Weekly Updates 9-21

TO: Functional Users, Project Team, Steering Committee, SAC, Technical Stakeholders (send to: ucpathgo-liveupdates@pmo.ucsb.edu)
FR: UCSB UCPath
RE: UCPath Go-Live Important Dates 9/21 - 9/28
DATE: Friday September 21

UCPath go-live activities are underway at UCSB.

What you need to know for the week of September 21 - September 28:

- Find out more about how to get support after go-live on the new "Help" section of the UCSB UCPath website: [https://www.ucpath.ucsb.edu/help](https://www.ucpath.ucsb.edu/help)
- All UCSB employees will be able to log into UCPath on September 27th. Look for an email with the link to log in on Thursday.
- Direct Deposit recipients will no longer receive a direct deposit email confirmation from UCSB. Most banks have an option to receive deposit notifications via email. Log into UCPath to view your pay statement on your payday.
- Departmental Timekeepers/Payroll Managers have several critical deadlines. If necessary, they should expect to dedicate time on the morning of September 27 to reviewing payroll upload error reports for biweekly employees provided by the Kronos team and making associated corrections in Kronos and/or UCPath. Error reports are expected to be distributed late on September 26th. These corrections are time sensitive and must occur in a short window of time (BY 1:00PM on September 27). Support Labs are opening early on September 27th (8:00 AM) to accommodate this work and priority will be given to those working on this task. See Key Milestones (below) and this memo for details. See the Support Lab page for locations.

System Outages for 9/21 - 9/28:

- Wednesday, September 12 - Monday, September 24
  - Timekeeping manager assignment application (TMAA) down: 12 Days

Key Milestones for 9/21 - 9/28:

- Thursday, September 13 - Wednesday, September 26
  - PPS is view-only for all employees
- Tuesday, September 18 - Monday, September 24
  - Central offices review biweekly converted data
- Sunday, September 23
Mass hire upload file to be submitted to the UCPath Center
Monday, September 24
- Kronos: September monthly positive pay timecard entry open
- Kronos: September monthly timecards entry open

Tuesday, September 25
- First Biweekly payroll run in UCPath
- by 11:00 AM: Department timekeepers and payroll managers complete sign off for all biweekly timecards

Wednesday, September 26
- by 4:00 PM: Kronos team distributes biweekly payroll upload error reports to departments (see this memo for details)

Thursday, September 27
- Monthly employees may view October pay statement in the UCPath Portal
- UCPath Portal is available to all employees; AYSO is available for updating beneficiary information only
- UCPath System available to UCSB functional users (administrative staff with UCPath "roles" that have completed training requirements) for monthly and biweekly UCSB transactions
- by 1:00 PM: Departmental timekeepers and payroll managers complete biweekly payroll upload error report corrections in Kronos or UCPath to address errors (see this memo for details)

Where to go with questions:

<table>
<thead>
<tr>
<th>UCSB Benefits (Human Resources)</th>
<th>(805) 893-4752</th>
<th><a href="mailto:tami.schmittgen@hr.ucsb.edu">tami.schmittgen@hr.ucsb.edu</a></th>
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</thead>
<tbody>
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</tbody>
</table>
Inquires regarding Managed File Transfer, Security/Access, Approval Workflow Engine, and other technical services: (805) 893-5000, etsc.ucsb.edu

If you are not sure who to contact: (805) 893-5062, ucpathhelp@ucsb.edu

Useful links:
UCPath go-live website: https://www.ucpath.ucsb.edu/go-live/overview
UCPath go-live communications: https://www.ucpath.ucsb.edu/communication#go-live
Go-live calendar: https://www.ucpath.ucsb.edu/go-live/go-live-calendar
System Outages calendar: https://www.ucpath.ucsb.edu/go-live/ucsb-system-outages
Student Information Systems & Technology Implementation page: https://sist.sa.ucsb.edu/projects/ucpath-implementation
Business and Financial Services Mini Tune-Ups (including UCPath topics): https://www.bfs.ucsb.edu/coaching