

# UCI UCPath

## Transactor Digest

October 2024

*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, and more.

### Updated December Payroll Calendar



UCPath recently updated the December payroll calendar for monthly deadlines, changing dates to one day earlier than previously released. This includes Employee data update – now December 16, and PayPath – now December 19. Please make sure to look at the new calendar on UCPath or on our [website](#).

### Updated Processing Calendars Available

The Q4 2024 [GL Processing Calendar](#) and Q4 2024 [Salary Cost Transfer \(SCT\) Processing Calendar](#) are available on the UCI UCPath website's [Transactor Support Page](#) > Funding and General Ledger (GL > Calendars).

## New Person Org Functionality

UCPath implemented enhanced Person Org functionality on Oct. 1. This provides visibility to future dated hires and FTE changes. This reduces the chance of duplicate hires and other issues when there is a future dated hire already in the system.

A new job aid has been posted with additional details about the change. [View Person Organizational Summary](#).



## Payroll Adjustments and Overpayments – Deadline

The deadline for priority processing was Oct. 18 for payroll adjustments and overpayments. Please submit them as soon as possible to facilitate processing before year-end.

## Reminder: Confirm Grad Student Information for First Payroll

Most grad student assignments began Oct. 1, so their first paycheck will be Nov. 1. Confirm that hires were entered correctly to avoid missed pay, and if students are new, remind them to set up Direct Deposit.

## Funding and Salary Cost Transfer (SCT) FAQs

**Q: Can the UCPath Center approve or deny my Salary Cost Transfer/Direct Retro or Funding Entry?**



**A:** UCPath Center does not approve and deny Salary Cost Transfer/Direct Retro and Funding Entry transactions. Salary Cost Transfer/Direct Retro and Funding Entry are either approved or denied by a location's assigned approvers. Exception: when SCT/DR or FE is stuck and could not be denied or approved due to a system issue.

**Q: Once a funding entry is approved, can I cancel it if the funding is not correct?**

**A:** No. You must enter a new funding entry using the same Funding Effective Date. UCPath will increase the Effective Sequence by one digit and use the row with the highest Effective Sequence.

**Q: Can UCPath grant me access to Funding Entry and Salary Cost Transfer?**

**A:** Security roles for performing Funding Entry, Salary Cost Transfer, Direct Retro and Benefit Cost Transfer are administered and granted locally, via DocuSign form and KSAMS.

**Q: What does this Error mean – Invalid Value – Press the prompt button or hyperlink for a list of valid values (15,11)? What do I do?**

**A:** When encountering this error message, first make sure the value is entered correctly. If correct, please reach out to [kfs@uci.edu](mailto:kfs@uci.edu) and provide the *ENTIRE chartfield string and effective date* for review by the KFS team. They will follow up with you for guidance.

**Q: How can I enter a funding entry with a Funding Effective Date prior to the very first Funding Effective Date?**

**A:** The [Mass Funding Entry Upload template](#) must be utilized for this entry. Once completed, the template must be attached to an EEC ticket. This scenario often occurs when the Funding Effective Date of a funding entry is not started from 7/1/20xx (the beginning of a budget period).



### Share This Reminder with Employees Leaving UC Irvine Employment

Remember to remind employees who are leaving UCI to update their personal email and phone numbers in [UCPATH online](#) to be able to access the former employee portal. Both are required to receive information on the former employee portal for W-2 and pay statements.

If they leave without an email in the "Home" or "Other" fields, they will not receive information on how to login to the portal. If they will retain their UCI email (retiree), then they can input that email into the "Home" field.

**REMINDER**

## Metrics for UC Irvine Campus and UCI Medical Center

Template Transaction Processing (Sept. 2024)	Campus	Med Ctr
Smart HR Hires	1,833	182
Smart HR Other (Terminations, Transfers, etc.)	644	277
Transactions Canceled	151	20
Average UCPath Processing Time	0.9 days	1.0 days

  

Off-Cycle Processing (Sept. 2024)	Campus	Med Ctr
Transaction Volume	343	124
UCPath Turnaround Time	5.48 days	6.0 days

## Did You Know ...?

**Open Enrollment for 2025 starts on Thursday 10/31 at 8:00 a.m. PT and ends on Friday 11/22 at 5:00 p.m. PT.**

Locations communicate the open enrollment self-service timelines to employees to avoid them losing the opportunity to update their benefits for 2025.

- Employees should be reminded that Flexible Spending Accounts require annual enrollment.
- Employees should also be reminded to review their home address and dependent information before the start of OE to minimize any issues during the enrollment process.
- Employee Supplemental Life, Dependent Life and Voluntary Disability Plans are not available during open enrollment. Employees can update and enroll in these plans prior



to open enrollment by navigating to Health and Welfare > Life Events / Benefit Changes. An [evidence of insurability](#) may be required.

### Subscribe to UCPATH Teams Announcement Channel

In Microsoft Teams, remember to [subscribe to our UCPATH Teams Announcement channel](#) to keep up to date with any system outages, changes, and other reminders. This often provides the fastest means of receiving important transactor information in real time.

### 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 October 29, November 12, and November 26.

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

### Discover Resources on the 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 our emails, please [SUBSCRIBE](#) to receive the monthly Transactor Digest and other UCI UCPATH emails.

#### **Submit Ideas for Future Newsletters**

*Interested in a UCPATH transactor topic? Let us know your topic for a future edition.  
Send an email to [ucpath@uci.edu](mailto:ucpath@uci.edu)*

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Questions? Email [ucpath@uci.edu](mailto:ucpath@uci.edu)