Happy Friday!

With the end of June quickly approaching, we want to remind you of the Jobs with Approaching End Dates Report. Please run and review this report for your student population who have upcoming end dates, particularly end dates between now and 06/30/2021, to ensure what you are expecting for your students is reflected on the report. Please take the appropriate action needed to update your employee records in UCPath.

If you need to make updates in PayPath, such as checking the auto-term box or extending the end date, keep in mind that the PayPath Transaction deadline for June is Wednesday, June 23, 2021 at 5:00pm.

A quick note on accessing and running the Jobs with Approaching End Dates report.

1. Navigate to https://bah.ucsd.edu/hr-payroll/index.html
2. Select “All Reports” tab
3. In the Filter by Keywords search bar, begin typing “Jobs with Approaching End Dates Report”
4. Select “Run Report”
   a. Currently, there are two reports with the same name. We are working with the UCPath team to correct this, but in the meantime the report listed to the left side should be the correct report and contains a field titled “Job Automatically End Flag”. If you run the report and it does not have this field in approximately the 21st column, please run the other report.
5. Update filters as appropriate. Suggestions are as follows:
   a. Expected Job End Date Range: Today’s Date – 06/30/2021
   b. VC Area (required): applicable to your department
   c. Search by Department ID – Name: filter by your department
   d. Employee Status: Select all
   e. Employee Class: Academic: Academic Student –11
6. Select “Run” at the bottom of page
7. Report can be reviewed on the website or to download via excel, select the drop down next to the play button on the top blue bar and select “Run Excel”
8. Review report results, paying special attention to the following columns:
   a. Employee Status
   b. Job Expected End Date
   c. Job Automatically End Flag (Y=checked, N= not checked)
   d. Days Remaining Until End Date

Don’t forget to regularly review the UCPath Local Updates for latest news, FAQs, Job Aids & other resources.

- Monitoring Job End Dates: Many employee records have an “Expected Job End Date” of 6/30/2021. UCPath will terminate all employees for which the “End Job Automatically” checkbox is selected when that date is reached. If the box is not checked, the employee will remain in active status and continue to receive pay. Monitor the Jobs with Approaching End Dates Report to review job records and take any needed action to avoid unintended impacts such as termination, pay discrepancies, loss of benefits, system access interruptions, or overpayments.

Thank you!
Click this link to join the Grad Student Employment Microsoft Team!