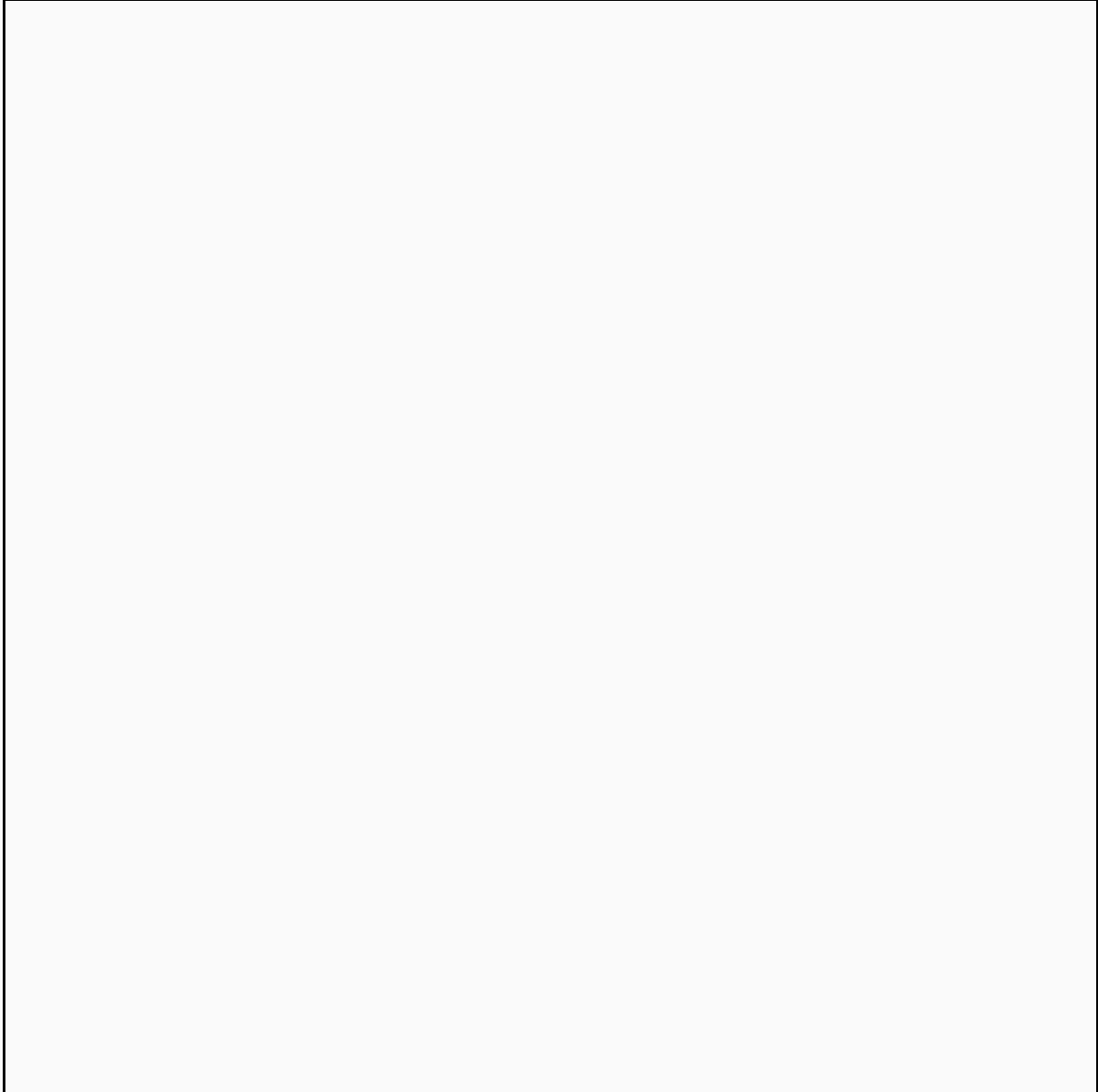


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May 27, 2021

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.

Fiscal Year End Funding

- Funding without an end date will be rolled over to the new fiscal year.
- If the funding has an end date beyond 6/30/21 it will roll over as part of the process and carry its funding end date.
- If Positions are Inactive (Status of " I"), the funding entries will not rollover.
- Any funding with end date before 6/30/21 will not roll over to 2022.
- If funding is in place for next fiscal year, current funding will not roll over.
- Distribution lines with funding end dates that expire in the current/ending fiscal year will roll over with the department level-funding FAU as specified in the Department Budget Table.
- **June 23** is the last day to update funding to effect 2021 fiscal year earnings.
- **No Funding Transactions should be entered or approved June 24 through June 30 (noon).**

Direct Retro - Year End

- Direct Retros must be fully approved by **July 6 at noon** in order to be included in the 2020/2021 fiscal year. If the deadline is missed the transaction will be posted to next fiscal year.
- Department payroll expenses posted to BF10002 must be cleared by **July 6 at noon.**
- Direct Retro transactions that are initiated but not submitted or approved need to be submitted or cancelled by **July 6 at noon.**

Budget Distribution

The **Budget Distribution** page must be updated for permanently budgeted positions when:

- New positions are created for permanently budgeted positions either by the department or the Budget office.
- Any type of pay change occurs for permanently budgeted positions. This includes the following PayPath transactions:
 - Promotions and/or Reclassifications
 - Step increases
 - Merit increases
 - Equity increases
- Permanently budgeted positions are vacated. This includes the Smart HR Template termination and retirement transactions.

June Retirements

To qualify for the inactive Cost of Living Adjustment (COLA), a UC employee (1976 tier) must have a minimum of 1 business day not on active pay status. This means the employee must have an inactive HR and payroll status in UCPath for at least one business day prior to July 1. For example, to qualify for the COLA increase for the 2021 calendar year, an employee's final day of work must be June 29th (Tuesday) with June 30th (Wednesday) being the effective date of retirement. June 30th represents the one day the employee would not work and not receive pay. Please refer to the job aid for additional information.

Emeriti Processing

In order to qualify for the inactive Cost of Living Adjustment (COLA) when applicable, an eligible faculty member must be inactive for payroll for the at least the last business day in June. Effective with the first day of retirement, July 1 or after, the faculty member is

entered as active in UCPATH as Emerita/us that is associated with a WOS (without salary) position.

Please refer to the [job aid](#) for additional information.

Did You Know...

- The XSL earn code used for STAR awards does ***not*** pay retroactively. Therefore, the PayPath dates must be current dates or prospective dates when processing a STAR award.
- When submitting promotions and reclassifications with a pay increase, transactors must complete **both** the Position and Job Data tabs in PayPath. The position should be promoted ***first*** with the appropriate action/ reason code on the Position tab. Then the job data tab will require adding a new row with a ***separate*** action/ reason code for the pay increase. These can be the same transaction but both tabs must be completed with the appropriate action/reason codes. See these job aids for specifics.

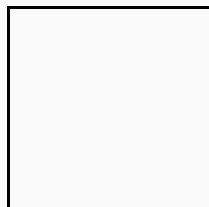
[Position + Job Data \(Academic\)](#)

[Position + Job Data \(Academic HSCP\)](#)

[Position + Job Data \(Staff\)](#)

UCPath Refreshers / Learning Labs

Live zoom sessions will be hosted to provide a short recap of training provided alongside working labs for simulated practice in the UCPATH Training Environment.



Summer Salary 6/9: [UCPath Training Team: Learning Lab / Refresher: End-to-End Summer Salary Processing \(signupgenius.com\)](#)

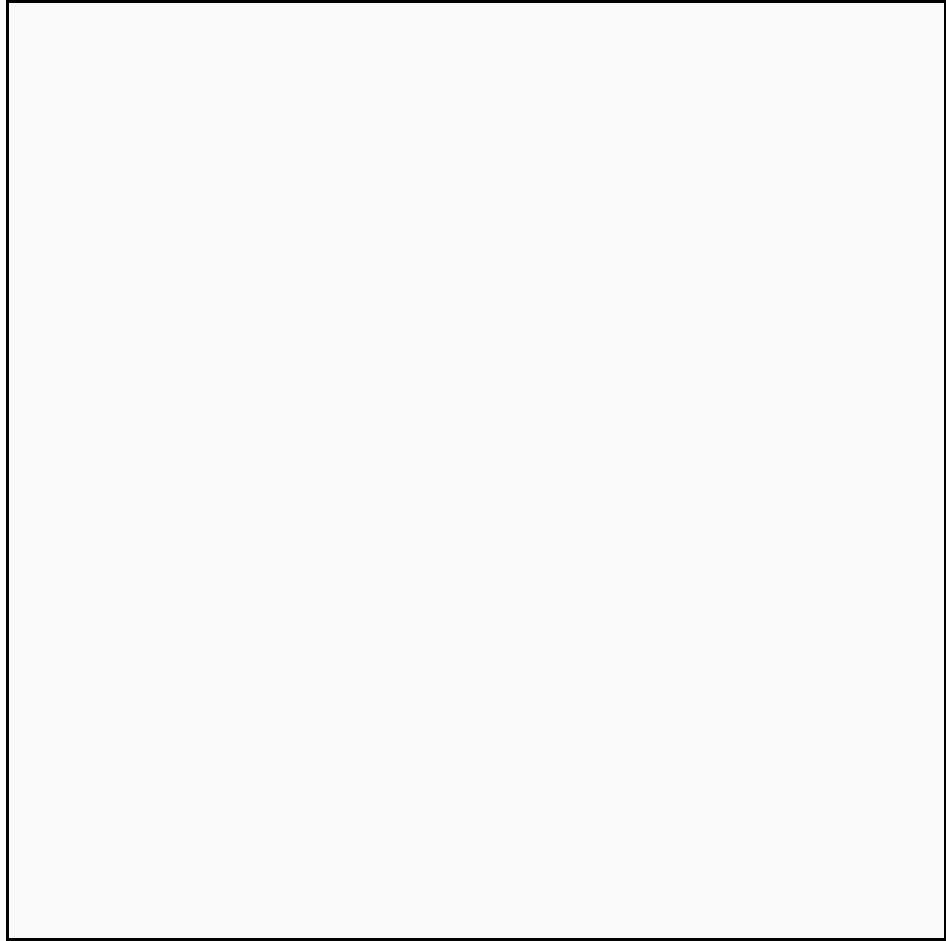
Direct Retro 6/10: [UCPath Training Team: Learning Lab / Refresher: Direct Retro \(signupgenius.com\)](#)

Funding & Budget 6/17: [UCPath Training Team: Learning Lab / Refresher: Funding Entry & Budget Distribution \(signupgenius.com\)](#)

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