UCI UCPath
Transactor Digest

November 29, 2023

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.

SCT Updates Went Live November 13

The new UCPath Salary Cost Transfer (SCT) functionality went live on November 13, 2023. This improved SCT tool has been re-designed to simplify the user experience, fix existing system defects, and reduce errors. If you experience any issues, please submit an Employee Experience Center (EEC) ticket with the title "SCT."

As a reminder, SCT key dates post go-live include SCT approval deadlines of November 29, December 5, and December 8, with a Direct Retro approval deadline of December 19.

SCT Virtual Training Classes

There are still a few Salary Cost Transfer (SCT) virtual training classes left; the last one is Thursday, December 7. Register for courses via the UCLC. If you have already taken training, please cancel your registration to open seats for others to register.

Encourage Employees to Go Paperless

Please encourage employees to sign up for electronic delivery of W-2 and 1095-C forms, and to sign up for direct deposit of their pay. Only **14%** of UC employees have opted to receive1095-C documents electronically, so please encourage going paperless today.

Going Paperless is Easy.
1. Log into UCPath.
2. Navigate to Employee Actions > Income and Taxes > Online 1095-C Consent
3. Select the consent check box and submit.

There is also an option to opt for electronic delivery of W-2 and direct deposit from the Employee Actions > Income and Taxes menu.

Important Deadlines for 2024

- Sign up **before January 1, 2024,** to receive your 2023 1095-C electronically. The 1095-C form confirms an employee's health insurance coverage and is a crucial document the Affordable Care Act (ACA) requires.
- Sign up **before January 12, 2024,** to receive your 2023 W-2 statement electronically.

Data Security Reminder
UCPath will notify employees in January when electronic tax statements and forms become available. UC employees can access their 1095-C and W-2 statements directly through UCPath online using a secure and known link. UC does not send tax statements to employees via email or text, so please exercise caution and avoid opening attachments or clicking on links in unsolicited emails that claim to provide these documents.

Resources

- UCnet: Go Paperless with UCPath
- Enroll to Receive Online W-2
- Add Direct Deposit

Reminder: Graduate Student Hiring for January

Please note the Graduate Division deadlines for Winter Quarter 2023 below. For Mass PayPath, all requests need to be submitted **by Monday, December 4, 2023**. Submit your requests via EEC ticket to the HRIS team.

Tuesday, **November 14, 2023**	**Deadline** to submit exceptions for employment, i.e. low grade/GPA, more than 50% time and other exception requests that need to be approved before our GradAid system can generate fee remission for students.
Friday, **December 1, 2023**	**Deadline** to input student positions into UCPath. This does not ensure that fee credits will be available to the student accounts prior to the fee payment deadline if there are student academic issues or fund errors. **Please Note: Earlier deadlines are necessary due to the UCPath approval/workflow process.**
Friday, **December 15, 2023**	**Fee Payment Deadline** for Winter quarter. Students <u>must</u> register and pay fees by 4:00 p.m. on this date to avoid late charges.

Reminders:

If a student becomes academically ineligible for employment or fellowship support after they have already been appointed, i.e. due to final grades posting after the position deadline for each quarter, exception requests must be submitted to the Graduate Division **no later than 5:00 p.m., Monday of the third week of the position quarter.**

Other exceptions for employment or fellowships for each quarter should be submitted **on or before 5:00 p.m. on Mondays** to ensure that exceptions are reviewed for that week.

Direct Deposit Reminder for Student Workers

Please remind student workers that UCPath de-activates Direct Deposit information 60 days after employment ends. For student workers, this may be the result of no appointment over the summer or any quarter with no employment. Remind students that they will need to re-enter their Direct Deposit information if they did not have an active appointment.

Year-End Reminders

Below are some year-end reminders for closing the year out smoothly.

- The 2024 payroll calendar is now available on UCPath. A link is also on the UCI UCPath website on the transactor web page under the Payroll Management icon > Additional Resources
- The final date for employees to sign overpayments is December 29, 2023.
- Please remind employees to ensure that their home address and Social Security Number (SSN) is current and correct in UCPath in preparation for creating W-2s.
- December 1 paystubs will include a notice to employees to verify/update tax withholdings.
- The last day to submit off-cycle requests to be paid before the end of the year is:
  - Monthly: 12/14/23   Issue Date: 12/22
  - Bi-Weekly: 12/15/23   Issue Date: 12/21
- The cutoff dates for employee changes to 403b/457 are:
  - Monthly: 11/17/23
  - Bi-Weekly: 12/08/23

UC Irvine Winter Administrative Recess and Winter Holidays

As a reminder, UCI will observe this year's Winter Administrative recess & Winter Holidays based on the following schedule:

- Monday, Dec. 25: Paid Holiday
- Tuesday, Dec. 26: Paid Holiday
- Wednesday, Dec. 27: Vacation / Compensatory / PTO / Leave – no pay
- Thursday, Dec. 28: Vacation / Compensatory / PTO / Leave – no pay
- Friday, Dec. 29: Vacation / Compensatory / PTO / Leave – no pay
- Monday, Jan. 1: Paid Holiday
- Tuesday, Jan. 2: Paid Holiday

Please note that this schedule does not align with the posted UCOP Holiday or UCPath Payroll Calendars; however, holiday designation based on the schedule noted above will be completed via our local time and attendance systems.

Multiple Jobs - Impact on Pay Frequencies

When an employee has multiple jobs, there can be paycheck frequency mismatches (where one job is paid bi-weekly while the other job is paid monthly), and the FLSA status between both jobs can be misaligned. The Multiple FLSA Reference Guide (Staff/Academic) document can be used to help make alignment decisions.

Please note that this document may not address union contract requirements for represented employees. Consult with your HRBP, AP Analyst, and/or your Compensation Representative to confirm your alignment selections for FLSA status (Position Update) and Paycheck Frequency (Pay Group). Also consult with the UCPath Support Team by creating an EEC ticket before completing the transaction.

Using the Manage Job Tile

As we prepare for future UCPath functionality, we want to remind you about using the available Manage Job Tile and the functionality.

- If you use Job Data to review an employee's situation and history, you may consider using Manage Job Tile, instead.
- Job Actions Summary is similar to Workforce Job Summary for some key information, but not all tabs are available on the summary page; scroll across to see details for each row of data.
- The Salary Plan tab and the Compensation tab are combined in the Salary and Compensation section.
- Earnings Distribution is included on the Payroll tab in a new format rather than as a separate tab at the bottom.
- Instead of check boxes, you have Yes or No.
- Instead of some tabs at the top and some at the bottom, all tabs are down the page and can be expanded one at a time or all at once.
- History is displayed in Job Data on each tab by clicking "next," versus each history record individually displayed.

Payroll Adjustment Form

A payroll adjustment that can't be accurately submitted via existing on-cycle files must be submitted via a UCPath Inquiry. A completed Payroll Adjustment Form must be included with case submission for any of five scenarios. Multiple scenarios can be corrected, leveraging the same case and utilizing one completed Payroll Adjustment Form.

Scenarios when a Payroll Adjustment is required to correct a previously issued paycheck include:

Scenario 1: Earnings were paid using the incorrect **Earn Code**.

Scenario 2: Earnings were paid under the incorrect **EMPL Record**.

Scenario 3: Earnings were paid using the incorrect **Earnings Dates**.

Scenario 4: Earnings were paid using incorrect **Hours and/or Amounts**.

Scenario 5: Earnings were paid using **multiple** incorrect pay values.

New Security DocuSign Form

A revised UCPath Access Request Form is now available on the transactor website in the System Access (Security) section under Reference Materials. The new DocuSign form is streamlined to focus on what roles are needed based on the type of work that the employee is doing. The form also includes information on the training requirements for each role.

Transactors, We are Thankful for You!

The UCI UCPath team hopes that you had a relaxing Thanksgiving break! We are thankful for you and the work that you do to ensure efficient, accurate pay for all UC Irvine employees. Please let us know how we can further support you at upath@uci.edu.

Did You Know ... ?

UCPath defines an adjustment as any change in an employee's pay, which can either increase (positive adjustment) or decrease (negative adjustment) their compensation. A reclassification, on the other hand, refers to a change in an employee's job position within

HR terminology. Some locations use the phrase "reclassification of earnings," but UCPath uses the term "Earnings Adjustment" to avoid confusion between HR and Payroll.

Did You Also Know ... ?

UCPath deactivates systemwide general deductions, additional pay, stipends, and active direct deposits 60 days after termination for employees without active appointments. The deactivations do not apply to garnishments and locally managed deductions.

Tuesday Training Tips Call-In Sessions

All transactors are invited to attend our bi-weekly Tuesday Training Tips call-in sessions on timely topics and lessons learned. Topics are published on the UCI UCPath transactor website the day before the meeting, and an agenda is emailed to transactors beforehand. Join us for sessions on December 12, January 9, and January 23.

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

Find Resources on the New Transactor Web Page

Visit the UCI UCPath transactor web page often for resources such as pay cycle clocks and transaction deadlines, latest information, support documents, job aids, training schedules, UCPath system access (security) information, processing schedules, and more.

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!