September 22, 2022

A source of updates and information for UCI UCPath Transactional Users

Visit the transactional user page on the ucpath.uci.edu website for UCPath support documents, FAQs, call-in center hours, and more.

NEW - UCPath Announcements Channel

A New Communications Tool for You

To improve timely communications of UCPath information to transactors, the UCI UCPath training team has opened a Microsoft Teams group for important announcements. This enables us to share announcements quickly and easily on topics such as:

- System Outages
- Defects
- PayPath Black-out Updates
- Agendas for Tuesday Training Tips Meetings
- Upcoming Training Opportunities
- Important Reminders
- And more!

How to Add the UCPath Announcements Channel:

Look for an email from UCI UCPath mailbox with a link to this new TEAMS channel or click here to opt-in.

If you have MS Teams:

- Once you receive the email, click the link to opt-in and join the group.
- Please look for a **UCPath Announcements** channel to be added to your MS Teams account.

If you do NOT have Microsoft Teams on your computer:

- Open a ticket with your local IT support, or call the UCI OIT help desk and request to have MS Teams installed on your computer.
- After install, please refer to email with link to opt-in and join group.

Note: Chat and other interactive response features are disabled for this channel.

Improved Navigation Project Update

The improved navigation project is set to deploy October 15, 2022. Training for transactors will be available via video in late September and discussed at the October 4 Tuesday Training Tips meeting. Post go-live support will be available in the virtual call-in center with expanded hours the first week.

GRLN Project Update

The Gender Recognition and Lived Name (GRLN) project is on hold pending decisions by UCOP.

Reminder: Changes to How Bookmarks Work in UCPath

On October 15, 2022, UCPath will change how PeopleSoft Bookmarks work in UCPath as part of a larger initiative for improved, more intuitive navigation.

What is Changing:

- UCPath Online pages and links that reside on the UCPath portal will continue to be saved in Bookmarks on your UCPath online dashboard. Examples: *Retro Pay Matrix, Payroll Calendar, Benefits Billing Calendars, etc.*
- UCPath PeopleSoft pages are accessed from the PeopleSoft menu in UCPath. When this change is implemented, these pages can only be saved as Favorites

within PeopleSoft. Examples: *Template Transactions, PayPath Actions, Modify a Person, etc.*

How to prepare for this change:

- Prior to October 15, determine bookmarks currently on the UCPath portal for UCPath PeopleSoft pages
- Add those bookmarks as Favorites within UCPath PeopleSoft

Please refer to the <u>Dashboard Bookmarks to PeopleSoft Favorites Job Aid</u> for detailed instructions.

ACA Eligibility Webinar: Attend or Access the Recording

Attend an *Affordable Care Act (ACA) Eligibility* Refresher *Webinar* on **Thursday, September 22, 2022, from 2–3 p.m**. to learn about Health & Welfare eligibility policies with respect to Active Employee coverage. This training session is designed for staff who need to understand the fundamentals of the ACA regulations and how they affect employees' eligibility for Health & Welfare Benefits, such as department-level benefits coordinators. This webinar will be recorded for those who cannot attend; a link will be posted on the UCI UCPath <u>transactor web page</u>.

Conference call information:
Join from PC, Mac, Linux, iOS or Android: <u>https://UCOP.zoom.us/j/5105876277</u>
Or join by phone: +1 408 638 0968 (US Toll)
Meeting ID: 510 587 6277

Continuous Improvement Efforts and Accomplishments

The UCI UCPath team is continually seeking ways to improve systems and processes for transactors. Below is an overview of recent efforts and accomplishments.

View the Updated UCPath System Access (Security) Web Page
Check out our new, improved <u>UCPath System Access (Security) web page</u>. Find out how to request access to UCPath, and learn more about the UCPath Access Request process, UCPath Roles by Functional Area, reference materials, training requirements, and more.

EEC Reporting Drives Process Improvement

Cathy Ruggera and Marie Rademaker-Alford successfully led a Lean Six Sigma (LSS) Yellow Belt project to develop the ability to analyze and report on the Employee Experience Center (EEC) cases submitted by transactors to the UCI UCPath support team. The objective was to develop a quarterly analysis report that helps the team align training tools, resources, and communication for transactors. The team launched the project in November 2021 and developed the methodology to track the data by December 2021. The new report was created in March 2022 and is currently being used to drive process improvements.

Transactor Web Page Improvements in Process
To make job aids, documents, resources, and support materials easier to find, we are redesigning our transactor web page. If you would like to contribute ideas on top topics or how you would like to see the information organized, please email us at ucpath@uci.edu. We welcome your feedback.

Finance Workshops*:* The UCI UCPath team completed workshops on UCPath financial and General Ledger (GL) functionality with the Merage School of Business, the School of Computer Sciences, and the Executive Support team. If your school is interested in a workshop on UCPath financial and GL functionality between UCPath and KFS, please email us at ucpath@uci.edu.

Did You Know…?

When an employee is eligible for benefits, they will receive a system generated email notice and a benefits package via mail advising them to complete their enrollment online. It is important for location teams to also ensure that new employees are aware of their benefits eligibility and encourage them to enroll online in the first 30 days of eligibility.

Teams Channel for UCI Transactors

The UCI UCPath training team has opened an **UCPath Announcements** Microsoft Teams group to share information in a timely way with transactors. To add this channel, look for an email from UCI UCPath or click here to opt-in and join the group. If you do not have Microsoft Teams, contact the UCI OIT help desk and request to have MS Teams installed on your computer. After it's installed, refer to the email with link to opt-in and join the group.

UCI UCPath Transactor Web Page

Remember to visit our UCI UCPath website for access to transactor resources and guides to assist you in successfully navigating through UCPath. Our website has links to job aids,

training presentations and recordings, system notifications, transaction deadlines, and links to related websites such as the Employee Experience Center.

Tuesday Training Tips Call-In Sessions

All transactional users are invited to attend our bi-weekly Tuesday Training Tips & Lessons Learned call-in sessions to learn about timely topics, share lessons learned, and ask questions. The topics for the upcoming week will be published the day before the meeting. Join us for the next one on October 4.

- The Zoom # for these sessions will be: https://zoom.us/j/6485693025
- One tap mobile:
  +16699006833,,6485693025#

Call-In Center Hours

The virtual call-in center is available Monday–Friday from 10 a.m.–12 noon via Zoom. Call in any time during these hours for questions about transactions in UCPath.

- Zoom link: https://zoom.us/j/8519035805
- One tap mobile: +16699006833,,8519035805#

Subscribe to Keep Informed

If you or someone you know is a transactor who doesn't already receive this e-digest, the Tuesday Training Tips Meeting agenda, or other UCPath Alert emails, click to subscribe to our digital mailing list to receive all updates.

Thank You!