This document provides the Agenda Topics per each Training Tips Presentation.

* Find the date of the topic you are interested in, then open the presentation or recording for that date.

# April 7

* Job Data Updates
	+ Effective Dates
	+ Position vs. Job Data Tab
* Appointment Extensions
* Submitting Position Update & Job Data Update forms

# April 14

* Extended Absences
	+ Returning employees from leave
* TRS Resources
* Payroll Deadline Calendar
* Transferring Position to another Department
* Additional Pay (repeat from 4/7)

# April 21

* JED & Extended Absences
	+ How by percent & by amounts impact transaction entry
* Position Update Form & Job Data Update Form
	+ When should they be used?
	+ New Position vs. Correcting Position
* Without Salary (WOS) Appointments
* Academic Post Doc processing

# April 28

* Academic Post Doc processing (by Amy Ruth)
* Auto Termination Rules
* Changing Position Title Names

# May 5

* Work Study & Using KFS Sub-Accounts
* Extending Appointment End Dates
	+ Available Reports to monitor
	+ Reinstatements
* Missing Empl Records in Smart HR Templates
* Accrual Adjustments & Vacation Max process

# May 12

* COVID-19 Leave Process
	+ TRS & UCPath Updates
* Comp Time Payouts
* Budget Distribution Updates
	+ Reclassification, Promotions
	+ Pay & Merit Increases
* Pre-Conversion Pay for Employees

# May 19

* Short Work Break Matrix
	+ Policy & Matrix
	+ Transaction, Benefits, etc.
* UCPath Roles Wiki (Nasser Khan)
	+ Additional Security Information
* Template Transaction User Guide
* Pre-Conversion Pay for Employees
* Post Doc Anniversary Dates reconciliation
* Update on COVID-19 leaves

# May 26

# June 2

* Funding Corrections
* Changing Pay Frequencies
	+ FLSA Changes / Mismatches
* Additional Pay Support
* New Off-Cycle Process

# June 9

* Direct Retro Splits – Andrea Garrison
* Grad Student Processing
	+ WOS & Paid Appointments
	+ Mass Hire pans in Fall
* Short Work Break
	+ Job Aids & Other Materials
	+ Abeyance
* Summer Salary Quick tips

# June 16

* Direct Retro & Work Study
* Changing Salary Admin Plans
* UCPath Grad – WOS Jobs
* UCPC Discrepancies
* Q & A Session with Transactors

# June 23

* Terminations & Final Pay
* Direct Retro Reminders
* BYA Salary Admin Plan for WOS
* Above Scale Faculty
* Q & A

# June 30

* Vacation Leave Accruals
* Retirement Process Update
* Appointment End Dates
* Short Work Break Benefits Billing
* Summer Salary Updates for July
	+ Fixes from work-around
* Bi-Weekly Dates for Additional Pay

# July 7

* New Training Schedule
* Summer Salary Distribution
* Auto Terminations
* Summer Salary Management
* Funding Rollover
* Recall vs. Emeritus Appts
* Using the Rehire vs. Reinstatement template

# July 14

* Short Work Break and Union Dues
* New Transaction Requirements for BX Employees
* Distributions UCPath vs PPS
* Transferring Positions to another Department

# July 21

* Benefit Election Forms
* NSTP
* Additional Pay and SMART HR Templates
	+ Do NOT enter additional pay on the SMART HR Template
* Virtual Drop In
	+ Please be ready to:
	+ Share your screen
	+ Employee ID
	+ Description of Issue
	+ Transaction details
* Finding Reallocation
* Template Transaction User Guide
* Inter-location One-Time Payments
* Know Issues

# July 28

* Benefit /Salary Cost Transfers
	+ Do Not select multiple checks in one transaction
	+ If more than one is selected, this will cause an Error, BUT initiators will NOT get an Error mssg.
* Overpayments - please fill out spreadsheet which was sent
* COGNOS reports are being delayed.

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