

Issue 19

UCPath is the University of California's comprehensive payroll, benefits, human resources and academic personnel solution for all UC employees.



Welcome to UCPath!

After years of hard work, anticipation, training, setbacks, accomplishments, milestones met, and diligent work by many people working as a team, UCPath officially went live at UCI January 2, 2020! Employees were able to access [UCPath Online](#) on January 2 and receive their first UCPath-pay January 2 (monthly) and January 8 (bi-weekly). Congratulations to everyone involved and welcome to UCPath!

This is just the beginning. Now, initiators and transactors adapt to a new payroll and HR system to make it all run smoothly from here forward. Visit the transactional user page of ucpath.uci.edu for job aids, resources, training

materials, training schedules and more as you become familiar with the new UCPATH system and adapt to new transactional processes.



Where to Go for Help or Questions

As a transactional user needing help with transactions:

- Stop by the drop-in center at the ICF-315 training center through February 27 for questions and help with transactions. We are here to support you.
Mondays – Thursdays from 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 5:00 p.m.
Fridays from 8:00 a.m. – 2:00 p.m.
- Talk with the Point of Contacts in your Division
- Contact the Employee Experience Center (EEC) to ask a question or open a case
eec@uci.edu
<https://eec.hr.uci.edu>

We encourage transactors and approvers to take advantage of the drop-in center to get support in processing transactions and asking questions. It's the fastest way to get answers.



Training Courses Starting in February

UCPath Training: Phase 2

UCPath training will resume February 3 – March 12, with courses available over the course of six weeks. To see the full schedule, visit ucpath.uci.edu/transactionalusers

Direct Retro and Cognos courses will be offered for the first time. In addition, update courses for Position Control, Funding Entry, and AWE will be available to provide updated information not available when the courses were originally offered last fall. Most of these are Zoom calls and are notated with (R) in the schedule. *The Zoom details will become available to users who have registered for the class via the UC Learning Center.*

Please register and sign up for training at:

uclc.uci.edu

Course List (recommended order)

Position Control

Funding Entry

Template Transactions 1 & 2
Approval Workflow Engine (AWE)
PayPath Actions 1 & 2
Payroll Requests
Extended Leave of Absence
Direct Retro
Cognos Reports
UCPath for Grads
UCPath Inquiry & Navigation

Financial Analysts (GL) (recommended order)

Position Control
Funding Entry & Distribution
Direct Retro Updates
UCPath Budget Distribution
Cognos Reports
UCPath Inquiry & Navigation

UCPath: Planned Maintenance

The UCPath system will be unavailable during the dates/times below. UCI employees will not have access to UCPath Online during this time.

Start Time	End Time
Friday 1/31 at 11:59 p.m.	Sunday 2/02 at 8:00 a.m.
Saturday 2/15 at 12:00 a.m.	Sunday 2/16 at 8:00 a.m.

Reporting Team Office Hour Call Availability

The UCI UCPath Reporting Team is still holding one-hour Office Hour calls every Tuesday and Thursday from 3:00 p.m. – 4:00 p.m. to assist in any report issues and to answer any questions relating to reports.

Please contact Matt Levin (levinmr@uci.edu) if you would like to be added to the meeting invite.

Zoom dial-in information:

Join from PC, Mac, Linux, iOS or Android: <https://uci.zoom.us/j/9498242045>

Or Telephone: +1 669 900 6833 US

Meeting ID: 949 824 2045

UCI UCPath
Your Pay. A New Way.

UCPath ONLINE
View and print pay statements, change personal information and more.
[CLICK HERE](#)

GET HELP NOW
Paycheck problems or not sure where to go?
949-824-0500
or
[CLICK HERE](#)

TRANSACTIONAL USERS
Access training material, job aids, resources, shortcuts and more.
[CLICK HERE](#)

Visit [UCPATH.UCI.EDU](https://ucpath.uci.edu) for Training Materials & Sign-Ups, Job Aids and More

Visit ucpath.uci.edu now for:

- Links to UCPath Online and to the Employee Experience Center (EEC)
 - Quick links to most requested information (such as the UCI payroll calendar and Direct Deposit)
 - Announcements about UCPath and pay/benefits-related information
 - Important resources and information for transactional users, including training materials, training schedules and sign-ups, job aids, resolution guides, and more
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List of POCs

For a complete list of UCI UCPATH Points of Contact (POCs), [click here](#).



Direct Deposit Changes Have a Transition Period

Please note: If an employee updates any portion of their Direct Deposit information, such as adding an extra account or removing/adding new information, there will be a transition process for the change that can take several weeks to complete.

- If the transition process hasn't finalized by the time their next payroll cuts, the employee will receive a paper paycheck that will be mailed the day before payday to their home address on record.
- The transition process can take up to two pay periods to officially update.
- Employees can log in to ucpath.universityofcalifornia.edu to make Direct Deposit changes; it is under the Income and Taxes tab on the dashboard.



UCI UCPath Newsletter – Issue 19

Share your questions and feedback at ucpath@uci.edu.

If you do not want to receive future UCPath newsletters, [click here](#).

UCI UCPath Office

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UCPATH = UC PAYROLL, ACADEMIC PERSONNEL, TIMEKEEPING & HR

