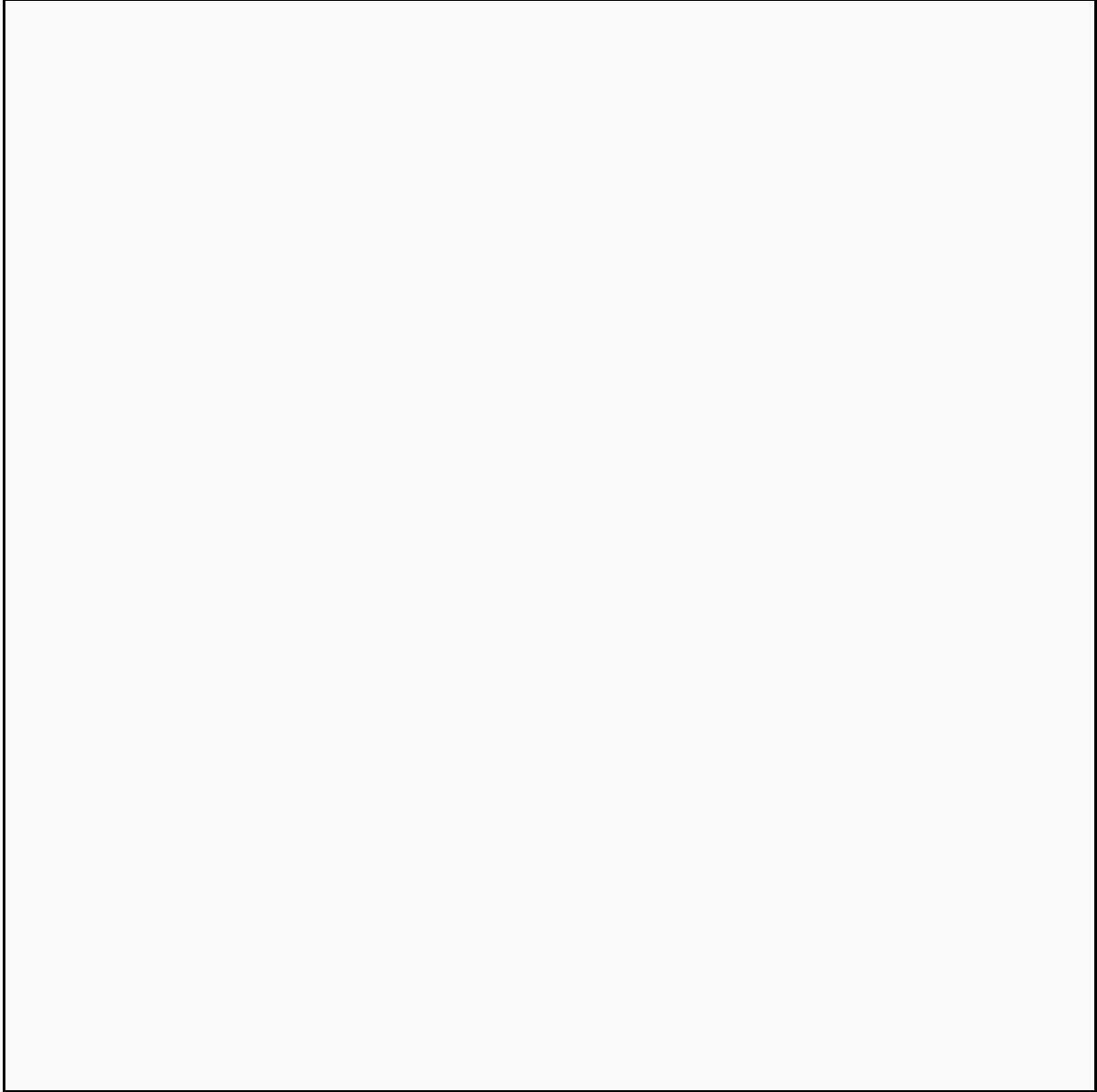


[View this email in your browser](#)



February 5, 2021

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.

PayPath Transaction Black-Out Period

UCPath has implemented PayPath transaction black-out periods for monthly and bi-weekly pay periods. The dates for the black-out periods can be found with the countdown clock on our UCPATH home page for [transactional users](#). The black-out periods can also be found on the [2021 UCPATH Production Processing Schedule](#).

Changes to Vacation, Sick and Compensatory Time Accruals

Effective February 1, 2021, there is a new process to make changes to vacation, sick and compensatory time accruals. If the necessary changes are from a pay period within the past 3 months, the changes should be made via TRS. If the changes are from a pay period outside of the 3 month window or for adjustments that cannot be done in TRS, an EEC HR Leave Accrual ticket should be created and assigned to Payroll. The individual initiating the EEC ticket will receive a form from Payroll. The form should be completed and attached to the EEC ticket. Payroll will process the appropriate transaction(s) and provide the initiator with the estimated time the correction will appear on the employee's paycheck and accrual balances.

The same EEC ticket process should be utilized to pay out Compensatory Time as required by certain bargaining unit contracts.

For more information the [recording](#) and [process map](#) are located at UCPath.uci.edu.

Off-Cycle Transaction Dashboard Enhancements

Improvements have been made to the off-cycle transaction dashboard which can be accessed via [QuickLinks](#) on the PeopleSoft menu.

- Access to detail summary and detail view available by separate links on the left menu Navigation.
- Search for transactions now include additional parameters.
 - Search by transaction ID
 - Search by business unit
 - Search by date range – auto populates 30 days
- Improved transaction statuses/reason definitions
- Download to Excel
- Payroll request transaction statuses are updating correctly
- Paging controls

Additional information can be found on Ucpath.uci.edu in the slides from [Feb. 2 training tips](#).

Virtual Drop-In Center

Beginning February 8, 2021, the hours for the virtual drop-in center will change. The new schedule will be Monday through Friday 8:30-11:30 a.m.

Personal Email Address Reminder

Former employees will not be able to access UCPath to view their pay stubs or W-2 without a personal email address. Upon leaving UC, an employee should set up a non-UC email account on UCPath online. At the time of separation, the former employee will receive an email indicating how to go into UCPath online for access. Once they do they can update their contact information, download their W2's and review/download their earning

statements. Terminated employees will have access to the system for 36 months after their initial log in. Additional details are [in EEC](#).

Transaction Effective Dates

Please triple check your effective dates on new transactions to ensure that the 2021 date is being used. Transactors are still entering the year of 2020 and this is causing extra work for the UCPATH Center.

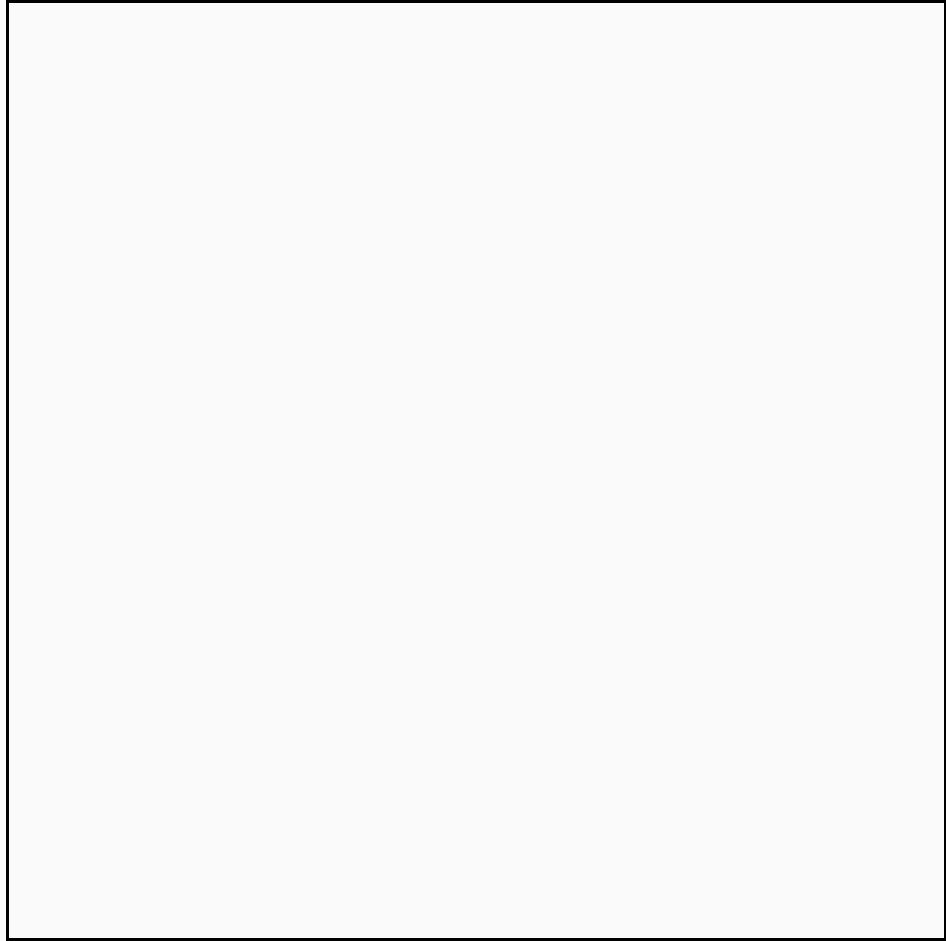
Post Doc Anniversary Dates

Post Doc anniversary dates need to be updated in UCPATH prior to the expiration of the existing anniversary date in order for the new PTO/sick accruals to be automatically applied in UCPATH. For example, if the anniversary date is March 1, 2021 you will need to update the year to 2022 approximately 2 weeks ahead of the March 1st date.

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 UCPATH

Questions? Email ucpath@uci.edu