UCI UCPath
Transactor Digest

July 1, 2020

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.

Training for New Hires in August

UCPath training for new hires will begin week of Aug. 17.

The classes for new hires, or those not previously trained in UCPath, will be offered in an intensive two-week cycle to prepare employees for entering transactions in UCPath. These classes will include pre-requisites offered via e-learning and instructor-led classes via Zoom. This is open to anyone who hasn't yet taken these courses or anyone who wants a refresher. Additional training opportunities will be offered in September.

Please view the courses at ucpath.uci.edu. Beginning July 13, register for courses in in UCLC.

New Call-In Center Hours: M-F, 8:30 – 2:30

The virtual drop-in center is available Monday - Friday from 8:30 a.m. – 2:30 p.m.
A support team member will answer your call, ask what type of question you have, and

help you immediately or set an appointment for a zoom session later that day. Also continue to open cases with the EEC at 949-824-0500 or eec.ur.uci.edu

- To access the virtual support line, contact the following Zoom https://zoom.us/j/8519035805
- One tap mobile +16699006833,,8519035805#

Call-In Reporting Support

The UCI UCPath Reporting Team holds one-hour office calls twice weekly to assist in any report issues, and to answer any questions relating to reports. Sessions are every Tuesday and Thursday from 3:00 p.m. – 4:00 p.m. Please contact Matt Levin (levinmr@uci.edu) if you would like to be added to the reporting mailing list.

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

Search Function on the Website

The transactional user page on ucpath.uci.edu has a vast array of support documents, job aids, business process guides, frequently asked questions, training presentations, and more for transactional users. The search bar in the upper right-hand corner is a great tool to use to find topics of interest or answers to your questions.

Know Your Role for KSAMS / UCPath Security

At UCI, the system of record for UCPath Security access requests and approval is KSAMS, which utilizes an existing tool (KSAMS) and works with department security administrators (DSA) to request and approve access to UCPath. This allows users to work with their DSA to request the access they need to process UCPath transactions, while maintaining data integrity and operational control.

DSAs have access to training and tools through UCPath.uci.edu by clicking on the yellow UCPath System Access box. This information will help determine the particular access that an individual needs within UCPath. UCPath Security Access Management is a

four-step process. Learn more about this process as well as security roles and access by clicking on the following links:

- [UCPath System Access](#)
- [KSAMS Overview Article](#)
- [KSAMS Security Access Guide for UCPath Access](#)

Quick FAQs

Q: Will student employees graduating at the end of spring quarter be allowed to work over the summer? We were able to extend student appointments through the summer in PPS and wanted to confirm that this was also possible in UCPath.

A: Upon graduation, a student employee is no longer eligible to be classified within the Assistant series. If the department manager would like to continue the employment of a student employee who has graduated, the former student must be placed in a staff title on a limited appointment (1,000 hours per year) after graduation. For more information, see Section F of the information in [this link.](#)

Q: When doing a Direct Retro transaction, the new data section does not open up for editing – what can I do?

A: If that occurs, immediately click on the link for the Direct Retro Salary Cap/MCOP Worksheet and make all the changes in the worksheet. It will transfer into the new data section and you will be able to then submit.

Quick Tips

- The [Template User Guide](#) helps you select the correct **Template and Reason** for your situation.
- View your employees' **Expected Job End Date** and **End Job Automatically** checkbox using the **Employee Roster Report.** This is located in ZotPortal where the Cognos reports are; it is report RU103 under "Job."
- Click the **New Window** link at the top of UCPath to open additional pages. Toggle between open pages and copy/paste data…no more writing it down.
- If a **Template Transaction** is denied or canceled, you can clone and correct it. Go to **Transaction Status** to start.

UCPath Notice: Upcoming Planned Maintenance

The UCPath system (including UCPath Online) will be unavailable during the timeframe below in preparation for the Lawrence Berkley National Labs (LBNL) transition to UCPath.

Start Time	End Time
Friday, July 17, 10:00 p.m.	Monday, July 20, 6:00 a.m.

Summary - UCPath Operational Update

- UCPath is pleased to welcome UCSD and UCSF to UCPath.
- The last deployment for Lawrence Berkley National Labs (LBNL) will take place in July.
- The below graphs demonstrate the increase of monthly and bi-weekly paychecks per pay period from 2018 to the final originally planned deployment.

- With the addition of these final two campuses and medical centers, case volume increased 69% and WFA activity increased 57% over the previous six weeks.
- A total of 100 UCPath employees have returned to the UCPath Center, meeting or exceeding health guidelines in Riverside County. An additional 50 employees may return in late July. For employees who continue to work remotely, there is an ongoing focus on improving remote work processes and technology, especially the remote phone capability.

Social Security Number Update Request Available on UCPath

Please share this information as appropriate with employees and other key stakeholders in your department. Employees now have the ability to submit an update request for their Social Security Number (SSN) using UCPath Online.

Previous Process:
 • Employees would work with their location to submit a request to update their SSN

New Process:
 • Employees can now go to UCPath Online under Personal Information Summary and submit their SSN update request
 • A confirmation email will be sent to the employee upon submitting their SSN update request

Training Resource:
Please refer to the *Update My Social Security Number (SSN)* training simulation on the UCPath Help site.

UCI Website Resources for COVID-19 Information

Stay up-to-date on COVID-19 information and FAQs at: COVID-19 Resources and Updates, DFA Operational Updates, and the UCI HR Coronavirus website.

Thank You!