

UCI UCPath

Transactor Digest

May 2025

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.

Summer Salary Training Announcement

Mark your calendars! Summer Salary refresher training for transactors who will be entering Summer Salary will be conducted on June 3 at 1pm via Zoom (use the following link to join the meeting):

Meeting Link: <https://zoom.us/j/6485693025>

If anyone has any special areas that they want to be covered, please send an email to ucpathtraining@uci.edu.



Fiscal Year-End Processing Meeting

The annual Fiscal year end meeting was part of the May 13 BW Training Tips session. If you were unable to attend, please [review the slides and/or recording](#) for important information.

Key Dates to Note Are:

- Funding Entry Deadlines:
 - Mass funding 6/16 by 5pm
 - Manual Funding approved by 6/18 at 5pm
- Funding entry freeze and rollover from 6/20 - 6/27
- Direct Retro last date to submit and approve: 7/1 by 5pm
- Salary Cost Transfer, last date to submit and approve: 7/3 by 8pm



Rehiring an Emeritus

Follow these guidelines to rehire someone to an Emeritus position:

- Ensure an Emeritus position is created and available
- Submit both retirement and emeritus transaction simultaneously and UCPath will process accordingly.
- Can be done via Smart HR template
- Choose UC_FULL_Hire_AC to create new Employee Record
- Select Emeritus Faculty from Action Reason
- Choose Emeritus WOS position
- Enter UCWOS for the Comp Rate Code
- Add Comments: Employee is being rehired as an Emerita/us xx/xx/xxx
- [Job Aid: Emeriti Processing Following Retirement](#)



Rehire Retiree Policy Changes

At the May 13 BW training tips virtual session, Kwame White presented a review of changes to the rehire retiree policy effective 7/1/2025. This is important information for anyone processing a rehire retiree transaction. Please review his presentation part of the [May 13 meeting](#). The recording for this portion starts around 35 minutes into the recording.

A new training course has just been released from UCPATH. Search UCLC for "Benefits Eligibility for Rehired Retirees." All who are processing rehired retiree transactions are encouraged to register and take this e-learning course.

UCI UCPATH Visit to the UCPATH Center in Riverside



On April 30, UCI Irvine representatives, including the UCI UCPATH team, Central HR, Payroll, and some CPOs visited the UCPATH Center in Riverside, CA, for a full-day session with UCPATH leadership to cover common interests and issues. The UCPATH team were generous hosts and provided an array of information, including:

- Information about their operations, staff, and processes, including topics such as benefits, escalations, Human Resource transactions, payroll, and general ledger (GL).
- Opportunities for the UC Irvine team to ask questions, get answers, and plan for future continued collaboration.
- Meet UCPATH Center staff and tour the site.
- An opportunity to meet staff at all levels and functions.

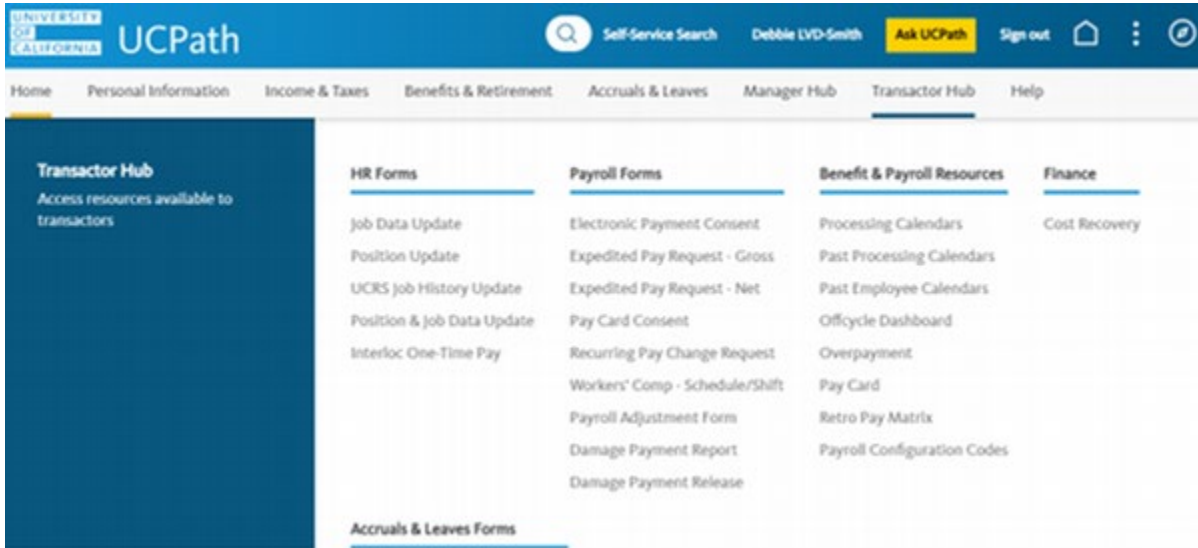
Thanks to the UCPATH Center leadership and staff for hosting this productive day.

Changes to UCPATH Portal Coming in July

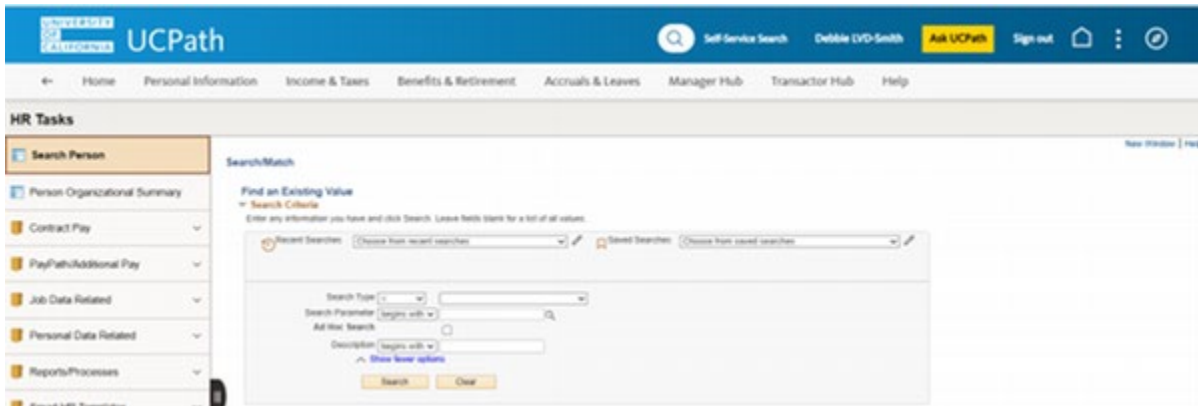
The screenshot displays the UCPATH portal interface for a user named Debbie LVD-Smith. The top navigation bar includes the UCPATH logo, a search function, and a 'Sign out' option. The main content area is organized into several key sections:

- Open Enrollment 2025:** A prominent banner with a countdown timer (67 days, 10 hours, 49 minutes) and an 'Enroll Now' button.
- Apply for Public Service Loan Forgiveness (PSLF):** A section with an 'Apply Now' button and a deadline of January 20, 2025.
- My Information:** Displays personal details such as Name (Debbie LVD-Smith), Job Title (ORGANIZATIONAL CNST 4 (000562)), and Employee ID (10283547).
- My Pay:** Shows the next scheduled pay date as May 01.
- My Benefits:** Indicates eligibility for F-FULL benefits.
- My Leave Balances:** Shows accrued vacation hours (165.91) and sick hours (811.70).

As a reminder, the UCPATH portal will unveil a transformative look and navigation on July 14. This will affect how all employees find important information, such as pay, benefits, leave balances, forms, Direct Deposit, and more. It will also affect how transactors find information and will feature a specialized "manager hub" and "transactor hub."



This project is called "ISS" for "Improved Self Service." While all the information currently on the portal will remain, the look and navigation will be more intuitive and user-friendly. More detailed information will be shared in the next two editions of the Transactor Digest.



Within the transactor hub, a menu will be available with forms and resources that transactors use. Always available to the transactors at the top of the screen (blue bar) are options to search for both transactor and self-service materials. The Help menu links to the UPK and Job Aid information in a separate window, and there is a back button to use at the top left.

PayPath Top of Stack Reminder

Inserting Data Rows / Top of Stack (PayPath)

- When inserting new actions between existing data rows, always double-check your data after the transaction is complete. UCPATH system may sometimes pull forward old information, potentially overwriting current data with outdated details.
- For non-pay-related data changes, **please use the current date** unless the change directly affects compensation. This practice helps maintain data accuracy and consistency.

This three-step method is helpful to review your transaction plan:

Step 1 - Before	Step 2 - After	Step 3 - Resolve
<p>Before the transaction, check the Workforce Job Summary and ask three questions:</p> <ul style="list-style-type: none">• Is there a current or future JED distribution?• Does a future dated row exist?• Am I going to be inserting a row between two other rows which have already been entered?	<p>If the answer to any of the question in "Step 1" was YES:</p> <ul style="list-style-type: none">• After the transaction is submitted/approved, review the Workforce Job Summary to ensure that the JED and salary/comp fields are correct <p>If the answer to any of the question in "Step 1" was NO:</p> <ul style="list-style-type: none">• Reviewing the Workforce Job Summary after approval is not necessary	<p>If there was an issue with any of the newly entered data rows in Workforce Job Summary:</p> <ul style="list-style-type: none">• Add a new row as a PayPath Transaction <p>or</p> <ul style="list-style-type: none">• Submit a case/inquiry on behalf of the employee with the appropriately attached Position Update or Job Data Update form

There is also a microlearning video from UC Berkeley available on our UCI UCPATH website on the Transactors page under PayPath Considerations in the [PayPath and Terminations](#) section. While the video is detailed, useful information is being shared.

PayPath Considerations

Common Transactions	+
Top of Stack	×
PayPath Nuances in UCPATH	
PayPath Nuances Microlearning	
Effective Dating	+

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Quick Reminder

To change the department on a vacant or filled position, open an [EEC ticket](#) to HRIS team as a position Admin is required. Also remember to update the funding after the dept. is changed.

Choosing the Correct Hire Template

To avoid denials by the Path Center, carefully choose the template and reason code. The following resources are available on UCI UCPATH website to help you choose the correct hire template.

- [Template Transaction User Guide](#)
- [Template Transactions - Action Reason Codes and Descriptions](#)

Rehires can be confusing, so consider these tips when using templates:

- Use the Rehire template only for within UCI and only if using an existing Empl Record
- If from a different Business unit or if you need a new employee Record, please use **Full Hire** with a **Rehire** Action Reason code, not Rehire template.



How to View Protected Sick Leave Hours Used

To view protected sick leave hours used, follow these tips:

- Cognos Report "UCPath Leave Balances Report" (RUC112) can be run for Protected Sick Leave Hours Used
- One of the choices is Protected Hours Used
- Report will show the Ending Balance of Hours Used – Remember like in UCPath this is not an actual balance but is the YTD Protected Sick Hours used
- This can be monitored to check for those that are using Protected sick to see that they are not exceeding the max of 6 days Protected per year

Did You Know ... ?

You can submit ideas for future Training Tips sessions and Transactor Digest articles. Let us know a topic that interests you for a future session or e-newsletter edition by sending an email to UCPath@uci.edu.



NOTE: This mailbox is not for support questions; those should be submitted via an [EEC ticket](#) to UCPath as a Transactor Support Inquiry

Subscribe to UCPath Teams Announcement Channel

The UCPath Support team uses our TEAMS UCPath-Announcements Channel to communicate information quickly to transactors. Recently, this was used to communicate a delay in the BW Pay Confirm, which delayed the lifting of the PayPath black-out period and approvals for other transactions.

In Microsoft Teams, [subscribe to our UCPath Teams Announcement channel](#) to keep up to date with any system outages, changes, and other reminders. This often provides the fastest means of receiving important transactor information in real time. Remember to also turn on notifications so that you will get notified of these types of issues in a timely manner.

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 May 27, June 10, and June 24.



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

Discover 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. We send our emails out through UC Irvine's ZotMail system, so subscribers should check their email settings to ensure our emails can come into their inbox and are not automatically set to divert to a junk or other folder.

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Questions? Email ucpath@uci.edu