

UCI UCPath

Transactor Digest

April 30, 2024

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, and more.

Ask UCPath – New Features

UCPath is excited to introduce two important improvements that empower UC employees to better manage their inquiries about pay and benefits on [UCPath online](#). On April 15, UCPath made the following enhancements available to all employees and transactional submitters.

Ask UCPath

Reopen Inquiries

This new feature enables users to reopen previously closed inquiries that require further attention, replacing the current "pending closure" and "follow-up" processes. This change will result in a consistent resolution process for all inquiry types.

Feature highlights:

- Enables employees to reopen inquiries.

- Allows cases to be reopened three times within one year of the original closure date.
- Simplifies inquiry management by retaining original case numbers, associated communications, and attachments.



More Info: [New Job Aid](#)

Self-Close Inquiries

Employees will be able to close their inquiries when issues have been resolved or when UCPATH assistance is no longer required.

Feature highlights:

- Enables employees to close their own inquiries.
- Does not apply to inquiries with pending actions.
- There is no time limit for employees to close their cases.

More Info: [Updated Job Aid Including Self-Close](#)

New UCPATH Case Submission Process

Beginning May 6, the process for opening a case in Ask UCPATH will be changing to make it easier for employees (those without SOBO access) to open cases and ask questions to the UCPC. [Here is a brief video](#) showing the changes. While this does not impact most transactors who have SOBO access, please be aware of the changes for employees who may have questions. The video will also be on our ucpath.uci.edu website starting May 6.

Updates to Emeritus and July 1 Retirement Job Aids

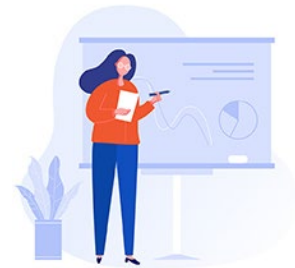
Please review the following job aid updates recently posted by UCPATH in the Help section; these include specific dates for 2024 retirement and Emeriti hiring. This topic was also reviewed at 4/16 training tips call, listen to the [recording for additional information](#).



- **Job Aid:** [Emeriti Processing Following Retirement](#)
- **Job Aid:** [Retirement Transaction Process for July 1 Retirement - COLA](#)

Summer Salary Training: May 21 and June 4

UCPATH training team will offer virtual Summer Salary Training for all those who process Summer Salary transactions. Please register for these courses using Sign-up Genius at [this link](#).



- **May 21 from 1 - 2:30 p.m.:** This session will be for those who are new to processing Summer Salary and will include some hands-on activities. Registration will be limited and is intended for those who have not processed Summer Salary in the past.
- **June 4 from 1 - 2:30 p.m.:** This session will be a refresher session for all those who will be processing Summer Salary this year. This is your opportunity to review the transaction processing and ask questions.

Reminders about Short Work Break (SWB) for Summer

If you plan to utilize Mass PayPath for putting employees on Short Work Break (SWB) for the Summer, please remember that a Mass PayPath spreadsheet can be requested via EEC case to UCPATH Mass Transactions. Please allow extra time for processing due to black-out periods and resource availability. This process is available for 10 or more employees. Refer to the [Short Work Break Matrix](#) for more information.

2024 FYE Tasks, Deadlines, and Blackout Dates

To review 2024 FYE tasks, deadlines, and blackout dates, please refer to the last page of the [Salary Cost Transfer \(SCT\) Processing Calendar Q2 2024](#) in the Funding and General Ledger section of the UCI UCPATH transactor web page. Additional review of Fiscal Year End information will be shared during our Training Tips Call on May 14. Finance employees should attend that call.



Updates on Reports

Matt Levin shared an update on the most recent changes on available reports at the recent Points of Contact (POC) meeting. Please reach out to one of the [POCs in your Division](#) with questions. To receive Matt's future messages, subscribe to Google Groups: "UCPath Report updates and announcements."

Transactor Support Web Page: Funding and GL (General Ledger)

Find job aids, calendars, deadlines, forms, links to UPKs, and other resources specific to Funding and General Ledger (GL) on the Transactor Support page of the UCI UCPATH website. Click on the [Funding & General Ledger \(GL\)](#) icon to go to that section for these resources. View the [presentation](#) from the April 2 Training tips session.



Position Management & Hiring Resources

At the April 16 Training tips session, the Position Management & Hiring section of the website was reviewed to cover the helpful information and resources that can be found there. You can find the PPT presentation and recording of this session on the transactor page of the ucpath.uci.edu website under [Tues. Training Tips Archives](#).

How to Update Social Security Numbers (SSN)

Please remind employees that when they receive their SSN (if they did not already have one), they should go and input it into UCPATH. Please [review this UCPATH job aid](#) on how to update SSNs.



Hires without a birth date, experience downstream impacts, including the following:

- UCPATH cannot prepare self-service events allowing employees to make benefit enrollment elections.
- UCPATH is unable to generate a paycheck.

Employees without an SSN will have a variety of issues, including:

- The vendors' inability to load their benefit enrollment elections (Delta Dental, VSP, Principal Health Net, and Anthem)
- Duplicate accounts with Fidelity when the SSN is updated.
- Safe Harbor participants will not be funded.
- The incorrect information with the Employment Development Department (EDD) for unemployment benefit purposes.

A new report is available to the UCPATH team to see if any employees are missing SSN or date of birth (DOB) data. We will send this report monthly to CPOs who have any employees in their division who are missing this information.

Former Employees who are Missing SSN or DOB

Information on former employees who are missing a social security number (SSN) or date of birth (DOB) can be updated by transactors using the Smart HR Template Personal Data Change. Former employees are not able to update it themselves but may need this information to access the former employee portal.

Did You Know ... ?

When terminating a job for an employee that includes additional pay, that should also be terminated. Make sure the additional pay end date matches the job termination date.



Did You Also Know ...?

UCPath automatically reduces the employee's eligible FMLA hours, CFRA hours, and PDLL hours when the employee is on an unpaid FMLA, CFRA, or PDLL extended leave using a function known as auto-calc.

- UCPath reduces the employee's eligible FMLA hours, CFRA hours, and PDLL hours based on a full-time equivalent (FTE) and 8 hours in a workday. Employees whose workday is not 8 hours may need UCI to make updates to their FMLA balances, adding or reducing additional time. (Contact UCI Payroll if adjustments needed)
- When employees take a leave, the location (UCI Payroll) adds the absence hours taken to the Time Entry file. The location should also submit an extended absence request that outlines what specific type of leave the employee is using:
 - FMLA – Family and Medical Leave Act
 - PDLL – Pregnancy Disability Leave Law
 - CFRA – California Family Rights Act
- UCPath will link the leave information from the Time Entry file to the detail entered in extended absence to decrement the correct leave bucket.

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 April 30, May 14, and May 28.



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

Find Resources on the 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 our emails, please [SUBSCRIBE](#) to receive the monthly Transactor Digest and other UCI UCPATH emails.

Submit Ideas for Future Newsletters

Interested in some UCPATH transactor topic? Let us know your topic for a future edition.

Send an email to ucpath@uci.edu

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Questions? Email ucpath@uci.edu