In Attendance:
Arlene Feliciano, Jocelyn Tieman, Rachel Romero-Ledezma, Cynthia Guzman, Brian Phan, Michael Ruan, Sarah Parra, Vera Moubayed, Elizabeth Morales, Stacey Chiong, Bernadette Omote, Trashon Fearington, Jackie Shinn, Jasmine Bermudez, Julie Tran, Joseph Martinez, Anne Carson, Patti Heyl, Sarah Ruffner, Sarah Lertpaichaiyon, Sue Landers, Rita Dartt, Audra Potz, Catherine Weston, Bonnie Cheung, Ramsey Zahan, Joan Turner, Sandybeth Muñoz, Christine Sana, Anabel Barajas, Natalie Longsworth, Amanda Mehl, Valerie Reganit, Caroline DeJong, Shonte` Williams-Bell, Peter Lopez, Jessica Stolyarskaya, Mary Raz

1) Introductions
2) UCPath Updates
   A. Range Adjustments
      i. UCOP processed the range adjustment this past weekend (10/5-6/19) effective 10/1/19.
         (1) Please check that all your faculty received the range adjustment to their X and X prime components.
      ii. Issues Identified:
          (1) The X and X Prime Pay Components rates under the Compensation tab have been updated to reflect the range adjusted rates effective 10/1/19. However, the rates under the Earnings Distribution page still reflect the old rates effective 7/1/19. The rates reflected in the funding screen also show the old rates.

Example:
Job Data → Compensation:
Job Data → Compensation → Earnings Distribution:

**Earnings Distribution Type**

- **Effective Date:** 10/01/2019
- **Effective Sequence:** 0
- **HR Status:** Active
- **Payroll Status:** Active

**Compensation Rate:** 44,050.00 USD
**Standard Hours:** 40.00

**Earnings Distribution Type:** By Amount

### Job Earnings Distribution

- **Position Number**
- **Department:** 170000
- **Regular Shift:** Not Applicable
- **Earnings Code:** HSN HSCP-Negotiated (Y)
- **Compensation Rate:** 15,816.666667

### Earnings Chartfields

- **Combination Code**
  - **Position Number**
  - **Department:** 170000
  - **Regular Shift:** Not Applicable
  - **Earnings Code:** HSP HSCP-Differential (X Prime)
  - **Compensation Rate:** 11,933.333333

### Earnings Chartfields

- **Combination Code**
  - **Position Number**
  - **Department:** 170000
  - **Regular Shift:** Not Applicable
  - **Earnings Code:** HSR HSCP-Regular (X)
  - **Compensation Rate:** 14,916.666667
The department is unable to adjust the Delta Y (HSN) comp rate in UCPath. The initiator is able to submit the transaction but the approver gets the following error message:

RESOLUTION: Our office is working with APO, UCOP, CRU, and UCPC to find a resolution on these issue. We will provide you an update as soon as possible.

Department coordinators should confirm that the correct range adjustment was made for all faculty. To do so:

(a) Log in to Cognos Data Warehouse → UCPath Reports → Query Studio → Select UCPath CDW package → This will take you to a blank query studio page → Open

→ Select the report by going back to Subject Area Administration →
Select the report (Navigate)

Navigate the folders or search to find the report to open.

Cognos > Subject Area Administration > UCPath CDW

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→ Shared Reports

Cognos > Subject Area Administration

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→ Dean’s Office Shared Reports

Cognos > Subject Area Administration > Shared Reports

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<td>OASIS Users In DACSS</td>
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<td>Out of State Title Codes Report</td>
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→ TNS Pay Component Report_Historical TNS
The report will run. You will want to filter the data by going to the Edit column on the left side of the screen (blue highlight), highlighting the job code column, and then hitting “filter” (left side of screen – blue highlight) to filter by HCOMP job codes. Save your filter. Once you finish that, you should also filter the Compensation Effective Date column to begin 7/1/19-10/1/19. Once done, it should look like below. See how job codes were filtered (yellow highlight) and Compensation Effective Date was filter (orange highlight).

Once done, run a report (left side of screen) by clicking on Run Report.

### iii. Above Scale faculty

1. **Above Scale Range Adjustment Calculator 10/01/19** is available online:  

### iv. HSCP Salary Scales 10/01/19


### B. Other Issues

1. **UCPath Known Issues & Resolutions** log is available online:  
   [https://uclahs.box.com/s/rdqb1hfpxgw8prx4c6pta0siu63biu11i](https://uclahs.box.com/s/rdqb1hfpxgw8prx4c6pta0siu63biu11i)

2. **Vacation update**

   1. Vacation is still being charged incorrectly, to funding sources in current pay period (eg. May charged to October).
   2. UCPath forum will be held to capture any outstanding and new issues.
   3. Dean’s Office will send SOP to update degrees.
2) Hartford
   A. Enrollment Forms
      i. Please inform Cynthia of any new faculty that should be enrolled, and submit their enrollment form(s).
   B. Request verification of department report
      i. Please verify report to add and/or remove anyone.

3) OATS
   A. Deadline to submit 2018/19FY forms was September 30th. Department coordinators must ensure any outstanding OATS, starting with the 2015/16FY, are completed and submitted as soon as possible, and before transition to UC OATS.
   B. To add or remove any faculty, send the following information to Michael:
      i. Faculty member’s name,
      ii. email address,
      iii. base 0 salary, and
      iv. UID.
   C. UC OATS is coming. We will provide more information when appropriate.

4) HBS
   A. All paid academic employees should report to a standardized time keeping system (HBS).
   B. Michael has already reached out so several departments to participate in first wave.
   C. Department coordinators will not have to manually enter the faculty’s vacation taken per day.
   D. HBS also has a moving deadline; the goal is to implement by end of FY20.

5) AP Review Updates
   A. Deadlines
      i. Dossier Submission Deadlines 2019/20 is available online: https://medschool.ucla.edu/workfiles/Site-AcademicAffairs/Review/Deadline%20Dates%202019-2020.pdf
         (1) Deadline for Step VI cases has passed. Any new submissions will need to request a written extension.
         (2) Dec 2nd is deadline for MERs and 4th-year appraisals.
      B. Plan for retroactive & current actions
         i. Any merits submitted on or after 9/1/19 will need to include a reason for retroactivity.
         ii. Dean’s office is prioritizing Regular series actions, then actions for paid academics, while also processing actions effective 7/1/2020.
   C. APO guidelines for diversity
      i. https://www.apo.ucla.edu/content/appendices/appendix-41-contributions-equity-diversity-and-inclusion
      ii. Candidates can address diversity in various ways in the dossier – it does not have to be a separate statement.
         (1) Examples:
            (a) Using DIV in the data summary pages
            (b) Adding a few sentences or paragraph in the self-statement
      iii. Dean’s Offices will meet with APO on Friday, October 11th. Department coordinators who have any questions for APO should email them to Jocelyn and Arlene before 8 a.m. on Thursday.
         (1) Update: “Contributions to equity, diversity, and inclusion should be considered as part of a candidate’s file as a whole and should not function as a “fourth leg” of evaluation.” Diversity is meant to be a positive bonus and not to be punitive. If a candidate does not contribute to diversity or inclusion, s/he may state that.
   D. Cedars CV’s
      i. Cedars Sinai is using an upgraded dossier system, which will generate the CV from data entered by faculty member.
      ii. Departments can anticipate receiving these CV’s in dossiers starting in January 2020.
6) **Academic Affairs Office Schedule**
   A. Effective October 10, 2019 through December 30, 2019, the Dean’s Academic Affairs Office will not be available to answer phone calls or emails during the following timeframes:
      i. Tuesdays, from 1 p.m. – 5 p.m., and
      ii. Thursdays, from 8 a.m. - 12 p.m.
   B. Please only call during these timeframes if your department has an urgent request or inquiry.

7) **Miscellaneous**
   A. Please contact Dean’s Office regarding any outstanding retroactive appointments, including endowed chair appointments, split appointments, and initial appointments.

8) **Q & A**