Hello UCPath Transactors:

Today we are providing answers to some of your frequently asked questions:

**Why might BW Leave Accruals displayed in UCPath online seem more than what was anticipated?**
Leave Accrual for UC San Diego biweekly employees was adjusted to match the UCPath schedule for accrual posting. Our BW employees received an adjustment based on leave accrual timing, to avoid employees being shorted at year end.

**Do I manage Leaves of Absence (LOA) return dates differently in UCPath?**
Yes - the transactor MUST proactively enter the actual date of return to end the leave and return the employee to active status. In PPS, when the expected date of return was reached, the employee status was automatically returned to “Active.” In UCPath, when the anticipated return to work date is reached, the employee continues on leave until the transactor enters the actual return date and the transaction is approved with Job Data updated by UCPC.

- This is especially important for employees on an Unpaid LOA. EcoTime will not allow time entries for employees on unpaid status, so these employees will not be able to report hours or receive pay without being returned to Active status.

- Be aware of cycle time. When the return to work transaction is submitted, the transaction must be approved locally and then routes to UCPC to update Job Data. Once Job Data is updated, it may still take another 24 to 48 hours for the active status to be picked up by EcoTime.

- LOAs must be actively managed. Be aware of an employee’s anticipated return to work date and either extend the leave or return them in a timely manner, so as not to impact pay.

**Are FinancialLink and EmployeeLink reports still available?**
FinancialLink and EmployeeLink reports rely on PPS data; with the deployment of UCPath these reports are currently viewable, but no longer updated.

**Where do I find data related to May earnings?**
- Biweekly PPE 5/2 and 5/16 were processed in PPS; that data will display in FinancialLink and EmployeeLink reports which rely on PPS data.
- Biweekly PPE 5/30 and Monthly PPE 5/31 were processed in UCPath; that data and all going forward, will display in UCPath HR/Payroll Reports.
- To get all expenses for May, you will need to use info from both sources of data.
- May Tuition Remission hasn't posted yet, target is 6/28.
- Due to UCPath implementation timeline, the NGN process for May & June will be run in June.

**Where are the UCPath Reports & how do I get access?**
- UCPath reports are available on the Reports Dashboard, go to [https://reports.ucsd.edu](https://reports.ucsd.edu). Click on the HR/Payroll tab and then click on the report you want to access.
- If you do not have access, submit a request via UCPath Support: [https://support.ucsd.edu/path](https://support.ucsd.edu/path). Click on the Request Access to UCPath Cognos Reports and complete the form. Make sure to specify what report you need to access and your business need for this information.

**How do I view pending PayPath transactions?**
There is no summary page to see submitted/pending PayPath transactions. The only way to check if an action has been submitted on a particular record is to go to that record in PayPath and review the data. If there is a PayPath transaction entered that is still pending approval, the record won’t be editable and there will be an AWE dialogue box at the bottom of the Additional Pay Data tab.

**How do I navigate to information regarding my template transactions?**
- View Templates Submitted:
  PeopleSoft Menu > Workforce Administration > Smart HR Template > Smart HR Transactions
- View Template Status in AWE & Review Approver Comments:
  PeopleSoft Menu > UC Customizations > UC Extensions > SS Smart HR Transactions
- View Template Status After Local Approval, View UCPC comments, Clone denied/canceled:
  PeopleSoft Menu > Workforce Administration > Smart HR Template > Transaction Status
REMINDERS:

- Training & Competency test: Required transactor training and competency tests must be completed by July 1 to maintain access to UCPath

- Transactors should start each day by reviewing the For Transactors page on our website checking for Announcements & Alerts, Local Updates and System Updates.

Have a great week!

Janine

Janine G Tarkow
Business Transformation & Optimization
UC San Diego/UCPath Change Management
Director, Workforce Optimization Division
Director, STRIVE Leadership Program
UC San Diego, Business & Financial Services
Institute of the Americas, Office #227, MC 0093
858-822-0777