April 15, 2021

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.

UCPath Closing Process

UCPath has a new case closing process. This new process provides UCPC case submitters with additional time to review the resolution. Once UCPath provides a resolution, the submitter will receive an email notification that the case will remain open for five days with a "Pending Closure" status.

Virtual Drop-In Center

Beginning April 1, 2021, the hours for the virtual drop-in center will be Monday through Friday 10:00 a.m.-12:00 p.m. Additionally, a new office hour has been added for questions related to Payroll requests. This will be supported jointly by the UCPath support team and UCI Payroll on Mondays and Wednesdays from 1:00-2:00 p.m. Both sessions are at https://zoom.us/j/8519035805

Online Portal Demo

The UCPath Center conducts online portal demos every Thursday from 2:00-3:00 p.m. This is a great tool for new employees or anyone not comfortable with navigating in UCPath to learn about the UCPath functionality and how to find information.

- https://ucnet.universityofcalifornia.edu/compensation-and-benefits/ucpath-demo-webinars.html
- https://ucop.zoom.us/j/578608466

Retroactive Transactions

- Pay Rate Increases in UCPath entered with a retroactive effective date will trigger retro pay in UCPath. Employee will be paid the wages owed on the next on-cycle check (does not apply to pre-conversion effective dates). Note: Which on-cycle check the retro will be paid is determined if the transaction was approved before the Template transaction deadline, otherwise will be the following check.
- Retro dated FTE changes will **NOT** trigger retro pay for the amount of time and wages the employee is owed. Initiator will have to submit an Off-Cycle Payroll Request to calculate and pay employee the difference from the FTE change.
- Retro Active DECREASES in pay rate or FTE will NOT automatically trigger the system to withhold the difference in the amount overpaid. You must proceed to submit an Overpayment request.

Direct Retro

UCPath Center has resolved the issue where only one paycheck per Direct Retro request was possible. If you are needing to perform a direct retro salary change transaction for more than one paycheck for an employee, it is now possible to select multiple paychecks for one direct retro request. Don't forget that transactions where federal funds or federal-flow through funds are involved, they cannot be older than 90 or 120 days from funding end date or pay end date, respectively, otherwise they will be considered High Risk and would need the justification questionnaire filled out in the request and be routed for higher-level approval from Contracts and Grants Accounting in UCPath.

Final Pay Payroll Request

UCPC has made a change to the Payroll request to allow payouts to be processed through the payroll request. These Earn codes can be entered in the earnings code field in Payroll request and balances will be updated on a regular basis.

- **CTP** - compensatory time paid
- **CTT** - compensatory time termination
- **HCP** – holiday compensatory time paid
- **HFP** – holiday float compensatory time paid
- **MTV** – medical resident termination vacation
- **PHP** – personal holiday payout
- **PTP** – paid time off payout
- **TRM** – terminal vacation pay

When checking the box to payout accruals enter 1 in the hours field to trigger UCPC to calculate the vacation payout.

UCPath Transactor Access

DSAs or Supervisors will need to submit a KSAMS request for UCPath access upon employee's completion of required training. Training courses are available via UCLC for new employees. Training can be assigned based on curriculums provided in UCPath website (HR and HCM, GL & Finance).

UCPath Planned Maintenance

UCPath will be extending the regular planned maintenance window on Sunday, April 18 from 12:01 a.m. to 11:59 a.m. to apply new security certificates. During this time, employees will not have access to UCPath and will not be able to complete online activities including:

- View pay statements
- Make address changes
- Enroll in direct deposit
- Apply for jobs (for locations on TAM)

Subscribe to Keep Informed

If you or someone you know is a transactor who doesn't already receive this e-digest or other UCPath Alert emails, subscribe to our digital mailing list to receive all updates.

Thank You!

UCI UCPath

Questions? Email: ucpath@uci.edu