

UNIVERSITY
OF
CALIFORNIA

UCPath

GLOSSARY

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UCPath GLOSSARY

TERM	DEFINITION	MAY ALSO BE CALLED
Absence Management	Absence Management is a module in UCPath that UC leave administrators will use to plan and manage absence events (including extended leaves) and calculate vacation and sick time. Absence Management is UC's single system of record for all paid time off.	Leave Administration
Business Unit	See Location	
Case	<p>An online ticket/request opened in UCPath when UC employees and managers request help and track service requests from the staff at the UCPath Center.</p> <p>Advantages:</p> <ul style="list-style-type: none"> • You will be able to open a case whenever you have an issue/request (24 hours a day, 7 days a week.) • You will be able to submit a request on behalf of someone else • You will be able to attach supporting documents • You will be able to control the initial description of your issue/request • Information will be collected in one place • You will be able to watch/track your problem or request until it is resolved 	Ticket/Request
UCPath PMO	<p>The central UCPath team working to implement UCPath for and with all location teams The central team is not inclusive of UCPath project teams at the UC locations or the UCPath Center staff.</p> <p>This team is primarily based out of the UC Office of the President in Oakland, CA.</p>	All-Hands, UCPath PMO
Change Management	<p>The application of a structured process and set of tools for leading people through organizational changes.</p> <p>The UCPath Organizational Change Management (OCM) team includes communications, change management, and training.</p>	Organizational Change Management (OCM)

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Data Distribution Operational Data Store	<p>The UCPath Data Distribution Operational Data Store (DDODS) extracts and delivers data from the UCPath PeopleSoft Human Capital Management System (HCM) that has been requested and approved for distribution to UC Locations for consumption in local data warehouses and other interfaces. The flow of data is unidirectional from UCPath HCM to UC Location.</p> <p>The DDODS is a product, delivering not only the data, but also the code for building local operational data stores identical to the DDODS data model that will store the data delivered to UC Locations and also a Loader application that loads the delivered DDODS data files into the local operational data stores. The locations can then use the data to populate campus systems.</p> <p>As a product, the DDODS requires ongoing management, most notably the nightly extraction of HDM data and the bursting of this data to the appropriate UC Locations. Other product management includes: change management, processing requests for new tables and data to be extracted from HCM and burst to UC Locations, versioning, documentation, roll-out/upgrade process, scheduling, packaging, and distribution.</p>	DDODS
Future State Process Design	<p>The approximately 100 processes in the areas of payroll, benefits, finance/GL integration, absence management, compensation and human resources/workforce administration that have been standardized among all UC locations as a part of UCPath. These processes determine work performed by the UCPath Center and work performed by UC locations.</p>	FSPD
IVR System	<p>IVR stands for “Interactive Voice Response.” This technology is in place at the UCPath Center and enables callers to route calls to the right area or service representative for assistance.</p>	Interactive Voice Response System
Job Code	<p>Job codes are used to define job titles and related classifications, including job families, FLSA, compensation rate ranges and steps and EEO compliance categories.</p> <p>Job codes are different from positions. All employees will be assigned a job code; however, positions can be tracked without an incumbent.</p> <p>For example, a job code may represent the administrative assistant title, and that job may have different administrative assistant positions – one in Human Resources and another in Finance.</p> <p>Positions track details for a specific job in a specific department, location, union and funding source regardless of whether an incumbent exists.</p>	Title Code (in PPS)

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Leave Administration	See Absence Management	
Life Event	A change in the status of the employee, such as birth of a child, death of a spouse, marriage or divorce.	
Location	<p>A UCPath-specific umbrella term for campuses, health systems and other UC programs/organizations that will be transitioning to UCPath. UCPath locations include:</p> <ol style="list-style-type: none"> 1. Berkeley 2. Davis 3. Davis Health System 4. Irvine 5. Irvine Health System 6. Merced 7. Riverside 8. San Diego 9. San Diego Health System 10. Santa Barbara 11. Santa Cruz 12. UCLA 13. UCLA Health System 14. UCSF 15. UCSF Health System 16. UC Office of the President (UCOP) 17. Agricultural & Natural Resources (ANR) 18. ASUCLA (Associated Students of UCLA) 19. Hastings School of Law 20. Lawrence Berkeley National Laboratory <p>Each of the 20 locations is identified in UCPath as a 'Business Unit,' which will be used to segregate information for reporting and system security access.</p>	Business Unit

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Pilot(s)	<p>Pilot locations will be the first to go live with UCPath following UCOP.</p> <p>UCPath will roll out in several stages. The UC Office of the President (UCOP) deployed UCPath first on November 30, 2015. This first deployment included a relatively small population: a few more than 1,700 employees, nearly all of them in non-academic positions.</p> <p>The next group of UC locations to deploy UCPath is the pilot. The pilot includes UCLA, UC Merced, UC Riverside and ASUCLA.</p> <p>The remaining UC locations will go live in two groups:</p> <ul style="list-style-type: none"> • UC Davis, UC Irvine, UC Santa Barbara, UC Santa Cruz & ANR. • UC San Diego, UCSF, UC Berkeley & UC Hastings. 	
Position Management	<p>Position Management is a module in UCPath that defines and standardizes information for approved positions with or without an incumbent.</p> <p>Attributes include home department, job code, standard hours, FTE, union affiliation, maximum headcount, reporting relationship, etc.</p> <p>In most cases, there will be one position for each employee.</p> <p>However, multiple incumbents with the same position attributes may be assigned the same position. Position Management is useful for recruitment, succession planning, monitoring turnover, etc.</p>	
PPS	<p>The 35-year-old system that will be replaced by UCPath. Currently within UC, there are 11 versions of PPS, each with data definitions and policies/rules applied differently.</p>	Payroll/Personnel System
Service Partnership Agreement	<p>Service Partnership Agreements (SPA) outline the roles and responsibilities for both the UCPath Center and the locations/partners as it relates to UCPath.</p> <p>The SPA establishes:</p> <ul style="list-style-type: none"> • How oversight and governance will be provided • Methods used to measure quality and performance • Commitments the UCPath Center will provide to locations/partners • Working assumptions and service constraints • Roles and responsibilities of all parties to set fundamental standards • Feedback procedure that details the value placed on continual improvement, and the process for locations/partners to provide feedback on services received 	SPA

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Single sign-on	The current plan is for UC employees to use their current UC logins to access UCPath. Once connected to their location networks, UC employees will not have to login again to access UCPath.	SSO
Spotlight(s)	<p>Spotlights are in-person and virtual sessions about UCPath for HR/payroll (and other closely related) staff.</p> <p>These town hall-style events are produced by the UCPath Organizational Change Management team and a location Communications or Change team during the months leading up to a UC location’s UCPath go-live.</p> <p>Spotlight Goals:</p> <ul style="list-style-type: none"> • Provide HR/payroll staff with relevant, high-level information about upcoming changes • Share information with the community that will be most impacted by changes as a result of UCPath before it is shared with other employees at that location • Create a forum for discussion 	
Subject Matter Expert	An individual who is an expert or authority in a particular area or topic.	SME (pronounced “smee”)
Test Case	A set of input values, pre-conditions, expected results, and post-conditions that are created to verify a particular test requirement or objective. It may define ‘how’ to execute the test with step-by-step instructions.	
Ticket	See Case	
UCPath	<p>UCPath is the critical business transformation program of the University of California.</p> <p>The current (first) stage of UCPath includes three components:</p> <ol style="list-style-type: none"> 1. Replacing UC’s 35-year old payroll/personnel system with a single new payroll and HR technology system 2. Standardizing and streamlining payroll and HR processes systemwide 3. Centralizing certain HR, Academic Personnel and payroll transactional processes within a shared service center <p>UCPATH = UC Payroll, Academic Personnel, Timekeeping* & Human resources.</p> <p>*Timekeeping is still under consideration for a later phase. The focus of the current phase is Payroll, Benefits, Absence Management, Compensation and Workforce Administration.</p>	

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UCPath Center	<p>The UC systemwide shared services center in Riverside, CA.</p> <p>The Center will consolidate routine transaction processing and employee support for some tasks in the areas of payroll, benefits, absence management, compensation, and workforce administration. Services include:</p> <ul style="list-style-type: none"> • Answering basic questions in these areas • Conducting pre, payroll and post-payroll processing • Managing benefit enrollment and administration • Processing job, data and pay change and maintain employee records • Facilitating the set up and maintenance of leave of absence program structure <p>The Center will be staffed from 8 a.m. to 5 p.m. Monday through Friday and will likely employ up to 420 people by the time UCPath is fully rolled out to all UC locations.</p>	UCPC
UCPath Center Employee Services	<p>The employee services team is the first point of contact for those who contact the UCPath Center.</p> <p>Employee services will provide assistance to UC faculty and staff via UCPath portal (cases), telephone, e-mail, fax and regular mail.</p>	

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UCPath	<p>All tools, systems, and technologies related to UCPath. UCPath will be available 24x7 and will replace all of PPS and much of AYSO.</p> <p>UCPath includes:</p> <ul style="list-style-type: none"> • PeopleSoft: Human resource management and payroll software • Salesforce: Customer relationship management (case management/ticketing) software • Other technologies that support delivery of human resources and payroll services to UC employees and management of employee and job data. <p>Interfaces with campus systems will enable data communication between UCPath and other systems, including location-based systems.</p> <p>With UCPath, UC employees will be able to:</p> <ul style="list-style-type: none"> • Submit questions via case management • Track requests • Look up answers in a knowledge base • Review/Change certain employee information directly such as: <ul style="list-style-type: none"> ○ Name ○ Address ○ Emergency Contact ○ Paycheck/W2 information ○ Benefits information ○ Open enrollment ○ Direct deposit ○ Life event changes <p>UC managers (who have approval access) will see relevant, work-related information about their employees in one place (the Manager Dashboard). There, they can:</p> <ul style="list-style-type: none"> • Approve certain transactions through automated approval routing tools • Review the status of transactions and approvals • View employee personal information and reporting relationship • Find management and support information 	Self-service, portal, system, tool

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UCPath Center Production	<p>The UCPath Center’s production unit will provide timely and accurate processing of absence management, benefit, payroll, reporting, records fulfillment and work force administration transactions.</p> <p>In addition, production will serve as an escalation point for employee services when additional research, follow-up and processing is required.</p> <p>Production consists of five functional teams:</p> <ul style="list-style-type: none"> • Payroll • Benefits • Workforce administration • Records and fulfilment • Reporting and analytics 	
User Acceptance Testing (UAT)	<p>UAT is the last phase of the software testing process. During UAT, end users test the software to make sure it can handle required tasks in real-world scenarios, according to specifications.</p> <p>UAT is one of the final critical software project procedures that must occur before new technology is rolled out.</p>	<p>Beta testing</p> <p>Application testing</p> <p>End user testing</p>
Workforce Administration	<p>Workforce Administration (WFA) is a module in UCPath to be used by HR administrators at UC locations and at the UCPath Center to manage an employee’s lifecycle.</p> <p>WFA allows users to track and manage job related data, including managing pay and compensation, benefit eligibility programs, position and employee data, payroll and HR status.</p> <p>Other menus under the umbrella of HR information management include:</p> <ul style="list-style-type: none"> • Profile Management • Payroll for Additional Pay, Direct Deposit, Tax Info • Position Management • Faculty Events • Compensation - Employee Review 	<p>WFA</p>

Many acronyms or abbreviations are used on the UCPath project. The most commonly used acronyms follow below.

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Abbreviation	Description
ACA	Affordable Care Act
ALM	Application Lifecycle Management (a.k.a. HP ALM, HPQC)
AM	Absence Management
AP	Academic Personnel
AYSO	At Your Service Online
BN	Benefits
CA	Commitment Accounting
CEMLI	Conversions, Extensions, Modifications, Localizations and Interfaces
CRP	Conference Room Pilot
DDODS	The UCPath Data Distribution Operational Data
EIAS	Endowment & Investment Accounting System
EOY	End of Year
ESS	Employee Self Service
EVC	Executive Vice Chancellor
FSPD	Future State Process Design
FUT	Functional Unit Testing
GL	General Ledger
HCM	Human Capital Management
HR	Human Resources
IDM	Identity Management
IVR	Interactive Voice Response (database)
IT	Information Technology
LMS	Learning Management System
MSS	Manager Self Service
ODS	Operational Data Store
OE	Open Enrollment
PATH	Payroll, Academic Personnel, Timekeeping, Human Resources

UCPath GLOSSARY

Abbreviation	Description
PIN	Personnel Information
PMO	Program Management Office
PPS	Personnel Payroll System (current payroll system for UC)
PPT	Payroll Parallel Test
PS	PeopleSoft
PY	Payroll
SIT	System Integration Test
SME	Subject Matter Expert
SSO	Single Sign On
TCS	Title Code System
TRS	Time Reporting System
UAT	User Acceptance Test
UCRS	University of California Retirement System
UFT	Unified Functional Testing (previously Quick Test Professional – QTP)
WFA	Work Force Administration