

[View this email in your browser](#)



October 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.

Monitoring Job End Dates

Monitoring job end dates is very important for jobs with upcoming end dates and those set to Auto-Term. Transactors should utilize the Cognos reports that are available in UCPATH Decision Support such as the **Employee Rosters Report**. Unmonitored end dates can result in accidental terminations, overpayments, loss of employment benefits, and delay in salary payments to the employee.

Use the [UCPATH Report Quick Guide](#) to assist in identifying the report that will best provide the information needed. Review the information regularly to ensure timely adjustments.

Primary Job Derivation

The HR Primary Job is considered an employee's main job. The designation is important when an employee has multiple jobs/Empl Records. [HR Primary Job Derivation Logic Workflow](#) job aid provides the hierarchy and exclusion rules that are applied when an employee has more than one active job. Please review the job aid to understand the logic.

The Benefits Primary Job may differ from the HR Primary Job. Please see the Benefit Eligibility & Triggers [job aid](#) for more information.

Contingent Workers (CWR)

A CWR is created in UCPATH when there is a location need for a relationship with a person that is providing services to UCI on a non-permanent basis or potentially paid by a 3rd party (e.g. consultant, contractor, etc.). A CWR is not an employee of the University of California. A CWR does not receive compensation through UCPATH payroll (e.g. Contractors are paid through Accounts Payable).

Use the appropriate Smart HR Template to:

- ADD – Add a CWR job
- UPDATE/EXTEND – Make changes to or extend a current CWR job
- RENEW – “Re-hire” a person who previously completed a CWR job
- COMPLETE – Terminate or end a CWR job

Since CWRs are not considered employment, transactors should be aware that the concurrent hire process is not available with CWR jobs.

For more information, please see the [CWR information](#) on the UCI UCPath Transactors page.

Work-Study Job Codes

A new academic year has begun and the return to campus is in progress!! Please remember that UCOP has discontinued the use of the Work-Study identified job codes in the Student Assistant Salary Ranges. Departments will only need to enter the appropriate **Position Pool ID** in order to access the benefit of employing a student with work-study financial aid funding. We are currently in the process of updating the vacant positions to the non-work study job codes.

Service Targets for “Ask UCPath” Cases

Beginning **October 1, 2021**, UC Path Center has changed their service target for “Ask UCPath” cases. Service targets will now exclude weekends and holidays to align with UCPC working hours.

For example, a case opened on Friday, 10/1, with a five-day service target:

- Previous service target: Wednesday, 10/6
- New service target: Friday, 10/8

The pending closure period will remain as five calendar days, and users will have an additional five days to reopen a closed case.

The new service target includes an updated communication schedule.

- After submission of a case, UCPATH will send an email to the case submitter confirming receipt (no service target will be included).
- After reviewing the case and making updates to the topic and category, UCPATH will send a second email with the expected resolution date (service target).

Available Resources – UCI UCPATH Transactor Page

Be sure to visit our [UCI UCPATH](#) website for access to transactor resources and guides to assist you in successfully navigating through UCPATH. Our website has links to job aids, training presentations and recordings, system notifications, transaction deadlines, and links to related websites such as the Employee Experience Center.

Did You Know...?

- UCPATH training for new hires is currently being offered via Zoom. See the [schedule](#) in UCPATH and sign up in UCLC.
- Training Tips and recent UCPATH updates are discussed in a Bi-Weekly Zoom Session on Tuesdays at 1pm. [Next Session](#) is Nov. 9th.
- Open Enrollment is Thursday Oct. 28 through Friday Nov. 19 at 5pm. UCPATH will host several [open enrollment webinars](#) between **October 26 and November 16**. We are introducing a few exciting changes based on your feedback from last year. **For a list of webinar sessions and registration links, click [here](#).**
- Off-cycle Dashboard has moved to Quicklinks, no longer in Payroll Resources.
- With Year-End approaching, please submit any overpayment transactions to UCPATH no later than Nov. 19. Work with employees to complete their repayment agreements before Dec. 31, 2021.

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