Web-based training available as pre-requisite for instructor-led (in-person) training for some

July - August
• Instructor-led training
• Web-based training continues

September
• Cutover to UCPath
• Some specialized training

October - December
• Open labs (drop-in) and follow-up training as needed
Approach

• Learning Paths based on role in UCPath:
  o Details what training you need to take

• Combination of online and in-person training depending on role.
  o Leveraging systemwide training materials
  o Web-based training (WBT)
  o Instructor-led training (ILT)

• Open labs (drop-in sessions) after Go-Live
• Central Office Expertise
 Reasons for using:
   o Consistent training of all campuses
   o Lack of local resources to design training materials
   o Need to understand interactions with UCPC
   o Constant changes taking place

 Downside:
   o No campus specific information
   o Less control over structure, etc.
   o No true hands-on practice at this point
Good Stuff

Both WBT and ILT will be available to review at any time.
  ○ Continually updated

UCOP and UCPC resources are on campus now through Go-Live to assist.

Lessons Learned from pilot campuses and the UCPC regarding “must-know” topics from training.
Local Activity

• **Modifying training** to eliminate items that aren’t applicable to our campus.
• **Creating campus specific resource documents**, checklists, etc.
• **Creating campus specific training** on new local business processes:
  - i.e., centralized leave administration in HR and APO
• **Will hold ‘office hour’ sessions** during and after go-live to assist as campus users get familiar with the system.
• **Gathering information about training gaps** and specific needs:
  - Need feedback from those going through training.
Frequently Asked Questions
• **How do I know what courses I need to take?**
  o Every functional user (someone assigned a UCPath role) should have received their roles via email from “UCSB UCPath.” Check the Learning Path page on the UCSB UCPath website to find out which training is required.

• **I have vacation planned in July, what if I miss the training?**
  o **Web-based training** can be done in June at a time that works for you.
  o **Instructor-led training:** each session will be offered multiple times. Be sure to watch your email for announcements and sign up early in order to reserve the training times you need.
• **This is a lot of time for me (or my employees) to be out of the office for training.**
  o Yes, there is a significant time commitment. For most units summer is a slower time of year, which should make this less of an issue but we recognize this is a lot of time.

• **How will training work for new employees after Go-Live?**
  o We will be developing an ongoing training program, most likely continuing to leverage the systemwide materials and the custom training materials developed for our local business processes.
Questions?