

The banner features a blue-tinted photograph of a modern building with a glass facade. The text 'UCI UCPATH' is in white, with 'UCI' in a larger font. Below it, 'Transactor Digest' is written in a yellow font.

# UCI UCPATH

## Transactor Digest

**August 23, 2023**

*A source of updates and information for UCI UCPATH Transactional Users*

Visit the transactional user page on the [ucpath.uci.edu](https://ucpath.uci.edu) website for UCPATH support documents, FAQs, call-in center hours, and more.

## **Transactor Web Page Redesign - LIVE Sept. 6**

The newly redesigned UCI UCPATH transactor web page on the [ucpath.uci.edu](https://ucpath.uci.edu) website will go live on Wednesday, September 6, 2023. We welcome you to visit the redesigned page, explore the information and resources, and provide feedback through the pop-up survey on the page. If you have difficulty finding something, use [this crosswalk of topics](#) from the former transactor web page to the new web page for reference.

Improvements include:

- Updated navigation, content, and visuals to find job aids, tools, help, and resources more easily.
- Enhanced security: visitors may need to log in and use the DUO to reach the transactor page.
- Transactor feedback was used from a survey, two focus groups, and discussions in Tuesday Training Tips sessions.
- A pop-up survey feature was added on the new transactor landing page so that transactors can provide feedback and website requests at any time. This tool can be minimized on the screen.

We will be continually improving the web page and welcome your feedback.

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## UCPath Training Schedule for New Transactors

Registration is now open in [UCLC](#) for the upcoming UCPath Instructor Led Training (ILT) sessions. Please use the course codes (i.e., POS101, FIN201) when searching in UCLC. It is important to follow the instructions below to successfully register for the classes.

**\*New Hires\*:** If you are new to UCI / UCPath or have never attended any of the UCPath training sessions, please complete the **pre-requisite training videos** prior to attending an instructor-led training session. Each e-learning video is about 5-7 minutes long and is self-paced. Upon registering and completing the pre-requisite courses, you will then be able to register for the ILT sessions.

### Pre-Requisite Courses:

- POS101: Intro to Position Management
- FIN101: Intro to Position Funding
- TEM101: Intro to Smart HR Templates
- PPA101: Intro to PayPath Actions

### Training Schedule:

- Wed 8/23, 1-3 p.m. - POS202: UCPath Navigation + Position Control
- Thurs 8/24, 1-3:30 p.m. – FIN202: Position Funding Entry
- Mon 8/28, 1-3 p.m. – TEM301: Template Trans Pt. I
- Tues 8/29, 1-3 p.m. – TEM302: Template Trans Pt. II
- Thurs 8/31, 10 a.m.-12 p.m. – PPA310: PayPath Pt. I
- Wed 9/6, 1-3 p.m. – PPA320: PayPath Pt. II
- Thurs 9/7, 10 a.m.-12 p.m. – AMB320: Extended Absences (\*If needed)
- Tuesday 9/12, 10 a.m.-12 p.m. – PRQ320: Payroll Requests

If you have questions about training, please contact your supervisor or CPO, or send a message to [@AngelRivera](#) or [@Debbie Kistler](#)

## Mass PayPath Transactions

If you would like to process a Mass PayPath Transaction, please open an EEC ticket.  
UCPath > UCPath Mass Transactions Request > Transaction Type (PayPath)

- The HRIS team will provide instructions for the template and uploading and processing.
  - Departments cannot process without working with the EEC team.
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## How to Switch an Employee from Bi-Weekly to Monthly (& Vice Versa)

### *Pay Frequency and Compensation Frequency*

- In PayPath actions, when switching an employee's **existing** position from bi-weekly (BW) to monthly (MO), please be sure to update the **Pay Frequency** field in the Job Data tab, based on how the employees will be paid.
- Pay Frequency and Compensation Frequency are on the "Job Data" PayPath page
- Pay Frequency is used to calculate the overall compensation rate for pay. Options:
  - H – Hourly
  - C – Contract
  - B- Biweekly
  - UC912 – UC9/12 AY
  - UC\_10 – UC 1/10th Rate
  - UC\_11 – UC 1/11th Rate
  - UC\_12 – UC 1/12th Rate
  - UC\_9M – UC 1/9th Rate
  - UC\_FY – UC 12/12 Rate
- Compensation Frequency is used to define the compensation rate code. Options:
  - UCHRLY (H – Hourly); this compensation frequency only aligns with "H" pay frequency.
  - UCANNL (A – Annual); this compensation frequency aligns with all other pay frequencies.
- The frequency fields on the "Compensation" tab in Job Data determine the pay schedule and how the overall compensation is calculated.
- When submitting position or job code updates, the frequency will default from the job code table. Review "Frequency" and "Pay Components" to ensure they're correct.

## One-Time Payments

One-Time Payment can be used for current or retroactive payments. The One-Time Payment module should be used for late additional pay and multi-location one-time payments. It should NOT be used for missed regular salary payments.

*Navigation:* PeopleSoft Homepage > Payroll Tasks > Payroll Transactions > Self Service Transaction Links

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## Payroll Processing Schedule Review

UCPath uses the [Payroll Processing Schedule](#) to manage the execution of the payroll process. The schedule, which is standard across all locations on UCPath, displays the sequence of payroll production events, dates, times, deadlines, and who is responsible. Locations use the schedule to plan and manage their deadlines and the deliverables they are responsible for. Adherence to the schedule helps reduce payroll processing times and helps UCPath meet deadlines. To learn more, view a UCPath job aid by navigating in UCPath in Quicklinks under the Payroll Processing header.

Updates can occur at any time. Always use the schedule currently posted on the Quicklinks dashboard or the [UCI UCPath website](#) to plan and manage deadlines and deliverables. **Quicklinks Dashboard Navigation:** Quicklinks > Payroll Resources > Location Users – Administrators > Payroll Processing Schedules & Working Hours > Payroll Processing > Payroll Processing Schedule YYYY

If you miss a deadline, visit our [Virtual Drop-In Center](#) or submit an [Employee Experience Center \(EEC\)](#) ticket for assistance. The goal is to ensure that every employee is paid correctly and in a timely manner; however, our UCI UCPath team has a limited ability to “stop the process.” We will make every effort to escalate urgent requests; non-urgent issues will be addressed after payroll processing has completed.

## Want to Know More About Job Data?

In our July 25 Training Tips call, we did a deep dive into Job Data, discussing each of the sections and how that can be helpful for understanding why something paid the way that it did. Please view the slides and/or recording from the July 25 call on our [website](#).

## Did You Know...?

Only some payroll statuses are evaluated for benefit eligibility.

- Employees are evaluated for benefit eligibility if they have a “Payroll Status” of active (A), leave with pay (P), or unpaid leave of absence (L)
  - Employees are enrolled in benefit billing if on an unpaid leave of absence (L)
  - Employees on a short work break (W) are not evaluated for benefits eligibility but may be enrolled in benefit billing.
  - Check the employee's "Payroll Status" in job data when troubleshooting suspected benefit issues
    - Additional references:
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- o [Benefit Eligibility & Triggers Job Aid](#)
- o [Short Work Break Matrix](#)

## Virtual Drop-In Center Hours

The virtual drop-in center for transactors is available Monday through Friday from 10 a.m. to 12 p.m. via Zoom. You can join any time during these hours for answers to UCPATH questions. We are here to help.

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

## Tuesday Training Tips Call-In Sessions

All transactional users are invited to attend our bi-weekly Tuesday Training Tips call-in sessions on timely topics and lessons learned. Topics are published on [our website](#) the day before the meeting, and an agenda is emailed to transactors beforehand. Join us for sessions on 9/5, 9/19, 10/3, and 10/17.

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

## Subscribe to Keep Informed

If you or someone you know is a transactor who does not already receive this Transactor Digest or other UCPATH Alert emails, [subscribe](#) to our digital mailing list to receive updates.

**Thank You!**

**UCI UCPATH**

Questions? Email [ucpath@uci.edu](mailto:ucpath@uci.edu)

