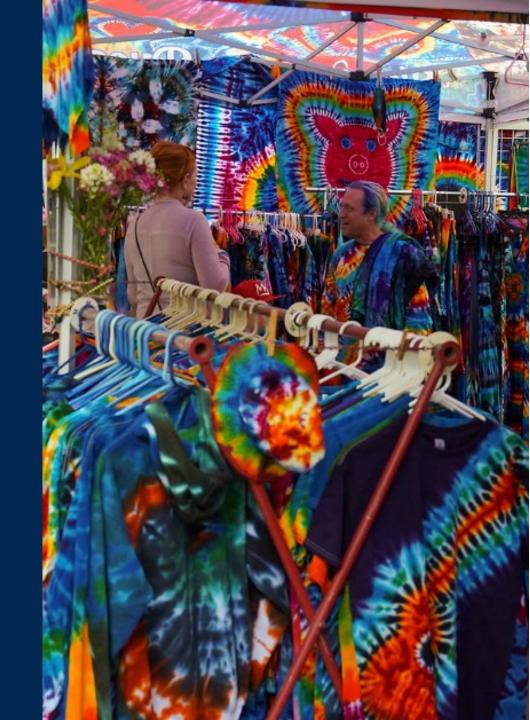
AUSS-C Zoom Q & A

June 13, 2024, 1:30pm

2nd Thursday, monthly



GSR Fellow & Trainee Administration

New Job Codes for GSR Trainee & Fellow effective 07/01/2024.

Submit Job Changes case by 07/10 to update your 3140/3150 assignments

GSR-FELLOWSHIP-NO REM -- 3144

GSR-TRAINEE-NO REM -- 3154

Cases MUST INCLUDE

- Monthly Amount for Fellow/Trainee
- COA funding String. TBD ok in Case funding fields & attach UCPath Funding Entry COA Excel. 3140/3150's assignments were formerly paid through Banner, make sure to provide the correct Fellow/Trainee COA and we will update.
- Run Cognos UCP-391 to check the funding on the 3140/3150's assignments to see what is there now
- 07/01/2024 Run Cognos UCP-391 on the 3144/3154's assignments to see what COA is assigned for July payroll expenses.

ASE Short Work Breaks for summer



ASE = TAs, GSRs, Als, Readers and Tutors

Short Work Break is used when Employee is not working in any other job at UCD. Employee is not receiving any pay through UCPath.

BENEFITS

- HR Status remains active in UC Path. Employee will not need a rehire in Fall.
- Oath/Patent & I-9 stays active.
- Direct Deposit info will not be scrubbed during SWB

We Accept Spreadsheets!!

You may send one Job Changes case for multiple employees. Indicate the New Job End Date in the case. Then in Anything Else You Want Us To Know indicate that the employees who need SWB extension are included on the attached spreadsheet.

On the spreadsheet include:

Employee ID#, Name, and the position that needs SWB.

Postdoc Anniversary Date

Remember:)

Departments submit Job Changes cases to update Postdoc Anniversary Dates

Anniversary Date tells UCPath when to update Postdoc leave balance allotments

The anniversary date must be updated every year before it expires to ensure accrual loads are granted

Submit a Job Changes case **before 15th of anniversary month** for Postdoc leave accruals to load on time

Example: If an appointee is hired under a Postdoc job with an effective date of February 1, 2023, the Anniversary Date entered in UCPath February 1, 2024. Submit a Job Changes case **before 15th of February** requesting Anniversary update of February 1, 2025.

Cognos UCP-302 Post-Doc Anniversary Dates Report is available to Departments.

If you don't have access this report contact, <u>ucpath@ucdavis.edu</u>

https://ucpath.ucdavis.edu/system-information/cognos

Upper-Level Academics do not auto term

Per Academic Affairs only Academic Student Employees (TAs, GSRs, Als, Readers and Tutors) may automatically terminate.

We need a Termination Case for all academic employees higher than ASE to bring the job to an end. For example, Postdocs, Lecturers, Recall Faculty, Visiting Faculty, etc.

Without a Termination in UCPath the employee continue to be paid even beyond the Expected Job End Date

Overpayments are a HUGE problem across all the UCs & create a huge workload at the UCPath Center that slows down other actions. We all need to work together to reduce the number of overpayments.

Use Cognos UCP-103 Jobs with Approaching End Dates Report & UCP-272 Employee Roster Report to check Expected Job End Dates. These reports also note if the job has the Auto End Flag. Y=will auto term. N=will not auto term/need Termination Case to end the job.

Recall Additional Employment Cases

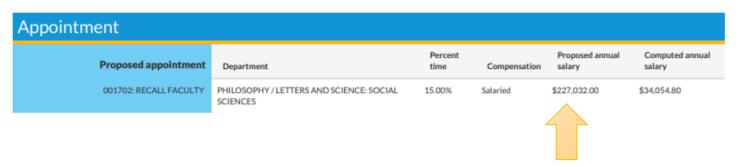
Best Practice include the approved EXR with Additional Employment/Onboarding Case

- Additional Employment when the candidate does not have an Emeritus assignment
- Onboarding Case when the candidate does not have an Emeritus assignment



Pay Rate in Case = Proposed annual salary
We use this figure for UCANNL in UCPath.

Let us know the monthly amount the Recall Faculty is expecting to pay so that we can be sure the **Compensation Frequency** is set correctly in UCPath.



UBEN 1039 - UCRP REEMPLOYED RETIREE NOTIFICATION FORM is required when rehiring a retired employee who is receiving a monthly retirement pension. Your case processor will request that the department provide the **completed & signed form. NOTE:** As stated on the form, UBEN 1039 is not required, if the employee received a **UCRP lump sum cashout** at retirement.

https://ucnet.universityofcalifornia.edu/tools-and-services/administrators/docs/ucrp-reemployed-retiree-notification-form-uben-1039.pdf

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