Week of February 20 to February 24

RSVP: Payroll (PPS) Training
Thank you to those of you who signed up for Payroll Training. This week, emails will be sent to departments who have yet to sign up. Payroll Training will be hosted by Lisa Bargabus and occur on March 15, 2018 from 9am to 10:30am in the Dolores Huerta Room. This training session will include how-to’s on inputting faculty information into PPS along with the timeline in which to do so. Representatives from Academic Personnel & Graduate Division will also be at the training. Click here for a direct link to the RSVP form.

Scheduling Tips
The “Last Look” is scheduled for March 14. The Schedule of Classes will be posted to TritonLink on March 22, 2018.

Changes to Summer Session Courses: When deciding where to send your updates to your summer courses, a simple rule of thumb is to ask yourself whether or not the change affects payroll. If a change affects payroll, send the update to Summer Session at summer-scheduling@ucsd.edu. If the change is regarding scheduling information such as meeting days, times, and classroom, send the update to the Scheduling Office at registrar-scheduling@ucsd.edu.

To clarify which information affects payroll: The session indicates the paydate for the instructor teaching a course. Any changes to 1. session, 2. instructor, or 3. course needs to come to Summer Session.

Preview of Classes
With only one month until the Schedule of Classes goes live, it’s important to verify your department or program’s class schedule. Please verify your course offerings by viewing the Preview of Classes at this link: This is updated on a weekly basis. Request changes by email at summer-scheduling@ucsd.edu.