UCI UCPath
Transactor Digest

April 2025

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, and more.

Student FICA Adjustments

Students who changed from Student FICA Exempt to non-student status during 2019 – March 2024 did not receive Medicare and DCP Safe Harbor deductions. UC pays both the employee and UC's share of these unpaid taxes.

UCPath transactors may notice on DOPE reports transactions with an ETW Earnings code that they don't recognize. These corrections are being booked by UCPath starting in October through May of this year.

UCI Accounting will be booking adjustments either through SCT or manual journal entry in KFS April-June. You do not need to open an EEC ticket if you see this type of transaction. Accounting has a report and will be booking adjustments. Adjustments made via SCT will be visible in the DOPE report, manual adjustments can be viewed in the DWQuery-KFS General Ledger as "FICA Adjustments."

Retirement Processing for July 1, 2025

A new job aid has been posted by UCPath. Please review if you are processing retirements.

Job Aid: Transaction Process for July 1 Retirements *(updated 4/14/25)*

Work Schedule	Last Date Worked/Termination	Effective Date
Monday – Friday	Friday, June 27, 2025	Monday, June 30, 2025
Saturday or Sunday	Saturday, June 28, 2025, or Sunday, June 29, 2025	Monday, June 30 2025
1976 Tier, Safety	Friday, June 27, 2025 (or before)	Monday, June 30, 2025

⚠ **Termination Date** in UCPath system = **Separation Date** at RASC. **Last Day Worked** is typically the same date as **Termination Date**, but not always (see *Leave of Absence* below).

For additional information, visit the UCI UCPath website on the [Transactor Support page](#) > Common Resources > Tues Training Tips Archives to see the slides and recording from the April 15 bi-weekly Training Tips session. There is also a link to a Retirement Tips and Resources Guide PDF from the Benefits team.

When Does "Reports To" Information Get Updated?

UCPath Job Data "Reports To" information is static as of the date of the most recent change in any job data. This may result in the incorrect name being displayed as the Reports To Supervisor in Job Data, if the Supervisor is no longer in that position number.

The UCI UCPath Position Reports to Hierarchy report (RUCI216) will show who is currently in a position and/or if it is vacant. This can be run for a Position # and/or by name or department. UCPath Position History will also indicate who is currently in a Position # and the history of the position.

Join Us for Summer Salary Refresher Training

Summer Salary refresher training for transactors who will be entering Summer Salary will be conducted virtually on June 3 at 1pm via Zoom (click this link to the meeting). If anyone has any special areas that they want to be covered, please send an email to ucpathtraining@uci.edu.

UC Irvine On-Site Visit to UCPath in Riverside

UC Irvine representatives will be at UCPath Center on April 30 for a full-day session with UCPath leadership representatives to cover common interests and issues. Topics will include benefits, leave of absence, worker's compensation, disability management, onboarding, Human Resource transactions, payroll, position management, and general ledger (GL).

UCI UCPath vs UCPath – Direct Employees to the Systemwide UCPath Center

When the Employee Experience Center (EEC) cannot help with an employee question or issue and you need to direct employees to UCPath for pay, benefits, and tax questions, please contact the UCPath Center in Riverside, not the local UCI UCPath team.

UCPath Center Service Contact Options:

- Log in to UCPath Online. Select the yellow "Ask UCPath Center" button in the top right of your browser window and then select the "Submit an Inquiry" tab to open a case.

- Call the UCPath Center at 855-982-7284. A chat feature is available for specific topics; look for the chat button in the lower right corner.

- Email the UCPath Center at ucpath@universityofcalifornia.edu.

Examples of times when you need support from UCPath Center would be to submit a form for Job or Position Data corrections, or for payroll adjustments, a missing paycheck, W-2, or benefits information. By pointing employees in the right direction, they will get the answers to their questions faster and avoid taking extra steps in getting the help they need.

Updated Forms and Calendars on Our Website

Go to the transactor page of the ucpath.uci.edu website for current forms and calendars, including:

- The form for the Mass Hire process. This form, titled Mass Hire (2025) is in the Get Help / Support Resources section of the website under Frequently Used Forms.

- The Q2 SCT Processing Calendar is posted on the UCI UCPath website in the Funding & General Ledger (GL) section of the transactor page under Calendars.

How to Report Workplace Injury and Illness

Effective May 1, 2025, report campus staff workplace-related Injury or Illness online using the Risk & Safety Solutions (RSS) incident management system. Reporting is accessible at any time from a computer or mobile device. Staff may report their injury or illness directly to this online system, or the manager may submit it on behalf of staff.

Reporting an Incident

- If there is a medical emergency, dial 911.

- Access the Risk & Safety Solutions incident management system.

- Log in with your UCINetID credentials.

- To access the online reporting form, select REPORT EMPLOYEE INJURY OR ILLNESS from the Quick Link menu.

- Indicate whether the staff member intends to seek medical treatment for the work-related injury/illness.

Training

Virtual training sessions are offered for staff and supervisors; two have already taken place. Please visit the [UC Learning Center](#) to register for the session listed below. A recording of the first training session (held April 3) is available on our [Workers' Compensation web page](#).

Tuesday, April 29, 2025 from 1:00 – 2:00 p.m.

Support

Please visit the [UCI Workers' Compensation web page](#) for information and resources. You may also refer to the Risk & Safety Solutions [Injury/Illness Reporting User Guide](#) for information. For additional support, please contact your local HR professional or the UCI Employee Experience Center (EEC) at eec@uci.edu or 949-824-0500, Monday – Friday, 8:30 a.m. – 5:00 p.m.

Another Sneak Peek: Changes to UCPath Online in July

When the new UCPath online portal is deployed in July, transactors will have a new Transactor Hub as one place to get forms and other key resources, such as Payroll calendars. The Menu bar will be accessible from the transactor view as well as employee view. The "Ask UCPath" feature will also be available to the transactor.

This is a sneak peek at the new Transactor Hub:
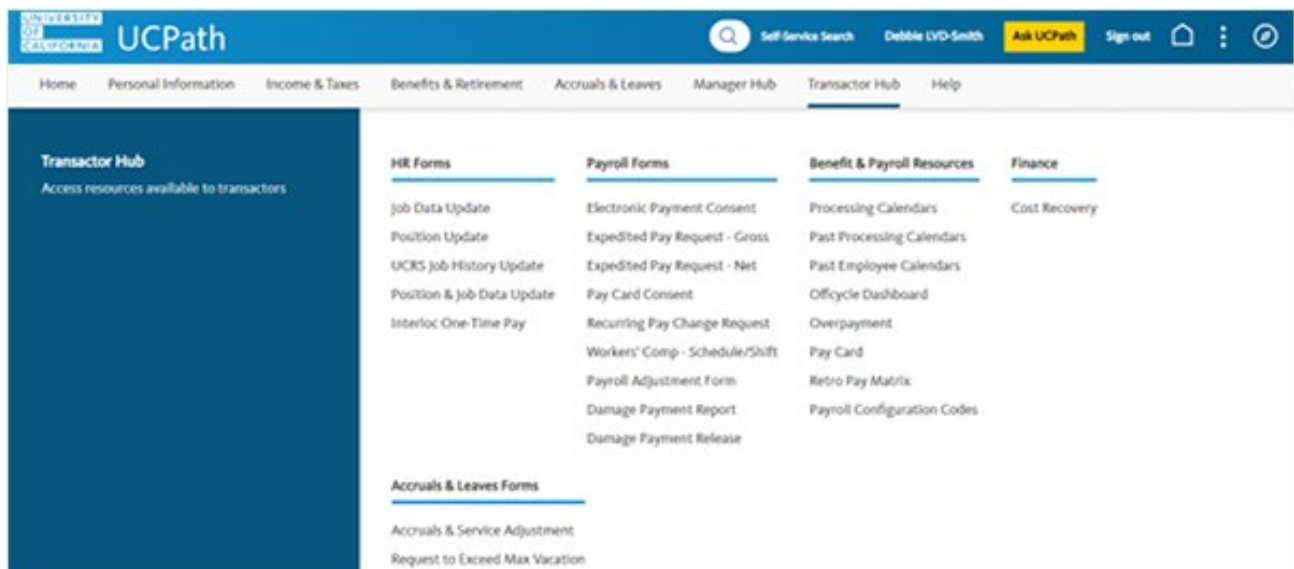
More Results from March 4 Training Tips Survey

The UCI UCPath team wants to address topics that mean the most to you in our virtual, bi-weekly Training Tips meetings. We conducted a survey on March 4 to get transactor input on what topics we should present and what we should change or improve upon. Thank you to those who participated; we will use your input to plan future meetings. Below are some responses we received:

- Invite Central Campus support depts. to present topics of interest and relevance.

- Provide a mechanism to anonymously submit topics of interest ahead of meetings.

- Allow more time for Q&As.

- Slow down and avoid use of acronyms (or explain what they mean).

- Use live websites when possible.

- Present more references to the Finance aspects of UCPath.

- Consider training by level of expertise.

- Bring questions asked outside of meetings, since others may have comparable questions.
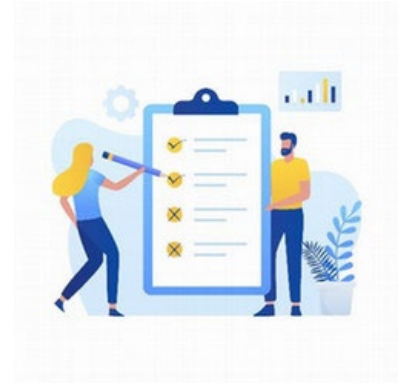
Manage Job Reminders and Updates

Manage Job is for making changes to Job Data, like PayPath transactions that are job data only and some transactions done via template, such as Terminations and Rehire/Reinstatement. Please note some other Manage Job information:

- Manage Job is great for processing terminations for those leaving UC employment. No UCPath approval is required. This enables you to quickly process Final Pay, if required.

- Currently there are 71 transactors and 54 approvers with access to Manage Job.

- 21 Transactors submitted 216 transactions in Feb/March.

    - 72 (Data change) (Add/Extend Appt. & Corr – Non-Pay)

    - 67 (CWR) (Completions, Updates, Extensions)

    - 35 (Terminations)

    - 17 (SWB/RWB)

    - 12 (Pay Rate change) (Equity)

    - 13 (Rehire) (incl. reinstatement)

- If you are interested in learning and using Manage Job, discuss with your CPO or Supervisor.

- Initiators must identify an approver to also be trained in Manage Job.

Union Requirements for Phone Numbers

Union requirements ask for both home and mobile phone numbers to be input to UCPath. If the employee does not have two phone numbers, please duplicate one number into both the home and mobile at time of submitting the hiring template.

Did You Know … ?

You Can Get Answers from UCPath 24/7

UCPath's automated phone system has an automated SMS service that enables employees to be engaged with artificial intelligence (AI). Employees can request text messages through voice commands to receive direct links to additional information or to access UCPath. They will need to confirm their phone number only once per call session, even if they request multiple links. These links may lead to login pages requiring authentication, ensuring secure access to information.

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 April 29, May 13, and May 27.

- 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