

**From:** [Aquila, Courtney](#)  
**To:** [Vivas, Sylvia](#)  
**Subject:** FW: UCPath Cutover Important Dates and Information  
**Date:** Wednesday, May 6, 2020 4:05:24 PM

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-----Original Message-----

From: pps-users-l-bounces@mailman.ucsd.edu <pps-users-l-bounces@mailman.ucsd.edu> On Behalf Of Rodriguez, Paul  
Sent: Monday, May 4, 2020 7:40 AM  
To: pps-users-L@ucsd.edu  
Subject: [pps-users-L] UCPath Cutover Important Dates and Information

Good Morning,

Now that we have begun our cutover to UCPath, please note important information about Hires, Rehires and Separations.

**WHAT TRANSACTIONS CAN YOU ENTER IN PPS DURING THE MAY CUTOVER PERIOD?**

Departments may only enter Hires, Rehires and Separations.

- Hires/Rehires: Only if the hire/rehire date is prior to 6/15/2020
- Separations: Only if the separation date is prior to 6/1/2020
- If your department has a Leave or other critical pay-impacting transaction that requires action effective in May or earlier, contact your central HR office for instructions.

**WHAT IS THE CUTOFF DATE FOR TRANSACTIONS IN PPS?**

May 20 is the cutoff date for departments to enter new hires, rehires or separations in PPS.

**HOW WILL THESE HIRES, REHIRS AND SEPARATIONS DONE IN PPS GET INTO UCSPATH?**

SuperUsers from Central Offices will have access to UCPath during periods in May. The Payroll Office will query the Data Warehouse to gather the data from your PPS transactions. SuperUsers will use this information to create and fund Positions and move the data to UCPath. View the Cutover Workflow Matrix:

[https://ucpath.ucsd.edu/\\_files/cutover/cutover-transaction-workflow-matrix.pdf](https://ucpath.ucsd.edu/_files/cutover/cutover-transaction-workflow-matrix.pdf)

**HOW WILL PAYCHECKS RELATED TO MONTHLY EMPLOYEE TRANSACTIONS BE PROCESSED?**

For Hires and Rehires with earnings prior to May, pay will be processed through PPS. For May and later earnings, pay will be processed through UCPath. All separations prior to 6/1/2020 will have final wages paid as soon as possible through PPS.

**HOW WILL PAYCHECKS RELATED TO BIWEEKLY EMPLOYEE TRANSACTIONS BE PROCESSED?**

For Hires and Rehires with earnings up to PPE 5/16/2020, pay will be processed through PPS. For PPE 5/30 and later earnings, pay will be processed through UCPath. All separations prior to 6/1/2020 will have final wages paid as soon as possible through PPS.

To get the most up-to-date information about UCPath cutover go here: <https://ucpath.ucsd.edu/cutover/index.html>

Find Payroll related updates:

<https://blink.ucsd.edu/sponsor/BFS/divisions/payroll/forms.html>

For HR Related updates:

<https://blink.ucsd.edu/HR/employment/ucpath.html>

Any questions about UCPath, please send email to: [ucpathproject@ucsd.edu](mailto:ucpathproject@ucsd.edu)