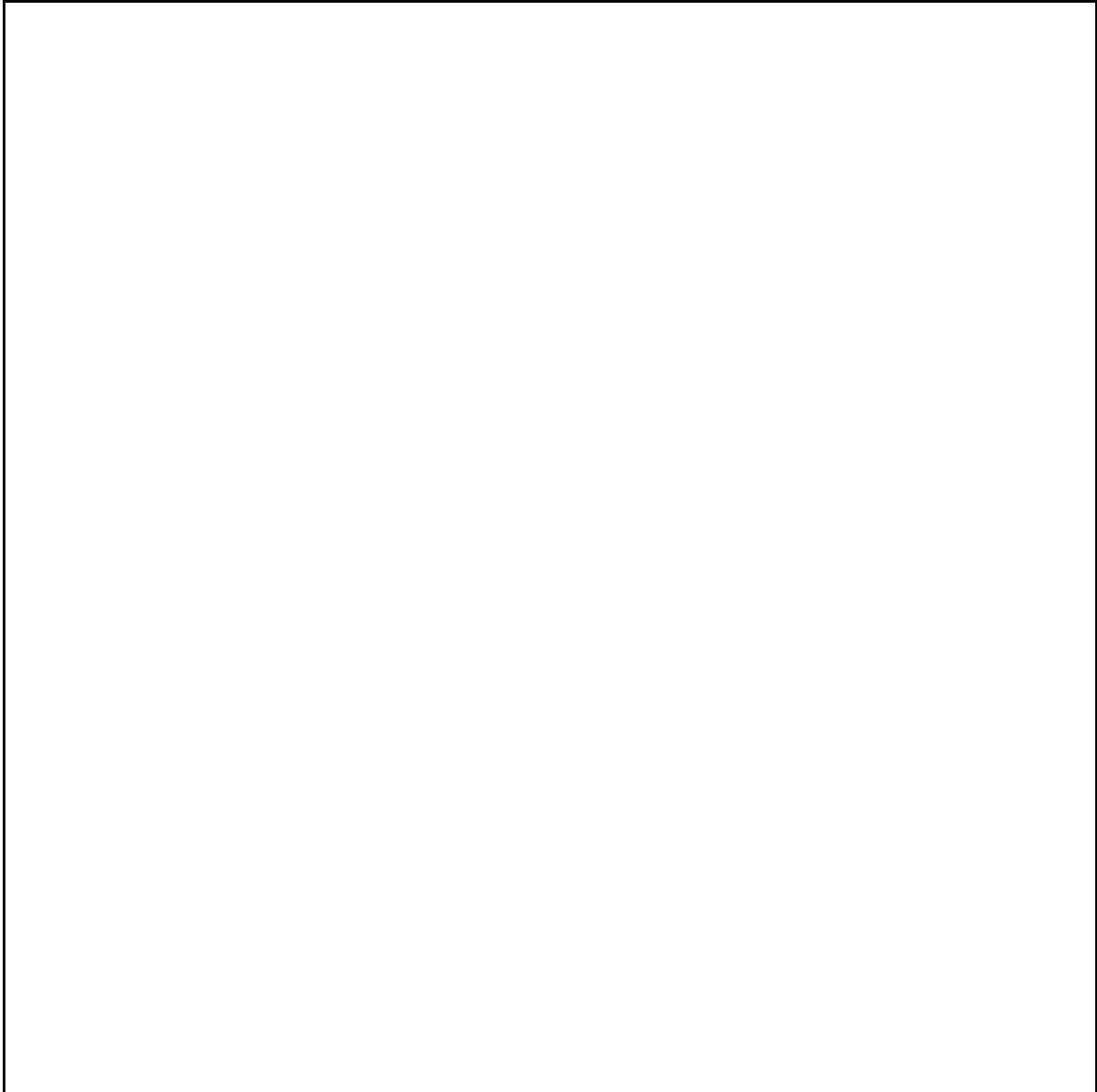


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August 27, 2021

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.

Personal Email Address

- Upon separation, UCPATH will send an email to the personal email address with registration instructions for the former employee portal
- During a leave of absence, UCPATH may contact the employee about benefit premiums using the personal email address
- UCPATH may use the personal email address to send UCRP buyback information
- UCPATH also sends new hire system notifications to the personal email address after determining benefit eligibility
- Please encourage new and existing employees to add or update their personal email address in UCPATH

PPS Retirement

UCOP is retiring the Mainframe, including PPS CICS Inquiry screens. The last day to access PPS is August 27, 2021. UCI is implementing a local request process to be operational by August 30, 2021. [Data Warehouse](#) is the primary source for historical PPS data. This source should be utilized for all of your inquiry needs. Should you require data that is not available through the Data Warehouse, you can contact the [Employee Experience Center](#) (EEC) and request a data query.

Job Aid: [Accessing Legacy Data](#)

Additional Pay

Additional Pay entries in UCPATH should have Effective Dates that reflect a FULL pay period.

Retro Returns from Extended Leave

- Retro returns do NOT trigger retro pay.
-

- If you submit a UCPATH transaction to return an employee from an extended leave at any point AFTER the payroll deadline, you will need to submit a Payroll Request to get them paid.
- “Block” type Extended Absences do not require TRS reporting for monthly employees.
- For monthly employees on unpaid block leave please communicate to DTA that LNF hours should not be reported to UCPATH to avoid incorrect pay deductions.

Summer Salary

When entering Summer Salary for effort bearing assignments, please enter JED on the Smart HR hire template.

Contingent Worker Enhancement

Effective **August 3, 2021**, the Extend CWR Appointment Smart HR Template (UC_EXT_CWR) has been renamed to “Update/Extend CWR Appointment” with the following two action reasons available:

- CWR Job Update
- Contingent Worker Extension

When “CWR Job Update” is selected, the following reason codes become available for selection:

- CWR Department Change/Transfer
- CWR Jobcode Change
- CWR Location Code Change
- CWR Reports To Change

The reason codes for “CWR Job Update” and “Contingent Worker Extension” will give transactors the ability to update the following job data fields for CWRs that **do not** have a position number:

- Expected Job End Date
- Department
- Location Code
- Job Code
- Reports To Position Number

Did You Know...

UCPath now provides the ability for campus and medical centers to track employees who are working remote. Going forward, UCI departments will be able to request their local UCPath transactors to update work locations via their HR business partners or their CPOs. UCPath will be the source to track employees who are working remotely.

There are two Location code options for remote work.

- REMOTE – Majority of work is from home or other location that is not on UCI premises or in any space affiliated with UCI. Employees who are fully or partially remote where the employee may access UCI premises fall under this category.
- REMOTE100% – Will not ever work on UCI premises or space affiliated with UCI until further notice. This includes not coming in for periodic meetings or even picking up work materials at UCI.

Job Aid: [Tracking UCPath Employees](#)

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!

