

**UC Irvine** UCPATH

# Transactor Digest

**March 2026**

*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, and more.

## PathPal is Now Live on UCPATH Online



UCPATH recently launched PathPal, its employee support chatbot on UCPATH. PathPal helps employees and managers quickly find information and guidance for common UCPATH self-service tasks directly within the UCPATH portal. This reflects the UCPATH Center's continued commitment to improving employee experiences and expanding self-service tools to make accessing information and resources easier.

This release represents Phase 1 of PathPal and focuses on helping employees and managers navigate common "how-to" questions using approved UCPATH job aid resources. Phase 1 will continue to evolve with enhancements and content updates. Employees may still escalate to live UCPATH support if they need additional assistance.

### **Benefits of PathPal:**

- Faster access to information and guidance for common UCPATH tasks
- Improved self-service experience within the UCPATH portal
- Direct links to official UCPATH job aids and support resources
- Available 24/7

**Resources:** [PathPal Overview Video](#)

### **Important Information to Share with PathPal Users:**

PathPal uses artificial intelligence to generate responses based on UCPATH knowledge resources. Though designed to provide helpful guidance, AI-generated responses may occasionally be incomplete or inaccurate. Employees should carefully review information provided by PathPal and verify details when needed.

### **Entering Probation End Dates in the UCPATH Smart HR Template**



When entering Probation End date in the UCPATH Smart HR Template, the date should be the **last day on probation**. The system will then insert a row on the next day that shows probation completed, first day no longer on probation.

- This is important to accurately reflect, since UCI Human Resource's compensation team uses this information to determine eligibility for pay changes.

- The HRIS team has found that some completions have not been entered by the system.
- These can be entered manually with a PayPath transaction.
- To ensure minimal disruption, please enter them as top of stack effective date.
- We have submitted a request to Path to determine why all are not working correctly.

### **New Employee Login Message Before Start Date**

On March 1, UCPATH implemented a change in the message that employees receive when they try to login to UCPATH before their actual start date.

The new message will let them know that "UCPATH access will be available once your employment begins. For urgent matters prior to that date, please contact UCPATH at 855-982-7284 (Mon-Fri, 8am-5pm PST)."

### **How to Change an Absence Management Earn Code**

If changes are needed to correct an Absence Management earn code, this transaction can be done by Central Payroll through an Employee Experience Center ([EEC](#)) [ticket](#). They will advise if a payroll adjustment form is needed or if they can make the necessary adjustments.

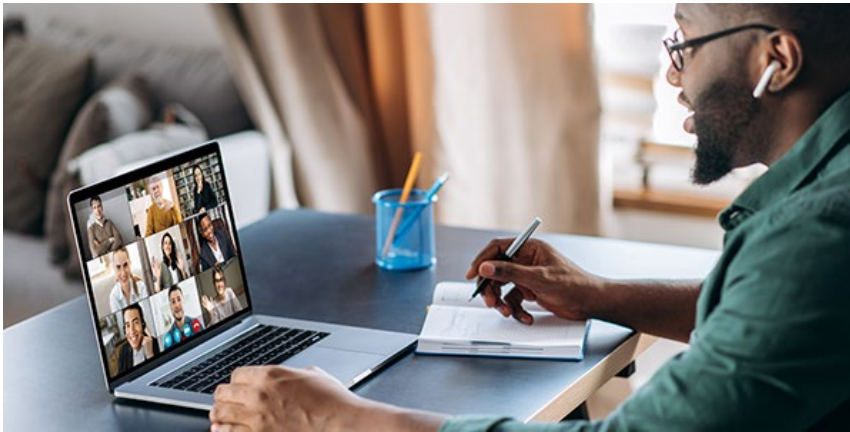
### **New Job Aids from UCPATH Center**



UCPATH Center training has created some new job aids. The UCPATH Help site has been updated to reflect these new changes.

- **Job Aid:** [Retirement Transaction Process for July 1 Retirement Date - COLA](#)
- **Job Aid:** [Submit Off-Cycle Accrual Payout Request](#)
- **Job Aid:** [Payroll Adjustment Form](#) (Note: there are some clarifications of this job aid that were shared in the March 17 [bi-weekly training tips](#); please review these when using this new job aid.)
- **Job Aid:** [Short Work Break](#)

### Retirement Webinar for UCPATH Transactors – March 30



**Topic:** Preparing for the July 1 Retirement Season: UCPATH Transactor & HR Community Training

**When:** Mar 30, 2026, at 10:00 AM Pacific Time (1 hour)

**Where:** Virtual; Join from PC, Mac, iPad, or Android: <https://uci.zoom.us/j/95997613111>

**No Registration Required;** To request a copy of the recording, Please email [benefits@uci.edu](mailto:benefits@uci.edu)

This webinar will provide an overview of the retirement process workflow and key updates to support a smooth and timely transition for retiring employees. Topics will include an important update on No Lapse in Pay (NLIP), guidance on appropriate separation dates and separation cases, the UCPATH retirement transaction process, rehired retiree reminders, and tips, resources, and best practices to help departments successfully manage retirement separations during this busy season.

## Permanently Gated Paychecks

Selected	Company	Pay Group	Pay Rate ID	Off Cycle	Paycheck Number	Pay End Date	Earnings End Date	Posting Pay End Date	Earnings Code	Monetary Amount	Position Pool ID	Position Number	SCT Method	SCT Description
1	UCS						01/31/2024		HON	-45.00		4029240	SCT - No	Due to technical issues, this paycheck has been permanently gated and unavailable.
1	UCS						01/02/2024		REG	-567.74		40291203	SCT - No	This check is reversed. SCTs are restricted.
2	UCS	SAC	22121760Y		6434063	12/17/2022	10/17/2022	12/17/2022	REG	567.74		40291203	SCT - No	This check is reversed. SCTs are restricted.

UCPC corrected data processing errors which resulted in some paychecks being permanently gated, meaning this prevents future SCTs or BCTs being processed. Please note that employees were paid correctly.

- 1st occurrence 2022 UAW strike adjustments/corrections
- 2nd occurrence Oct. 2024 immediately after SCT go-live / approximately 80 total paychecks across all campuses
- 3rd occurrence in Nov. 2025 1,141 total paychecks across all campuses
- The paychecks show up on the SCT and BCT search results page, but the transactors cannot select the paycheck because it's greyed out. This is noted in the last column with messaging that either the paycheck is permanently gated or that SCTs are restricted.

### Workaround:

To transfer expenses for these paychecks, assistance from accounting is needed.

- Enter an EEC ticket and select the category of **UCPath Finance and Accounting**.
- Be sure to note in the ticket the *cost transfer cannot be completed via UCPath due to message that states the paycheck is permanently gated or SCTs restricted*.
- Attach the DOPE report for the applicable employee and earnings period to the case.
- The UCI UCPath GL team will review and forward to accounting team to process.

## Position and Job Data Update Form

Below are answers to common questions about signatures on the Position and Job Data Update Form.

- UCPath does not validate who signed the form; they don't have a view to our organization.
- The signed form is their authorization for the update.
- Each Division should decide who should sign the form and if they require someone other than the transactor to approve (best practice).
- UCPC continues to recommend the Combined Form.



## UCPath March 2026 Roadmap Project Go-Live



The Improve Accruals Management roadmap project was deployed on March 8. This update automates accrual calculations, eliminating the need for manual calculations and balance adjustments by UCPath. These changes improve accrual accuracy, especially for employees who change pay frequency or are terminated and rehired within the same pay period.

As part of this update, the Pay Group field is now visible on the Career and Benefits Eligibility screen. If you notice any accrual issues related to pay frequency changes, please open an EEC ticket assigned to UCPath Support.

## Quick Reminders

- If a SSN was not entered into UCPath when an employee was hired, please follow-up with the employee to have them enter this in UCPath as soon as they receive the SSN. A missing SSN causes issues with benefits, paychecks, and retirement plans.
- When an employee moves between academic and staff, there must be a new employee record and the hiring and releasing departments must use the same Action Reason code: Transfer-Intra Location and same effective date.
- When transferring from one department to another, use Concurrent Hire with this reason: Transfer-Intra Location



## Extended Absence Reminders

- When submitting leave requests in Extended Absence, all relevant information should be included and updated on the current leave record; do not create a new record.
- When a new leave type is consecutive to another leave, be sure the expected job end date of the current leave matches the start date of the new leave.
- Last Day worked cannot be after the leave start date.
- Last Day worked cannot be the same day as the leave start date.

## Did You Know ... ?

Employees can generate their own verification of employment documents on the [UCPath Portal](#) directly from Menu > Income & Taxes > Verification of Employment > Generate Summary Report.

UCPath does not send data to The Work Number for employees who opted out from sending their information. Employees who've opted-out should refer verifiers (such as banks, employers or leasing agents) to the UCPath Center to complete employment and income verifications (phone: 855-982-7284 or email: [ucpath@universityofcalifornia.edu](mailto:ucpath@universityofcalifornia.edu)). Refer to [UCNet](#) for more details.



## 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 March 31, April 14, and April 28.

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

## Subscribe to Keep Informed

### TEAMS UCPATH Announcements Channel

In Microsoft Teams, [subscribe to our UCPATH Teams Announcement channel](#) to receive timely system alerts, reminders, and updates. Turn on notifications to ensure you don't miss urgent announcements.

### Transactor Digest and UCPATH Emails

If you are not receiving UCPATH emails and monthly Transactor Digest e-newsletters but would like to, please [subscribe](#). We send our emails out through UC Irvine's ZotMail system, so check your email filters to ensure our messages come into your inbox and aren't automatically diverted to a junk or spam folder.

## Find Resources on the Transactor Web Page

Visit the [UCI UCPATH Transactor Web Page](#) for resources such as pay cycle clocks and transaction deadlines, support documents, job aids, training schedules, UCPATH system access (security) information, processing schedules, and more.

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

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