

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 'UCI UCPATH'.

UCI UCPATH

Transactor Digest

December 15, 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 Update

All training courses are available on-demand as e-learning videos via [UC Learning Center \(UCLC\)](#). If you have new hires that need to be trained as UCPATH transactors and/or approvers, please refer to the HCM, payroll, or finance curriculums. You can find them in the transactional user materials section and identify training requirements by role.

Year-End Support

Our Virtual Drop-In Center will be open 8:30-11:30 a.m. and 12:30-2:30 p.m. on Mon. Dec. 21 and Tues. Dec. 22 to assist in transactions before the transaction deadlines. If you have any emergencies during the curtailment, please email dkistler@uci.edu. The [EEC](#) and UCPC will both be open for calls and cases during curtailment, but UCPATH support team will not be actively working cases until we return on January 4.

January Support

The Virtual Drop-in Center support for January will continue on the same schedule as we evaluate alternative models for support in 2021. The AP support at 9 a.m. has been discontinued and folded into the drop-in Center.

Reminder On 12/31/20 Job End Dates

Please review all jobs with 12/31/20 or early January end dates and extend or put on SWB if they are not to be terminated.

Check for Accounts/Funds That Are Expiring

- Be sure to check both UCPATH and KFS for accounts/funds that expire at year end.
- In UCPATH, be sure that there is a row after 12/31/2020 to ensure the expenses do not hit your department default or campus suspense accounts. ***Failure to make these updates will result in funding hitting department default/suspense accounts*** and will then require a direct retro to move the expenses to the correct accounts.

Be Specific With EEC and UCPC Tickets

When opening a ticket with either [EEC \(Employee Experience Center\)](#) or UCPC (UCPATH Center), please be as specific as possible with what you need. This will help expedite the process.

- Start your ticket with your request, such as, “I need you to do ... “ Frequently the person who picks up the ticket is not familiar with you or your role or process, so they need to understand exactly what help you need from them. The more details you can provide, the better chance you will get a faster resolution.

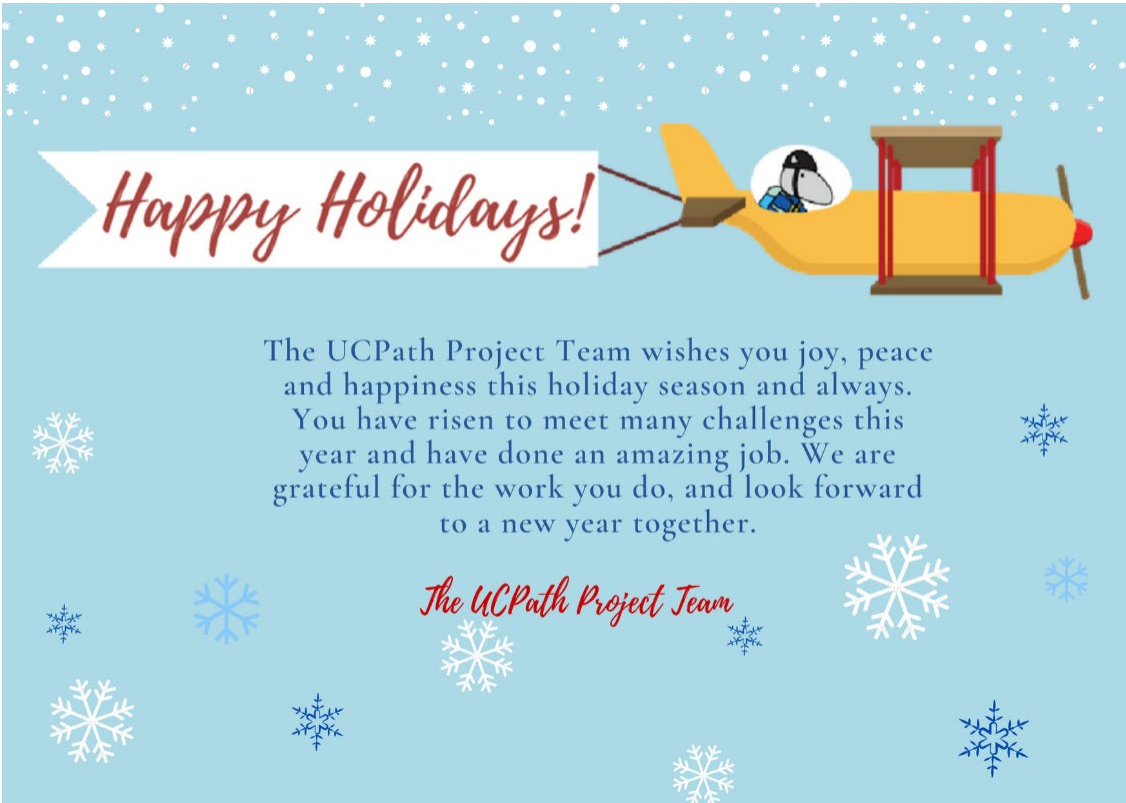
- Don't assume that the EEC or UCPC people understand the problem. If you've already done research, share it with them.
- Remember that the UCPATH Center, located in Riverside, services all UC locations and each campus is unique in how they transact, what kind of security transactors have, and who might be asking questions. They truly want to help resolve your issue.

New UCPATH Appointment Feature


Starting Dec. 7, 2020, all UC employees can schedule phone appointments with UCPATH for assistance with submitted inquiries. One-hour appointments are available Monday through Friday, 8 a.m. to 4 p.m. (PT). Schedule an appointment at a time that's convenient for you — no waiting required! [Read More](#)

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 Division of Finance and Administration |  With U • For U

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Questions? Email ucpath@uci.edu