



UCI UCPATH

Transactor Digest

August 23, 2022

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.

Graduate Student Hiring: Important Reminders and Deadlines

Deadlines specific to Graduate students:

These deadlines are specific to Graduate students, to ensure that they are hired before the date for fee remission.

- The deadline to submit hire templates is **September 1** to ensure time for fee remission.
- Submit Mass Hire Template spreadsheets by **Wednesday, August 31, 2022**.
- Mass PayPath Template spreadsheets are due by **Tuesday, September 6, 2022**.

This information applies to all hiring:

- Fall Hiring could mean slower response time from both UCI Onboarding and UCPC template processing, so process hires and onboarding requests as soon as information is available to minimize delays, utilize Mass Hiring templates as appropriate.
- Ensure new hires have a current, correct home U.S. address in UCPath that can receive their mail – no international addresses. They can insert or update their address on [UCPath Online](#).
 - New hires often receive a paper check for their first payday, so having a current, U.S.-based home address is critical.
 - If a mailing address in the system is not correct, a paper check may go to the wrong place, causing a delay in pay as it's all sorted out (realizing the address error, canceling the check, issuing a new check, getting the correct address for another mailing, etc.)
- Encourage new hires to [sign up for Direct Deposit](#) via [UCPath Online](#) their first day, since it will take a few weeks to be active. Inform them that paper checks will be issued and mailed to their home address on file if Direct Deposit is not set up.

Lived Name and Improved Navigation Projects

GRLN (Lived Name) Project Status

The UCPath Executive Leadership Team (ELT) agreed to delay the October implementation of the Gender Recognition and Lived Name (GRLN) project. Discussions will continue with the ELT in August, but we do not have a revised implementation approach or timeline to share at this time.

Please refer to UCI's [Gender Affirmation Glossary](#) for Lived Name, Legal Name, and other related terms related to being an affirmative and supportive campus for all, and to the [GRLN Policy Implementation page](#) to learn more about UCI's implementation of this policy.

Improved Navigation Project Status

The improved navigation project is still targeted for implementation October 22. User Acceptance Testing (UAT) started August 17 and we have five transactors participating.

Reminder About Transfers Within UCI

There are two methods of handling transfers within UCI, depending on whether a new employee record is needed:

- If no new employee record is needed, process the intra-location transfer. No separate termination is needed – the transfer does both. The employee's prior dept. will no longer have access to the employee's record
- To create a new employee record, the employee's current department sends a termination transaction, and the hiring department processes a concurrent hire. Coordinate to ensure this is processed at the same time and reference it in comments with transaction ID #s.

New Pages Now Available in UCPath

Check out [new pages in UCPath](#) to see new information available to transactors.

For Transactors with HCM Initiator or Inquiry Roles:

Main Menu > Benefits > Employee/Dependent Information > **Review HR/Job/Payroll Data**

Main Menu > Benefits > Employee/Dependent Information > **Review ABBRs**

Main Menu > Benefits > Employee/Dependent Information > **ACA Employee Eligibility**

Main Menu > UC Customizations > UC Extensions > BN Transactional > **Benefits**

Eligibility Data

Main Menu > UC Customizations > UC Extensions > BN Transactional > **UCRS Response Message**

Decoupling & Managing Position FTE

Decoupling the Position FTE is a PayPath action executed in UCPath in which the department can "unpair/separate" the Job FTE value from the position FTE. This will allow

the Position FTE (Position Data Tab) and Job FTE (Job Data tab) to be independent from one another in UCPATH and reflect different values. Information on this topic was covered in the July 26 Tuesday Training Tips session. The recording and PPT presentation are available on our transactional user [web page](#) under Latest Information; click on the [Tuesday Training Tips - Presentations & Recordings](#) link and then the July 26 options.

Continuous Improvement Efforts and Accomplishments

The UCI UCPATH team is continually seeking ways to improve systems and processes for transactors. Below is an overview of recent efforts and accomplishments.

UCI UCPATH Team Exceeds Goals for Pay Training Improvements Project

The UCI UCPATH team recently implemented processes that reduced the number of tickets and calls for missed or incorrect pay by 35% over a four-month period ending in June 2022, exceeding their target of 30%. The team continually seeks ways to improve processes and systems, and this initiative was a part of DFA's Lean Six Sigma (LSS) Yellow Belt program to apply LSS tools and principles to real projects.

Led by Debbie Kistler, Angel Rivera, and Sheila Mercer, the team utilized the number of drop-in center calls and EEC tickets for transactor support from July-October 2021 as a baseline. These 150 payroll issues were used to identify problems, set goals, conduct root cause analysis, and create solutions for enhanced training and support that were implemented from March to June 2022 with great success. These new processes will continue in support of UCI transactors and employees.

Leave of Absence (LOA): Completed additional training resources.

[Training Tips](#) | [POC \(Points of Contact\)](#)

Finance Workshops: Sign up your school for one of our finance workshops! The UCI UCPATH team offers workshops covering KFS and other finance system information so your team can ask specific questions, get targeted training, bring up issues, and better understand Finance related processes and reporting. If your school is interested in a

workshop on Finance interfaces between UCPATH and KFS, please contact us at ucpath@uci.edu.

Did You Know...?

The Search/Match page should always be checked prior to processing a hire to determine if the individual has a current or prior UC position.

- Navigation: PeopleSoft Menu > Workforce Administration > Personal Information > Search for People
- Users can search by social security number, first name and last name, or date of birth and first name.
- Leverage the results on the Search/Match page to select the correct action/reason on templates.
- Templates submitted with an incorrect action / reason will be cancelled and will require the user resubmit with the correct action / reason.

Resources:

[Search / Match Simulation](#)

[Job Aid: Template Transactions – Action Reason Codes and Descriptions](#)

UCI UCPATH Transactor Web Page

Remember 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](#).

Tuesday Training Tips Call-In Sessions

All transactional users are invited to attend our bi-weekly Tuesday Training Tips & Lessons Learned call-in sessions to learn about timely topics, share lessons learned, and ask

questions. The topics for the upcoming week will be published the day before the meeting. Join us August 23, September 6, September 20, October 4 and beyond.

- The Zoom # for these sessions will be: <https://zoom.us/j/6485693025>
- One tap mobile:
+16699006833,,6485693025#

Call-In Center Hours

The virtual call-in center is available Monday–Friday from 10 a.m.–12 noon via Zoom. Call in any time during these hours for questions about transactions in UCPATH.

- Zoom link: <https://zoom.us/j/8519035805>
- One tap mobile: +16699006833,,8519035805#

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, [click to subscribe](#) to our digital mailing list to receive all updates.

Thank You!

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Questions? Email ucpath@uci.edu