



December 2023

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, Tuesday Training Tips session dates, and more.

happy holidays

The UCI UCPath team wishes you a joyful holiday season and new year. We appreciate your partnership throughout this past year and look forward to our work together in 2024.

Reminder: Home Address vs Mailing Address

Please share with employees, graduate students, and others the critical difference between “home address” and “mailing address” in UCPath, and the importance of keeping both current and correct on [UCPath online](#). Ensure that this information is shared in offer letters and other onboarding documents.

- **Home Address** is a required field and what UC uses to mail paper paychecks and other essential information. This is where employees want to and can receive paychecks. It’s critical for new employees to have the correct home address in the system, as often the first check is not direct deposit. If the home address is not a valid address where the employee will be able to pick up their paper paycheck, it can result in a 2+ week delay in getting their paycheck.
- **Mailing Address** is an optional field in the system and is only used for W-2 if different than home address.

Expected Job End Date Monitoring and Updating

Many jobs are set to end on a specified date in December, usually December 31, so please review these to determine if the job should be terminated on that date.

- If Auto-Term is checked, the job will be terminated and if that was not correct, a reinstatement will be required, which can have benefits and other impacts.
- Be aware that any monthly jobs with end dates that are before 12/31 and after the pay confirm will generate an overpayment, and instead should be terminated with a termination template prior to the transaction deadline to avoid overpayment.
- Job Ending Dashboard (RUCI217) is available for reviewing those with upcoming expected job end dates.

Short Work Break

Departments should review their employee rosters and employment plans for Winter quarter to determine if any current employees qualify for the Short Work break process.

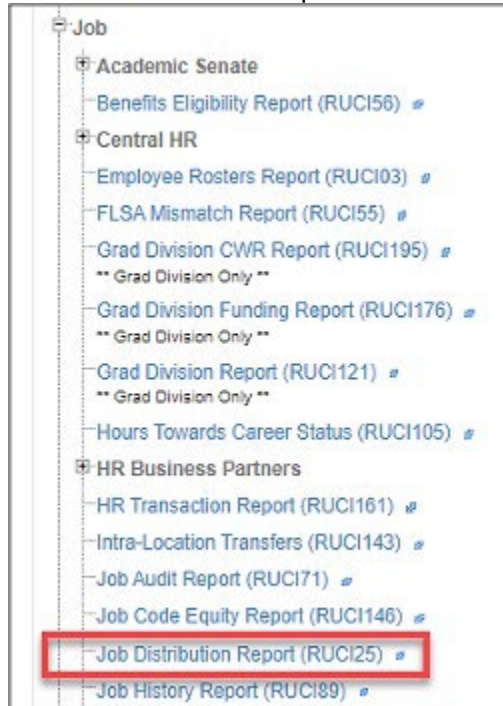
- Review the [Short Work Break matrix](#) to ensure the employee's eligibility. See [Job Aid for Unit 18 Short Work Break for 1/9 and 1/10 Appointees](#).
- Short Work Break should not be used in lieu of a Leave of Absence.
- Short Work Break is not a job placeholder. An employee should have a future appointment for Spring quarter entered in UCPATH before the short work break action is performed.
- If a current employee does not qualify for the Short Work Break process, be sure to complete a termination to avoid an overpayment.

Funding Expiring End of Year

Be aware that there may be funding that expires in December, at calendar year-end.

- Check to ensure new funding is in place on the Funding Entry page in UCPATH to avoid expenses hitting your department default account.

- The Job Distribution Report can be used to locate funding about to expire.



Inactivate Positions

When you are inactivating a position in Position Control or Position Management the following steps are required:

1. Select Action/Reason: INA, IN1, IN2, IN3
2. Change Status: Inactive

UC Irvine Winter Administrative Recess & Winter Holidays

As a reminder, UCI will observe this year's Winter Administrative Recess & Winter Holidays based on the following schedule:

- Monday, Dec. 25: Paid Holiday
- Tuesday, Dec. 26: Paid Holiday
- Wednesday, Dec. 27: Vacation / Compensatory / PTO / Leave – no pay
- Thursday, Dec. 28: Vacation / Compensatory / PTO / Leave – no pay
- Friday, Dec. 29: Vacation / Compensatory / PTO / Leave – no pay
- Monday, Jan. 1: Paid Holiday
- Tuesday, Jan. 2: Paid Holiday

Please note that this schedule does not align with the posted [UCOP Holiday](#) or [UCPath Payroll Calendars](#); however, holiday designation based on the schedule noted above will be completed via our local time and attendance systems.

| Did You Know ...?

Future dated hires do not require a birth date or social security number at the time of the transaction, but this information must be provided on or before the first day of work to prevent downstream issues:

- Employees must provide their birth date before their first day to be enrolled in benefits and to receive their paycheck.
- Employees without a social security number in UCPath will experience a variety of issues, including:
 - Inability to enroll in coverage (e.g., Delta Dental, VSP, Principle Health Net and Anthem)
 - No evidence of insurance paperwork
 - Cannot receive expedited pay on a pay card
 - Incorrect information with the Employment Development Department for unemployment benefit purposes
 - Issues with Fidelity retirement accounts

| Tuesday Training Tips Call-In Sessions

All transactors are invited to attend our bi-weekly Tuesday Training Tips call-in sessions on timely topics and lessons learned. Topics are published on the UCI UCPath [transactor website](#) the day before the meeting, and an agenda is emailed to transactors beforehand. Join us for sessions on January 9, January 23, February 6, and February 20.

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

| Find Resources on the New Transactor Web Page

Visit the UCI UCPath [transactor web page](#) often for resources such as pay cycle clocks and transaction deadlines, latest information, support documents, job aids, training schedules, UCPath system access (security) information, processing schedules, and more.

| Subscribe to Keep Informed

If you or someone you know is a transactor who does not already receive this Transactor Digest or other UCPath alert emails, [subscribe](#) to our digital mailing list to receive updates.

Accounting & Fiscal Services
228 Aldrich Hall | Irvine, CA 92697-1050 | accounting.uci.edu

[unsubscribe](#)