Supervisory Certificate Program (SCP)
The Supervisory Certificate Program is designed to give staff professional development training in the key areas of supervisory and leadership competencies, policies and procedures and people skills. Courses can be taken as stand-alone courses or to complete the certificate program.

For more information please visit:
https://www.learningcenter.ucsb.edu/content/certificate-programs-training-series

To register please log into the UC Learning Center: https://www.learningcenter.ucsb.edu/
For more information contact: x 3482 or x 3168, or email: hrtrain@hr.ucsb.edu

CANCELLATION POLICY
48 hour advance notice of cancellation is required. If cancellation notice is not received, participant’s budget will be charged.

WRITING AT WORK
Thursday, July 11th, Thursday, July 18th and Thursday, July 25th (All Three Days Required) 1:00-4:00
HR Learning Center, Enroll by July 4th Course Code: 8002 (SCP) $90

Writing can be easier and more effective! Brush up on the latest tips and techniques for using e-mail, overcoming “writer’s block”, writing in a rush, and using visual communication to make your documents attractive and easy to read. We will focus on everyday tasks such as e-mail, memos, letters, and reports, and how to apply practical editing skills to take your writing from adequate to excellent.

PREVENTING AND RESPONDING TO WORKPLACE VIOLENCE
Wednesday, August 28th, 8:30-Noon
HR Learning Center, Enroll by August 21st, Course Code: 2008 (SCP) $35

In this workshop you will learn strategies and skills for dealing with disruptive and angry individuals. You will learn about warning signs, how to interact with an aggressive person, why an attitude of confidence and respect is important, practical ways to reduce interpersonal tensions, how to maintain your safety and prevent future incidents.

DISABILITY MANAGEMENT
Thursday, September 12, 9:00—11:30
HR Learning Center, Enroll by September 5th, Course Code: 2011 (SCP) $30

Ever wonder what your responsibilities are as a supervisor or manager regarding employees with disabilities? This course will help you understand the major Federal and State Laws (FMLA, ADA, FEHA, CFRA, etc.) that cover employees with disabilities and the various different obligations you have as a supervisor or manager. Learn why hiring, managing and effectively communicating with an employee with a disability makes for a successful working environment.

*NOTE: Career Management will be tentatively offered early 2020
**About the Program**

The **Dilling Yang Staff Scholarship Program** is available to eligible staff to support their educational, professional and development objectives.

Scholarships may be used for registration and educational fees for academic courses, UCSB Extension, HR training & Development and other learning.

Opportunities offered at UCSB for staff with a full-time equivalent salary less than or equal to $5,000/mo.

Scholarship awards will be granted up to $500 per year.

Please see additional guidelines and more information at:

[http://www.hr.ucsb.edu/training/dilling-yang-staff-scholarship-program](http://www.hr.ucsb.edu/training/dilling-yang-staff-scholarship-program)

For questions regarding the Dilling Yang Scholarship Program contact x3482

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**New Employee Orientation**

For more information call x3168

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**Time/Location**

- 1st & 3rd Tuesday every month
- 9:00 – 4:00 pm
- Break for Lunch
- HR Learning Center: 3101 SAASB

**Who Should Attend?**

- All New Hires
- Limited to Career
- Anyone who recently became benefits eligible or experienced a change of benefits eligibility

**Topics Covered**

- History & Culture of UCSB
- Policies & Procedures
- Training & Development Opportunities
- Services & Resources
- Health & Wellness Benefits
- Retirement Programs
UCPath Training – Summer 2019

Who: Employees requiring UCPath functional user access (i.e., Initiator and Approver roles)

What: Online Training and Instructor Led Training

When: July 22 – 24, 2019

Training consists of online and in-person training workshops. There is no order for these training classes, but we recommend finishing the eCourses prior to the instructor led training. Participants must complete all of the required courses before receiving access to UCPath.

Please register for each of these courses via the UC Learning Center (https://www.learningcenter.ucsb.edu/) under the UCPath Initiator and Approver Training Curriculum. These courses are available to all employees but with priority given to new employees.

For more information contact x4068

<table>
<thead>
<tr>
<th>Class Name:</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>PeopleSoft Overview</td>
<td>This course provides an overview of PeopleSoft for users who perform transactions beyond self-service at Locations and UCPath Center.</td>
<td>Online</td>
</tr>
<tr>
<td>WFA Overview</td>
<td>This course provides an overview of the UCPath Workforce Administration (WFA) module and the employee lifecycle in UCPath. This course also introduces processes for the UCPath Template, PayPath, and Extended Leaves of Absence transactions</td>
<td>Online</td>
</tr>
<tr>
<td>Basics and Navigation</td>
<td>This web-based training course provides an overview of all standard PeopleSoft functionality</td>
<td>Online</td>
</tr>
<tr>
<td>Class Name / Date/ Time</td>
<td>Description</td>
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</tbody>
</table>
| **UCPath Position Management**  
Monday July 22, 2019  
8:30 a.m. to 12:00 p.m. | Position Management – Maintains effective date history of all UC positions – filled and vacant – and assigns positions to all employees including students. This course discusses the main points of position management, including creating a new position and updating filled and vacant positions. |
| **UCPath Position Funding**  
Monday July 22, 2019  
1:30 p.m. to 3:30 p.m. | This course teaches how to enter and update the funding sources in a position and how to transfer funds using the Direct Retro module. |
| **UCPath Template Transactions**  
Tuesday July 23, 2019  
8:00 a.m. to 12:30 p.m. | Smart HR Template Transactions initiate the hiring and exit actions for employees at UCSB. This class discusses the custom templates necessary to complete actions specific to both academics and staff, including: full hire, rehire, intra-location transfer, termination, and more. |
| **UCPath Additional Pay and Pay Adjustment Requests**  
Tuesday July 23, 2019  
1:30 p.m. to 3:30 p.m. | This course teaches processing one-time payments, recurring additional payments, and when to request final payment and off-cycle payments. |
| **UCPath PayPath Transactions**  
Wednesday July 24, 2019  
8:30 a.m. to 12:00 p.m. | PayPath Actions is a custom component of UCPath designed to streamline updates to employee data. The component provides compliant functionality that is designed to meet UC's academic and staff requirements with a tight integration between HR actions and funding requirements. This course discusses the various types of transactions in PayPath, including changes to position data, job data, and additional pay; in addition to how to submit multiple actions in a single transaction. |
# Benefits & Retirement Classes

## FIDELITY FINANCIAL EDUCATION CLASSES

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 7, 2019</td>
<td>1:00 PM</td>
<td>The UC Retirement Choice Program</td>
</tr>
<tr>
<td>July 7, 2019</td>
<td>1:45 PM</td>
<td>Fundamentals of Retirement Income Planning</td>
</tr>
<tr>
<td>July 7, 2019</td>
<td>2:30 PM</td>
<td>Maximizing Social Security in Your Retirement Strategy</td>
</tr>
<tr>
<td>August 6, 2019</td>
<td>1:00 PM</td>
<td>Guide to Investing in the UC Retirement Savings Program</td>
</tr>
<tr>
<td>August 6, 2019</td>
<td>1:45 PM</td>
<td>Basics of When and How to Claim Social Security</td>
</tr>
<tr>
<td>August 6, 2019</td>
<td>2:30 PM</td>
<td>Getting Started in the UC Retirement Savings Program</td>
</tr>
<tr>
<td>August 20, 2019</td>
<td>1:00 PM</td>
<td>Your College Savings Options</td>
</tr>
<tr>
<td>August 20, 2019</td>
<td>1:45 PM</td>
<td>Preserving Your Savings for Future Generations</td>
</tr>
<tr>
<td>August 20, 2019</td>
<td>2:30 PM</td>
<td>Guide to Investing in the UC Retirement Savings Program</td>
</tr>
<tr>
<td>September 3, 2019</td>
<td>1:00 PM</td>
<td>The UC Retirement Choice Program</td>
</tr>
<tr>
<td>September 3, 2019</td>
<td>1:45 PM</td>
<td>Basics of When and How to Claim Social Security</td>
</tr>
<tr>
<td>September 3, 2019</td>
<td>2:30 PM</td>
<td>Your UC Retirement System</td>
</tr>
</tbody>
</table>

All classes above are held in the Human Resources Emeriti Room.

Schedule is also available at: [https://myucretirement.com/](https://myucretirement.com/)

Please RSVP with Fidelity by calling 1-800-642-7131 or online at:

[http://getguidance.fidelity.com/universityofcalifornia](http://getguidance.fidelity.com/universityofcalifornia)
This free, mostly online program is designed for anyone who manages or supervises others, or aspires to do so, and consists of core and elective courses covering the following competency areas:

- Performance Management
- Managing People
- Administration and Operations
- Change Management
- Communications

In order to complete the certificate you must complete all 16 Core Courses and at least four Elective Courses.

To download the UC People Management Series & Certificate Course List, click here.

All courses are available in the UC Learning Center (link is external) (Tip: Enter "PMCP" in the "Search" field on the Learner dashboard).

Completion of the UC People Management Certificate Program also makes one eligible for participation in the UC People Management Conference.

For more information visit: https://pmc.ucop.edu/
Questions? x 3168 or email: hrtrain@hr.ucsb.edu
My UC Career Website

My UC Career is an online, self-directed development portal available to all UC employees seeking to advance their career.

UCSB employees have increasingly identified career exploration, growth, and development opportunities as critical to their engagement and retention. My UC Career provides employees with instant access to the following six self-paced modules:

- Begin Career Discovery
- Job Search
- Resume
- Tell Your Story
- Network and Research
- Pre and Post Interview

All UC employees should register for a My UC Career account using their UCSB email address. Additional information about My UC Career and other career development resources are available via the Professional Development section of the System-wide Integrated Talent Management website. Quick links to this site are also available on the Current Employees web page and the Employment web page of the UCSB Human Resources website, as well as via the Career Roadmap section of the UCSB Learning Center website.
Lynda.com Playlists: Summer 2019

All active staff, faculty, and student employees have free access to the full library of online instructional videos offered by Lynda.com, a LinkedIn company. Just log in at https://www.learningcenter.ucsb.edu/content/lyndacom with your UCSBnetID and password to access tutorials covering the latest software, business, and creative skills as taught by recognized industry experts.

Each quarter, at least three playlists of video titles that are of particular value and interest to our campus community is circulated via the dlist. To view Summer 2019’s playlists, click on the a title to be taken directly to the playlist:

For the Individual:
Action Oriented – Individual
Dealing with Ambiguity - Individual
Approachability – Individual

For the Manager:
Action Oriented – Manager
Dealing with Ambiguity – Manager
Approachability - Manager

Managers and supervisors are encouraged to leverage this valuable professional and personal development resource with their employees, including student employees who may still be unaware of our Lynda.com campus subscription.