

The banner features a background image of a modern building with a glass facade and a concrete structure, set against a clear blue sky. The text 'UCI UCPATH' is in large white letters, with 'Transactor Digest' in yellow below it. A white horizontal line is positioned under 'UCPATH'.

UCI UCPATH

Transactor Digest

September 29, 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.

UCPATH Update: HR Worksite ID - Now Required

The HR Worksite ID field is now required when creating new positions or updating vacant positions through the Position Control Request or Add/Update Position Info pages in UCPATH. [CLICK HERE](#) for more information.

2020-2021 Work-Study Program Guidelines

Please review the final [2020-2021 Work-Study Program Guidelines](#) from the Office of Financial Aid & Scholarships for guidance on hiring and administering Work Study students for this year.

If you have any questions, please contact the Work-Study Coordinator at 949-824-5339 or e-mail FinAid-WorkStudy@uci.edu. If you have questions about using UCPATH to process work-study payroll adjustments, contact the [Employee Experience Center \(EEC\)](#).

Call-In Center - Updated Hours

Beginning October 1, the virtual call-in center will be available Monday-Friday 8:30 a.m. – 11:30 a.m., and 12:30 p.m.- 2:30 p.m. via Zoom. Call in any time for questions about transactions in UCPATH.

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

Upcoming Changes to UCPATH System Access Request Process

Process changes are coming to the UCPATH System Access request process. DSA and user supervisors will need to conduct a few additional checks to select roles for the user and submit a KSAMS request. The next round of DSA Training in October will highlight the process changes and when they will be implemented. Changes will include:

- Many roles will require training be completed before roles can be approved. A full listing of courses required for each role will be posted in the Roles Wiki.
- DSAs will be required to remove old access when the user leaves or changes jobs.
- Access reviews will need to be performed periodically for validity of access.

Learning Labs

Sign up for one of our upcoming UCI [UCPath Learning Labs](#) for hands-on UCPATH training. The UCI Training Team is hosting online virtual learning labs to help transactors further develop their system knowledge and skillset. Initiators and approvers from all schools/divisions are welcome.

The first learning lab was conducted Sept. 23 and attendees provided feedback that it was very beneficial. Some of the scenarios discussed include: Performing searches, UCPATH Data Analysis, Funding and Budget Distributions, Additional Pay, and more. Upcoming sessions are:

- Thurs. Oct. 22 9 a.m. – 12 p.m.
- Mon. Nov. 9 9 a.m. – 12 p.m.

To find out how to register and for more information, visit our [UCPath website](#) on the transactional user page under “Latest Information.”

Training Update

We do not currently have any new UCPATH instructor-led training scheduled for the remainder of 2020. If you have new hires that need to be trained as UCPATH transactors and/or approvers, please contact ucpathtraining@uci.edu. We will determine how best to accommodate the future training needs based on the number of people and timing requirements.

Quick Tips / Reminders

Smart HR Templates

- Review Person Org Summary before creating a hire transaction to ensure use of the correct template, as future employees may not inform you that they were previously a UC employee. Using the wrong template will cause delays in the hiring process.

- Once a template is processed, the only way to change the effective date is to submit a job data update form to UCPC. Confirm the effective date before submitting the hire or other template transaction.

Expected Job End Dates

- Monitor expected job end dates via Employee Roster Report.
- Submit and approve changes to the end dates at least three days in advance of the end date to avoid Auto Termination. If Auto Term, you must process a reinstatement template to rehire to the same position with the date of the Auto Term.

Former Employee Access – VOE (Verification of Employment)

Former employees can verify employment for loans, jobs, etc. on [UCPath Online](#). To do this, they need to register for Former Employee Access once the separation has been completed in UCPath. Prior to leaving UC, employees should add their non-business email address to their [UCPath Online](#) profile. If that email address is not correct or is blank once they leave UC, they can call UCPath at 855-982-7284 to request a Former Employee welcome letter to register for access.

Open Enrollment – Looking Ahead

Open Enrollment this November will be done through [UCPath Online](#). Be on the lookout for more information in the coming months, and make sure you and your colleagues can log in to access the portal prior to the enrollment window.

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 receive all updates.

Thank You!



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UCI UCPATH

Questions? Email ucpath@uci.edu