

The banner features a background image of a modern building with a glass facade and a concrete structure, set against a clear blue sky. The text 'UCI UCPATH' is in large white letters, with 'Transactor Digest' in yellow below it. A dark blue horizontal bar at the bottom contains the date 'May 18, 2023' and the subtitle 'A source of updates and information for UCI UCPATH Transactional Users' in white.

# UCI UCPATH

## Transactor Digest

**May 18, 2023**

*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, call-in center hours, and more.

## Lived Name Update

Lived Name changes will deploy on June 20 as part of [the new presidential policy](#) that ensures that all students, employees, alumni, and affiliates are identified by their lived name (Name) on university-issued identification documents and in the University of California's (UC) information systems, such as UCPATH. Transactors, please note the following:

- UCPATH will be unavailable from Friday, June 16 at 3 p.m. through Monday, June 19, at 9 p.m. to implement Lived Name and annual updates. Please plan for this downtime and complete necessary UCPATH activities prior to the outage.
- The system will be available with new functionality on Tuesday, June 20. (Note: June 19 is a holiday)
- AWE approvals for all transactions need to be completed prior to system downtime on June 16. Check work lists to ensure all transactions are approved.
- A document was created to show pages commonly used in UCPATH and if they will display Name (lived name) or Legal Name or both. This is on [our website](#) under UCPATH Support Documents > General UCPATH Information > UCPATH Training > UCPATH Page Labels for Lived Name Project June 2023.

- [View this PPT presentation](#) for key changes and important information.

## Lived Name Required Training

[Training is required](#) for initiators and approvers who will have access to Legal Name. Please register for this training in [UCLC](#) for changes being made to UCPATH for the Lived Name project (these changes are in addition to annual UCPATH upgrades).

### *Who Must Take Required Training?*

Training is required for people who will have access to Legal Name. This includes the following roles: HCM Initiator, HCM Approver, HCM Inquiry, People Services, WFA No PII, HCF as well as Central Payroll and Central HR.

- Training will be conducted via Zoom May 22—June 16; [register](#) for one session.
- Training for Inquiry Only roles (HCM Inquiry, WFA No PII, HCF) will be available via e-learning on UCLC May 22.

### *What Training is Required?*

The 90-minute Zoom sessions will share information on changes to UCPATH, some new methods for searching for employee IDs, and typical scenarios. The schedule of available training is below. [Please register via UCLC](#) for **one** of these courses. Search **UCPATH Lived Name**.

Tuesday	May 23, 10-11:30 a.m.(Full)
Thursday	May 25, 1-2:30 p.m. (Full)
Wednesday	May 31, 1-2:30 p.m.
Tuesday	June 6, 10-11:30 a.m.
Thursday	June 8, 1-2:30 p.m.
Wednesday	June 14, 10-11:30 a.m.
Thursday	June 15, 10-11:30 a.m.

## Fiscal Year End

Fiscal year-end is June 30; below are some things you can do now to prepare. For additional details, please view the training tips PPT and recording from May 16 Year-End

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Session, available on the UCI UCPATH [transactor web page](#) under Latest Information > Tuesday Training Tips Presentations & Recordings.

- REMEMBER: Once the fiscal year is closed, expenses cannot be moved into the account for that fiscal year.
- Review direct retros in an Initiated status and cancel, if needed.
- Submit your direct retros to move expenses; start early. Work Study and MCOP direct retros must be submitted one paycheck at a time; you cannot bundle multiple paychecks in a single transaction.
- Clear all expenses in the campus suspense and department default accounts. Ensure department payroll expenses posted to BF 10002 are cleared. Departments need to review the KFS Suspense Account Audit Report (RUCI158) and transfer salary expenses hitting the KFS Suspense account via the Direct Retro process.

## **New Job Ending Dashboard**

With June 30 approaching, please use the new dashboard published by Matt Levin to monitor job end dates and extend, as needed, job end dates to avoid incorrect terminations. This dashboard, Job Ending Dashboard (RUCI217), is published under the Job section and includes all Active (HR Status = 'A') employees and contingent workers with an expected end date. The dashboard is updated daily. It also has a subscription feature so you can receive a copy based on your schedule preferences.

## **Summer Salary 2023 Training Presentation**

If you missed the Summer Salary training sessions, or would like a refresher on the information shared there, you can [view the Summer Salary PPT here](#).

## **Ask UCPATH Overview Video**

As previously announced, UCPATH launched the enhanced "Ask UCPATH" site on April 17, 2023. The improved design provides users with quick search options and easy access to self-service resources. Improvements include a new page for transactors with "Submit an Inquiry on Behalf of Employee" (SOBO) access that streamlines access to existing cases. Please watch the "[Ask UCPATH Overview](#)" video for information about the updated site.

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## UCPath Training Updates

### ***UCPath Submit an Inquiry Simulations***

The following training updates are now available on the [UCPath help site](#) for Self Service Users and Location Users.

- *Simulation: Submit an Inquiry to UCPath*
- *Simulation: Submit an Inquiry on Behalf of Employee (SOBO) to UCPath*  
(Updated to reflect the Ask UCPath enhancements)

### ***Roles-Based Training Requirements***

Please refer to the [UCPath Training Curriculum](#) to view all role-based training requirements for initiators and approvers. All courses must be completed in [UCLC](#) to receive credit for role assignment.

- Navigate to UCLC and click “Find a Course.”
- Type in the desired Course Code in the search bar. (Identified in the UCPath Training Curriculum).
- Click the course link, then click “START” (Register for the ECOURSE version that is available in UCLC, not the Instructor-Led Training (ILT) version).
- Upon completing the course, click the “Complete & Close” button to receive credit.

## New BR Unit & Academic GSR Job Codes Mapped to a New Salary Grade

Effective April 1, 2023, a new bargaining unit for Graduate Student Researchers (BR) was created in UCPath, and academic GSR job codes were mapped to a new salary grade.

- The new salary grade “1” is mapped to T022 salary admin plan and grade “IV” will be inactivated with an effective date of 04/01/2023.
  - UCPath is updating filled and vacant positions; please check before using a position to ensure accuracy with this new information.
  - If you need to make a change to a vacant position, wait for it to be updated by UCPC or contact the drop-in center for help.
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- Useful resource: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/index.html>

## UCPath Notice: Student Employment Verification

On April 30, the University of California began using The Work Number (TWN) to verify employment for student employees. TWN is an automated service that provides a fast and secure way for entities such as banks, leasing agents, and employers, to verify UC employment or income. Student employees no longer need to contact UCPath for employment verification.

Students who do not wish to use TWN for employment verification can opt out via Employee Self Service on UCPath Online > Employee Actions > Personal Information > My Current Profile > Employment Verification. Employees who opt out must refer all verifiers to UCPath for manual employment and income verifications. Review [this UCnet article](#) for more information.

## Negotiated Salary Trial Program (NSTP) Changes for 23-24

Total UC Salary (TUCS) will no longer change as the result of the range adjustment and other mid-year salary increases. During the October 1 faculty range adjustment, negotiated component (NSC) will be reduced to absorb the increase of the scale-based salary (SBS).

Other things to note:

- For 23-24 NSTP participants, use comp rate code “**UCGCYN**” for their negotiated component effective July 1, 2023.
  - There is no need to change comp rate code for current 22-23 NSTP lines.
  - Review [this job aid](#) on the changes from AP.
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### NSTP Change Example:

- Professor Bar has a Scale Based Salary (SBS) of \$100,000.
- Their Negotiated Salary Component (NSC) is \$30,000 (30%).
- Their Total UC Salary (TUCS) is \$130,000.

SBS - \$100K	NSC - \$30K
REG – UCANNL & UCOFF1 or UCABVE	NNC – UCGCYN

- On October 1 there is a faculty range adjustment of 4% bringing their SBS to \$104,000.
- To keep the TUCS rate the same at \$130,000, their NSC is reduced from \$30,000 to \$26,000 effective October 1.

SBS - \$104K	NSC - \$26K
REG – UCANNL & UCOFF1 or UCABVE	NNC – UCGCYN

## UCPath Payroll Update: Improved Time Collection

UCPath recently changed the process for time calculations to fix issues caused by previous calculations and better align with best practices established by the Fair Labor Standards Act (FLSA). As of May 8, 2023, UCPath now calculates time on a weekly basis instead of a daily basis; this change may result in minor rounding differences on some employee paychecks. It does not cause any changes in TRS and does not affect how time is collected from employees.

- With this change, gross pay is calculated by multiplying an employee's hourly rate by the total hours worked that week.
- Payroll data sent for location review will be summarized weekly by employee, earnings code, and end date. This is the data that will be shown in the **department paycheck report**.
- There are no additional impacts to employee paycheck statements or other payroll administration items.

## Did You Know...?

- Retirement season is just around the corner. The [Retirement Processing for July 1 Retirement Date - COLA job aid](#) is a great resource that includes terminology, examples, and guidance on processing retirement transactions in UCPath.
- FTE changes may have an impact on the maximum amount of vacation that employees can accrue.
  - When looking at an employee's vacation maximum, always review the current and previous FTE values.

- When there are FTE changes, vacation accrual maximums may be prorated; if the employee has reached the maximum, accruals will be stopped.

## Virtual Drop-In Center Hours

The virtual drop-in center for transactors is available Monday through Friday from 10 a.m. to 12 p.m. via Zoom. You can join any time during these hours for answers to UCPATH questions. We are here to help.

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

## Tuesday Training Tips Call-In Sessions

All transactional users are invited to attend our bi-weekly Tuesday Training Tips call-in sessions on timely topics and lessons learned. Topics are published on [our website](#) the day before the meeting, and an agenda is emailed to transactors beforehand. Join us for sessions on 5/30, 6/13, 6/27, 7/11, and 7/25..

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

## Find 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 this Transactor Digest or other UCPATH Alert emails, [subscribe](#) to our digital mailing list to receive updates.

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**Thank You!**

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