

The banner features a background image of a modern building with a glass facade and a concrete structure. The text 'UCI UCPATH' is in white, with 'UCI' in a larger font. 'Transactor Digest' is in yellow. Below the main title is a blue bar with the date 'January 25, 2023' and a subtitle 'A source of updates and information for UCI UCPATH Transactional Users' in white.

UCI UCPATH

Transactor Digest

January 25, 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, call-in center hours, and more.

Please Complete a Short Survey

Your opinion matters. If you haven't done so already, please [complete this anonymous survey](#) to help us improve the [transactional user's web page](#) on the ucpath.uci.edu website. Our goal is to provide helpful tools and resources, in a way that's user-friendly, to make your work easier. Thank you.

Updates to Edit Extended Absence Process

The following are the actions that can be done via editing an existing Absence Row:

- Update Expected Return date on same absence row
 - Enter Action Return date on same absence row- Staff
 - Change the paid/unpaid column status on current absence line. i.e., Paid to Unpaid or vice-versa
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- Cancel existing leave to re-enter correctly

The following actions require adding a new row/Changing Leave:

- Extending/updating existing absence row with a different leave type
- Update existing absence row to split dates between different leave type or paid and unpaid blocks
- Add or extend leave with PFCB

If editing/updating an existing absence row to add notes, be sure to submit the entry as a normal transaction. If you save the notes only, the transaction will remain in saved status and will not update properly. For more details, see the January 10 Training Tips PPT presentation on the [Transactional User's web page](#) under "Latest Information" > Tuesday Training Tips- Presentations & Recordings. Please refer to slides 8-16.

Updates to PFCB

PFCB Balances and Takes / Pop-up Messages

The UCPATH Extended Absence screen now displays Pay for Family Care and Bonding (PFCB) Balances and PFCB Hours Taken for eligible employees. When entering an extended absence, if the leave type selected has an asterisk (*), a pop-up message will appear asking “*Is this (PFCB) Parental Bonding and Family Care related?*” For more details, see the 1/10 Training Tips PPT presentation on the [Transactional User's web page](#) under Latest Information à Tuesday Training Tips- Presentations & Recordings.

UCPATH Help Updates

The [UCPATH help site](#) was updated to reflect the new following:

- The updated job aid **Pay for Family Care and Bonding (PFCB)** provides instructions on how to enter a PFCB pay option in the system. PFCB pay reflects changes effective 1/1/23 where PFCB option is 100% for 8 weeks from 70% at 8 weeks. Updated screenshots to include new a PFCB group box that shows PFCB entitlement usage and balances.
 - The updated job aid **Pay for Family Care and Bonding Unit 18 (PFCB)** provides new screenshot to reflect new group box for tracking PFCB Unit 18 entitlement usage and balances.
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Additional Pay Reminders

Please note the following reminders for Additional Pay:

- When processing Additional Pay, it is very important to review the [Payroll Processing Schedule](#) to be sure your transaction will pay out.
- Review the Stop Processing PayPath column: Use this deadline when adding Additional Pay for the current and/or future pay periods in PayPath.
- Single Pay Cycle Additional Pay - Transactions processed for a single pay cycle in PayPath after the deadline will not carry forward to the next pay cycle. Process the additional pay using the One-Time Payment module.
- For Recurring Additional Pay transactions that have retroactive begin dates and future end dates, use PayPath to process the current and future pay periods. Process the retroactive pay periods using the One-Time Payment module.

New GL and SCT Processing Calendars Available

For your reference, the Q1 2023 Salary Cost Transfer (SCT) Processing Calendar and the Q1 2023 GL Processing Calendar are now available on the [Transactional User's web page](#) of the ucpath.uci.edu website, under UCPATH Support Documents > GL and Finance > GL Calendar.

View Weekly Changes & Enhancements

UCPath continually makes changes and enhancements to improve the system, They provide weekly updates that the UCI UCPATH team shares on the [Transactional User's web page](#) of the ucpath.uci.edu website under Latest Information > UCPATH Changes and Enhancements. Please check these updates weekly for the latest information.

Did You Know...?

W-2s will be distributed on or before January 31, 2023.

- 2022 W-2 statements will be available electronically for employees to download and print from [UCPath Online](#) once they are available by selecting “View Online W-2/W2C” on the UCPath homepage, under Income and Taxes.
- For employees who have not elected to receive an electronic W-2, their 2022 W-2 will be mailed to the address on file in UCPath. Employees are encouraged to log into UCPath Online to view their address and update it, if needed.

2022 End-of-Year Review

Thank you to all the transactors and partners who have collaborated to make 2022 a year full of productive projects and shared successes as we navigate UCPath. Please review our [2022 end-of-year infographic](#) to see some of many things that we accomplished together. We look forward to a bright new year working with you.

Virtual Drop-In Center Hours

The virtual drop-in center for transactors (aka “the call-in center”) is available Monday through Friday from 10 a.m. to 12 noon 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. Join us for sessions on 2/7, 2/21, 3/7, 3/21, and beyond.

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

Thank You!

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UCI UCPATH

Questions? Email ucpath@uci.edu