

**July 27, 2021**

*A source of updates and information for UCI UCPATH Transactional Users*

Visit the transactional user page on the [ucpath.uci.edu](https://ucpath.uci.edu) website for UCPath support documents, FAQs, call-in center hours, and more.

## Pay for Family Care and Bonding

UC is committed to supporting faculty and staff who need time off to care for a family member or to bond with a new child. Family and Medical Leave (FML) provides job protection when employees need time off for a number of reasons, consistent with federal and state law. The Pay for Family Care and Bonding (PFCB) program, effective July 1, 2021, gives employees the option to replace some of the income they would otherwise lose during their approved leave.

Employees who qualify for PFCB can receive 70% of their eligible earnings for up to eight workweeks per calendar year. To qualify, the FML leave must be taken in a block of one workweek or more, for any of the following purposes:

- Care for a family member with a serious health condition
- Bonding with a new child
- Military Caregiver Leave
- Qualifying Exigency Leave

For additional information refer to:

[PFCB Presentation](#)

[PFCB Job Aid](#)

[UCOP PFCB Resource Site](#)

## PayPath Transaction Lockdown

Effective July 27, 2021, a system change will prevent certain transactions from being submitted between the “Stop” and “Resume” dates/times on the payroll processing schedule.

**PayPath:** Will appear as read-only for employees in the pay cycle being processed (BW or Monthly)

- Users will not be able to process *any* PayPath transactions (past, present, or future-dated) for employees in the pay cycle being processed until the “Resume” date/time.

**Mass PayPath:**

- Transactions can be submitted, but cannot be approved and processed until after the resume date/time. This applies for all stop/resume dates as a Mass transaction may have both BW and Monthly transactions.

Transactions that can be submitted during this time include: HR Templates, Extended Absence Requests, and PayPath transactions for employees not in the pay cycle being processed.

[FAQs - Preventing Transactions During Payroll Processing.docx | Powered by Box](#)

## Work Study Job Codes

Effective July 25, 2021, UC will no longer use Job codes specific to work study. Update a Filled Position From Work Study to Non-Work Study using the PayPath transaction position tab. Enter **JRL (Job Reclassification – Lateral)** in **Position Change Reason** field. Enter the corresponding non-work-study Job Code for the position; update Salary Admin Plan, Grade, and other fields as needed. Enter the appropriate **Position Pool ID**.

For vacant positions Job Codes need to be updated in Position Control. This needs to be completed before a student is hired or transferred into the position.

## 2022 Funding

UCPC has concluded the rollover process, please validate position level funding by running the UCPATH Position Funding Audit Report ([RUCI192](#)). Verify that filled and vacant positions continue to be funded by the correct account and funded for 2022. If a position *has not rolled over*, it is possible that the 'KFS Fund Code' end date or 'UCPATH Funding End By' date was on or before 06/30/2021. In which case, please take appropriate action now. For positions funded by multiple components of pay (MCOP), there is likely a specific error tied to Earn Code.

## UCPATH Security

Access to perform transactions (payroll, HR transactions, creating positions, or funding) in UCPATH is governed by KSAMS and determined by your job duties.

For UCPATH Security Administration, DSA's are first level approvers.

1. The Roles Wiki lists training modules as pre-requisites for a role, the requesting Supervisor needs to verify all of the required training has been successfully completed by the user (who needs the role).
2. The Supervisor and DSA must review that the role(s) being requested are appropriate for the user's job and departmental responsibilities.
3. The DSA must check whether the user has previously assigned roles that do not match responsibilities of their current job. For example, a user may have just transferred into the department and their previous roles were not removed.
4. The DSA must confirm that the population of employees the user can see in UCPATH is appropriate and correct.

Once these steps have been completed the [Campus UCPATH Access Request Form](#) needs to be signed off by the Supervisor, CPO/MAABO and be forwarded to DSA for input to KSAMS.

[UCPATH System Access \(Security\) // UCPATH // UCI](#)

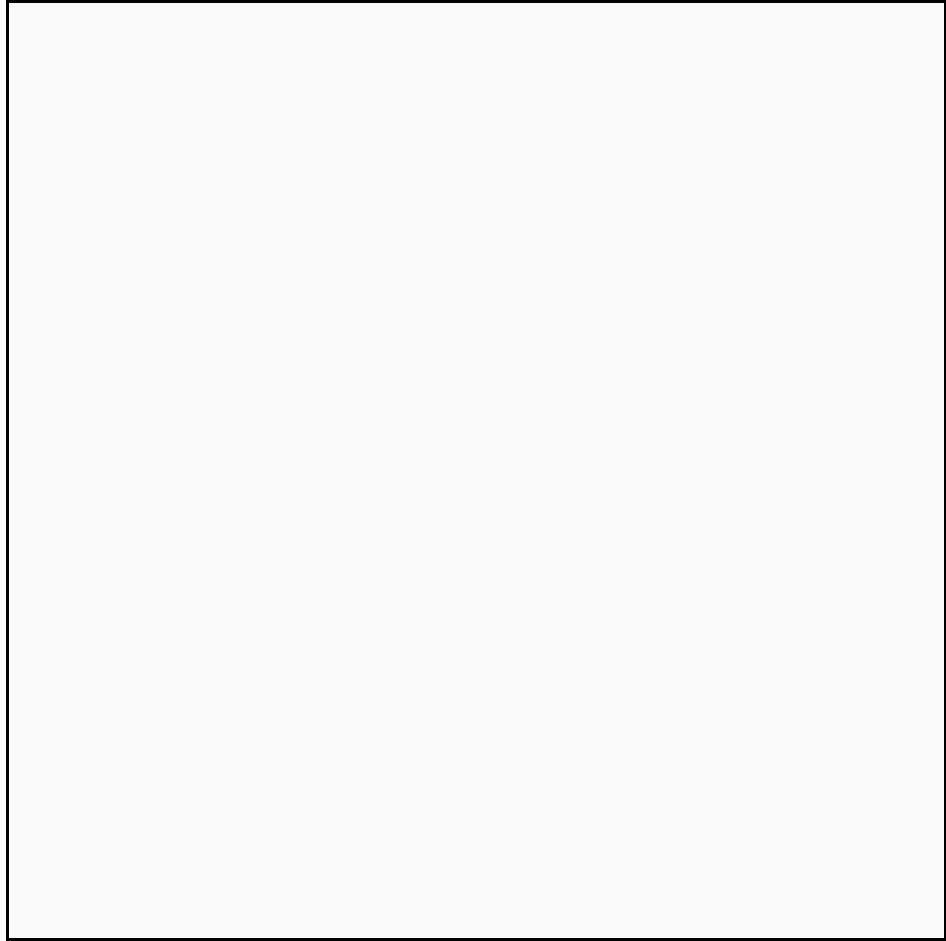
## Did You Know...?

On Cognos reports that list vacant positions, they will appear to be vacant until your new hire is processed by UCPATH Center. It can take 3-5 days for a new hire to be processed during which time the position will still appear to be vacant on your reports.

## 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](mailto:ucpath@uci.edu)