

UCI UCPath

Transactor Digest

March 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.

New Funding Guidelines / Funding Entry for GSR Fellowship Stipends



Please review the new [Funding Entry Guidelines](#) for Graduate Student Researcher (GSR) fellowship stipends. Note that the job code 3253 was added to the Post Doc.

Effective July 1, 2024, there is a need to differentiate Graduate Student Researcher (GSR) and Post Doc - Fellow stipends. The Sub field on the Funding Entry page will be utilized to ensure that expenses post to the correct KFS Object.

- **For GSR fellowship stipends, use Sub 02 for the following job codes: 3144, 3145, 3154 & 3155**
 - **Action:** Departments should review current funding entry for positions with any of those job codes and update the Sub if needed to ensure expenses post to KFS Object 7915 going forward. Historical funding entry should be updated in case there is a future retro pay action.
 - If a SCT needs to be submitted, departments should use Sub 02 in the "To" FAU/chartstring.

- **For Post Doc - Fellow scholar stipends, use Sub 05 for job code: 3253**
 - **Action:** Departments should review current funding entry for affected positions and update the Sub if needed to ensure expenses post to KFS Object 7918 going forward. Historical funding entry should also be updated in case there is a future retro pay action.
 - If a SCT needs to be submitted, departments should use Sub 05 in the "To" FAU/chartstring.

Q2 Processing Calendars Now Available

View the new [Q2 GL Processing Calendar](#) and [Q2 Salary Cost Transfer \(SCT\) Processing Calendar](#) in the [Funding & General Ledger section](#) of the UCI UCPath transactor website under Calendars.

New Guide for Manage Job Now Available

If you are using Manage Job, there is a new job aid available in UCPath. The following training resource was created to show the process of submitting Termination Transactions using Mange Job.

[Job Aid: Mange Job - Terminations](#)

Be Sure to Get Our Emails

Check Your Junk/Spam and Folder/ZotMail Settings

To ensure that you are receiving emails from the UCI UCPath team, such as the monthly Transactor Digest and the bi-weekly Tuesday Training Tips agenda, please make sure your Outlook settings are not set to automatically divert ZotMail emails to your junk or spam folder, or to another folder. We send our emails through UC Irvine's ZotMail system, so please make sure your Outlook settings allow our emails to come into your inbox.

If you have not received communications from us but have subscribed to our distribution list, check your Junk email folder to see if emails from UCI UCPath are in there.

Sneak Peek - Changes Coming to UCPATH in July

The screenshot displays the UCPATH user interface with a modern design. At the top, there is a blue header with the UCPATH logo and user information: "LVD-Douglas LVD-Bhuller" and "Ask UCPATH". Below the header is a navigation bar with tabs: Home, Personal Information, Income & Taxes, Benefits & Retirement, Accruals & Leaves, Manager Hub, Transaction Hub, and Help. The main content area features a "Open Enrollment 2025" section with a "Enroll Now" button and a clock showing "122:06:12". Below this is an "Important Notice: Changes to Student Employment Verification" with a "Learn More" button. The interface is divided into several sections: "My Information" (Name: LVD-Douglas LVD-Bhuller, Job Title: ORGANIZATIONAL CNSLT 4 (000542), Employee ID: 10283347), "My Pay" (Next Scheduled Pay Date: April 01), "My Benefits" (You are eligible for F-FULL benefits), and "My Leave Balances" (Vacation Hours Accrued: 176.83, Sick Hours Accrued: 803.08). Each section has a "View" button.

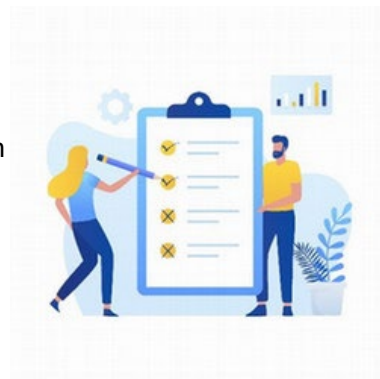
Starting in late July when you login to UCPATH to see your paycheck, check your benefits, or ask a question, you will see a new modern look! The changes have been designed to make it easier to find the key information that you are looking for. There will also be changes to improve the benefit confirmation process for open enrollment and life events. The UCI UCPATH team has been working with UCPATH and the other locations on this new design and are currently testing the new functionality. Stay tuned for more information as we get closer to go-live!

Family Member Reverification

UC is conducting eligibility reverification of some enrolled family members, starting with mailing packets, on March 1, 2025. Relationships can change over time; UC will verify the continued

eligibility of certain previously verified family members. This is in addition to the family member eligibility verification (FMEV) process for newly enrolled members.

- Employees will receive a packet of verification materials from UnifyHR if they last completed verification more than three years ago for the following dependents: spouse, domestic partner, stepchild, grandchild/step-grandchild, legal ward or overage disabled child.
- Employees must respond by the deadline specified in the letter to maintain their family members' coverage.
- For assistance or if an employee has any questions about the process, please ask them to visit UCnet at ucal.us/fmv



Salary Cost Transfer (SCT) Enhancements

Please review the summary of SCT enhancements below. Many of these changes will not be noticed unless you specifically look for them.

- Enhanced the warning message received when processing a bi-weekly employee with salary capped funds.
- On the Review Salary Cost Transfer page, the cursor will now start in the Transaction ID field instead of the Set ID field.
- An Off-Cycle checkbox was added on the Salary Cost Transfer search page to group off-cycle checks from on-cycle checks for easier identification, if needed.
- Clear out any custom sorts that were used in previous searches when doing a new search on the Salary Cost Transfer page.
- The Work-Study checkbox only shows for work-study employees.
- The FTE field does not disappear when an employee transitions from bi-weekly to monthly pay status.
- Prevent invalid error messages when accessing SCTs.



Survey: Tuesday Training Tips Topics

The UCI UCPATH team recently conducted a survey of participants in our bi-weekly, virtual Tuesday Training Tips meeting. One question asked was, "What is a topic you would like covered in a future meeting?" Participants offered great ideas, including the following topics:

- Hiring process, Glacier and iCIMS
- Deadlines
- Salary Cost Transfers
- Updating job codes and review of hire codes
- Quirks of UCPATH, Common issues / workarounds
- Leave of Absences (LOA), leave balance corrections, and Academic Leave items
- Approving UCPATH transactions / examples / tips and tricks for transactions
- How to enter NSTP with NIH cap, information about NSTPINSP
- Reporting FMLA WOP for bi-weekly and monthly employees
- Fiscal Close, and updated GSR rates/new contract
- UCPATH duties for new employees, including Fiscal officer
- UCPATH updates, changes, and policy updates
- Scenario examples of more difficult or unique UCPC cases
- ACA lookback in more detail / how to get access to a retro feature report
- Process improvement
- How data that is entered into UCPATH impacts other systems and relates to the enterprise at large
- Pay request, final pay, and overpayments
- Refreshers on basics



EEC Cases to HR Information Systems (HRIS)

Cases to HRIS:

- Position Administration to change Dept. on position
- Emergency need of approval support; when there is only a single transactor / approver, and one is not available to process the transaction.



- Within the Employee Experience Center (EEC), choose the General Tab
- Click on General HR System Support
- Need assistance with: (Choose UCPath)

Mass Transactions:

When requesting HRIS to process Mass Transactions such as Hire or PayPath, this is found in the UCPATH category.



UCPath Mass Transactions Request

A UCPATH transactor has 10 or more transactions that they would like to do in a Mass transaction

Do not include or attach documentation containing any sensitive information such as SSN, DOB, Salary, etc.

Requests containing sufficient information can be handled efficiently. However, more complex requests may take longer to process. Please provide as much advance notice as possible and specify deadline to meet payroll cut-offs.

* Indicates required

Who are you submitting this on behalf of?

* Transaction Type

-- None --

-- None --

Funding }
Hire }
Work Location }
Pay Path }
Time & Attendance }
Other

UCPath Connection with iCIMS

To streamline hiring of recruited staff through iCIMS a new interface was designed to create the hire transactions for new hires completed in iCIMS. To ensure accurate hire transactions, please ensure accurate information on the offer page and UCPATH page. Key fields to review for accuracy:

- Position # (offer page)
- Hire Date (offer page)
- Salary Plan and correct step if required (offer page)
- Salary is categorized correctly as Annual or Hourly (offer page)
- Action Reason Code (UCPath page)
- Expected Job End Date and Auto-Term (UCPath page)
- Office (cubicle #) if available (UCPath page)
- Off-site work frequency (UCPath page)

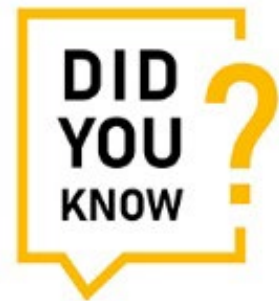


Note: position information must be changed in UCPath first to ensure accuracy in Job Data, position changes in iCIMS will not transfer to UCPath. Profile data also cannot be edited in iCIMS and will need to be updated after the hire if required.

Did You Know ... ?

You can find detailed information about earn codes at [UCPath online](#). The file is updated regularly and includes all the earn codes and the various attributes including status, allowable employee types, subject to FICA, etc. Follow the file path below:

Navigate to UCPath > Quicklinks > Payroll Resources > Payroll Configuration Codes > Earn Codes.



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 1, 15, and 29.

- 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*

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Questions? Email ucpath@uci.edu