Project Description
UCPath is a UC systemwide project that will standardize payroll, academic personnel, and human resources processes across locations, resulting in more efficient operations and higher quality of service to employees. This project is currently underway, and though UCSB will not begin its implementation until 2014, we are actively involved in the design phase.

Biweekly Pay Transition Checklist
All nonexempt UC employees who have not already converted to a biweekly pay schedule will do so in January of 2013. Use this checklist and our website to plan for this important transition.

1. Check the PMO website (www.pmo.ucsb.edu) and review the documents, resources, and FAQs for the upcoming biweekly conversion.
2. Enter your earning statement data into the UCSB Biweekly Pay Compensation Calculator.
3. View the 2013 Biweekly Pay Calendar to understand the dates of the conversion.
4. Attend a Biweekly Pay Information Session on Tuesdays at the University Center.
5. Review your budget to determine your income needs based on a biweekly pay schedule.
6. Know how your benefits/deductions will be taken during the transition and going forward.
7. If interested, determine whether you are eligible for a short term no interest loan and/or a vacation/comp time payout through UCSB's Transition Assistance Program.
   a. If you need a loan and/or a vacation/comp time payout, submit the required application forms to Human Resources by Jan 10, 2013.
   b. If you are receiving a vacation/comp time cash out, your cash out amount will be included in your Feb 1, 2013 paycheck.
   c. If you are receiving a loan, your personal loan amount will be included in your Feb 1, 2013 paycheck. Note: Your first repayment deduction will be from the Mar 13, 2013 paycheck.
8. Review and change as needed any automatic payments scheduled with your bank or financial institution that will be effected by this paycheck conversion.
9. Review your current tax withholding elections and make any necessary changes.

Questions?
Biweekly pay conversion questions → Coni Edick in HR at x3197.
Transition Assistance Program questions → Edna Arellano in HR at x4048.

UCPath Center Jobs & Key Dates
The UCPath Center is now recruiting for a range of exciting positions. For a list of current job openings, visit http://ucpath.universityofcalifornia.edu/working-at-uc-path/index.html.

- Nov 26, 2012 Recruiting opens
- Dec 21, 2012 Recruiting closes for managerial, technical, and executive support positions
- Jan 18, 2013 Recruiting closes for all other UCPath Center positions
- Apr 1, 2013 Targeted start date
- Jul 1, 2013 UCPath Center opens for business

Biweekly Pay Information Sessions
Tuesday December 4, 2012 @ 11am & 1:30pm
Tuesday December 11, 2012 @ 11am & 1:30pm
Tuesday December 18, 2012 @ 11am & 1:30pm

All sessions are 90 minutes. Visit pmo.ucsb.edu/biweekly-pay-information-sessions for location information.