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A blue banner with a background image of a modern building at dusk. The text 'UCI UCPATH' is in large white letters, with 'Transactor Digest' in yellow below it. The date 'August 13, 2020' and a subtitle are also present.

UCI UCPATH

Transactor Digest

August 13, 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 Aug. 17. During the first two weeks, Aug. 17-27, all courses will be offered in this accelerated timeframe for those looking to quickly complete their training. The same courses will be offered again starting Aug. 31 through Sept. 24.

Summer Salary course will only be offered once on 8/25 for anyone looking for latest information on summer salary processing.

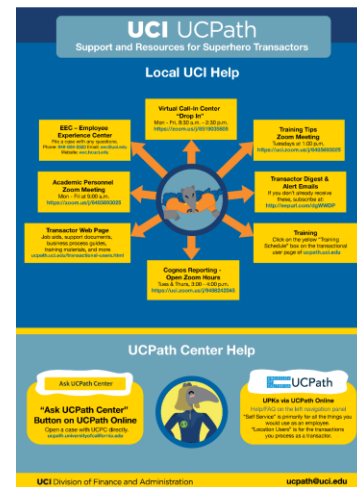
These classes will include pre-requisites offered via e-learning and instructor-led classes via Zoom. They are open to anyone who hasn't yet taken these courses or anyone who wants a refresher.

Please view the courses at ucpath.uci.edu and register in [UCLC](#).

New Resources & Support Graphic

When you have questions, need information, or need help with transactions, you have many ways to receive support and help. Click the links below for a helpful resource page that you can bookmark digitally or print out to have as a quick reference for support options.

[Transactor Resources Flyer \(Full Color\)](#)
[Transactor Resources Flyer \(Printer-Friendly\)](#)



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

Division Points of Contact (POC) - Resource for Help

Since we are already eight months past our “go-live” in UCPath, we want to remind transactors and approvers to utilize your division Points of Contact as a first level of support for questions and help. If you don’t know the POCs in your division the [POC](#) list is on ucpath.uci.edu.

With each division unique in its processes, it is very important to work with your POC on policy questions and understanding the desired outcome. The UCPath team can then help provide additional support on questions specific to UCPath transactions.

Call-In Center for Questions and Help

The virtual call-in center is available Monday - Friday from 8:30 a.m. – 2:30 p.m. via Zoom. “Drop in” any time. In advance of calling, please gather the critical information regarding your questions:

- Employee ID
- Description of Issue
- Screenshots (if applicable)
- Any/All relevant transaction details

A support team member will 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.hr.uci.edu.

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

Training Tips Call-In Sessions Tuesdays at 1 p.m.

Virtually join staff from the UCI UCPATH project team and other transactors every Tuesday at 1:00 p.m. for one hour sessions on specific subjects that will bring you up to date on new information, provide answers to questions you have, and share lessons learned. The topics for the upcoming week will be published the day before the meeting.

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

Job Aids for Transfers or Promotions

If you have a transfer or promotion, there are two ways for you to find help.

1. The [Transfer and Promotion Job Aid](#) on the transactional user page of the ucpath.uci.edu website. This job aid explains which activities qualify as a Transfer, Reclassification, or Promotion and what transaction to do.
2. The [Template User Guide](#) provides information on types of transactions, what templates to use, and reasons to use them.

Please call the Drop-In Zoom if you have any questions.

What to do if UCPATH Denies Your Template Transaction

1. Go to the Transaction Status Page and find the denied transaction. Click “clone” and only change what you need to.
2. If you need a different Template, check out the [Template User Guide](#) on the Transactors website.
3. Call the Drop-In Center.

New Functionality Added to HCM Initiator Role

The access for the page to print/view employee benefits data has been added to the HCM Initiator role. The page can be accessed in UCPATH: Benefits/Review Employee Benefits /Benefits Summary.

Note that there are two tabs. The Enrollment Summary has the button to print Summary and Election Form. You may need to change the “benefits as of” date to a period that has already passed. (Currently the Summary form is not printing and produces an error, but the information is available on the screen). This information should be provided to employees who have benefits and are eligible to continue them during leave. The form should be provided before employees begin a Leave of Absence, short work break or furlough.

Email Address Requirements for Template Transactions

New Hire Templates:

- Home email address required.
- No other email needed; UCI email will be added automatically.

Re-hire, Concurrent Hire and Personal Data Templates:

- UCI email address and UCI Phone number feed automatically, but are not visible - Do not input any email address or phone number in these template transactions.
- Any changes to home email address or home phone should be done by the employee in self-service.

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!



UCI Division of Finance and Administration |  With U • For U

UCI UCPath

Questions? Email ucpath@uci.edu