

UCI UCPath

Transactor Digest

May 22, 2024

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.

Website Content Freeze May 22-28

There will be a content freeze on the [UCI UCPath website](https://ucpath.uci.edu), including the transactor page, from May 22 at 5 p.m. through May 28 at 8 a.m. for a migration of our content management system. During that time, website content will not be updated. Content will be updated after 8 a.m. on May 28. If you experience any issues or would like current information during that time, please email ucpath@uci.edu.



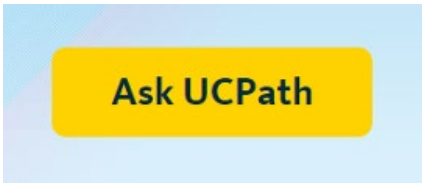
Additional Features on Ask UCPath

As of **May 6, 2024**, UCPath made it easier for employees to submit inquiries about pay or benefits. When employees go to [UCPath online](https://ucpath.uci.edu) and click the Ask UCPath button, they will no longer have to manually select a topic and category when asking a question. The system now

automatically determines the topic and category based on information provided by the employee. This update simplifies the inquiry submission process, making it more efficient and user-friendly.

Changes - Submit an Inquiry:

- The submission form will automatically fill in the topic and category fields based on the information provided in the subject and description.
- The updated landing page will display open and recently closed cases, making it easier for employees to access their inquiries.
- UCPATH will also provide suggestions for resources that may assist in resolving issues.



These new features are in addition to the April Ask UCPATH enhancements that enable employees to reopen previously closed inquiries that require further attention, and to close outstanding inquiries when issues have been resolved or when UCPATH assistance is no longer required. Consider using the close feature to ensure that UCPATH does not spend time working a case that is no longer needed, enabling them to focus on reducing their backlog.

Resources:

- [Ask UCPATH Enhancements video](#)
- [Ask UCPATH Infographic \(pdf\)](#)

Fiscal Year End Important Dates

Transactors should be mindful of the following fiscal year-end (FYE) deadlines.

Task	Start Date / Time	End Date / Time
Clear all expenses from BF10002 via DR or SCT (campus suspense account)	4/1/2024	5/31/2024
Cancel old DRs and SCTs in an Initiated status	4/1/2024	5/31/2024
Funding Rollover in Test Environment *	6/3/2024	6/7/2024
Funding Entry Freeze (MCOP)	6/21/2024 / 8 a.m.	6/24/2024 / 12 p.m.
Funding Entry Freeze (non-MCOP)	6/24/2024 / 12 p.m.	6/27/2024 / 12 p.m.

* The test occurs in a test environment with scrambled data. Employee ID and funding information is NOT scrambled in the test environment. Validation is done using Employee ID instead of name.

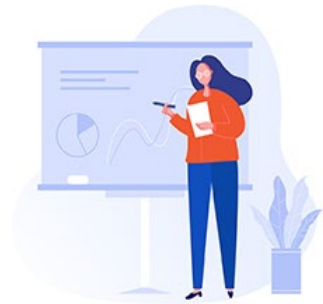
The results of the Funding Rollover test will be emailed so you can fix any funding not behaving as expected before the actual Funding Rollover occurs in the production environment.

Campus Assessment Rates for FY '24-'25

The Costing Policy and Analysis Office recently updated its website with the approved 2024-25 assessments for Composite Benefit Rate (CBR), Vacation Leave Assessment (VLA), and GAEL (General, Automobile, and Employment Practices Liability). You can [review the 2024-25 Rates on the Campus Assessment Page](#). For questions, please contact costaccounting@uci.edu.

Summer Salary Training

A Summer Salary refresher course for transactors who process Summer Salary will take place on **June 4 from 1 – 2:30 p.m.** [Sign up for this refresher class on Sign-Up Genius](#). Those who took the May 21 course (which was for those who are new to Summer Salary) do not need to take this session.



New Funding Job Aids on the Transactor Website

New and updated Funding job aids have been added to the [UCI UCPath transactor website](#) in the Funding & General Ledger section. Go to Funding & General Ledger > Funding > Job Aids to access the following documents:

- [Add Funding Prior to the First Funding Entry Effective Date](#)
- [Inserting a Funding Entry Row](#)
- [KFS ChartField Values Not Found or Invalid Value in UCPath](#)
- [Reusing a Funding Effective Date](#)



Metrics for UC Irvine Campus and UCI Medical Center

Template Transaction Processing (April 2024)

Smart HR Hires	1,248
Smart HR Other (Terminations, Transfers, etc.)	890
Transactions Canceled	148
Average UCPATH Processing Time	.6 of a Day

Off-Cycle Processing (April 2024)

Transaction Volume	345
UCPATH Turnaround Time	5.7 Days

Multiple Paychecks when Processing DRs and SCTs

As a reminder, multiple paychecks (5 or fewer) can be selected when processing Direct Retros (DRs) and Salary Cost Transfers (SCTs) **except** in the following cases:

- If work study funds are involved (DRs & SCTs)
- If restricted funds that utilized Salary Cap MCOP worksheet (DRs)

If any error is incurred during the processing of a DR or SCT and multiple paychecks are involved, please unbundle the paychecks and submit one paycheck at a time before emailing, calling, or submitting an EEC ticket. This allows the problem paycheck to be identified.



Reviewing End Dates and Key Information

When reviewing end dates, please note these areas for regular review:

- Check employee information, such as Expected Job End Dates, for accuracy.
- Note that Academic Appointments do not automatically end on the Job End date – the box must be manually checked for the job to be terminated and pay stopped.
- If the job is continuing past the expected end date, the date must be updated to ensure no disruption in benefits, etc.
- Once deadlines are past for Template transactions and PayPath, pay will be processed based on what is in job data.
- At that point, once pay confirm has started, there are very few options available to change pay. This may result in overpayments or missed pay.

Transactor Support Web Page: PayPath / Terminations

Resources and information regarding PayPath/Terminations are available on the UCI UCPATH website's [transactor web page](#).

Go to the PayPath & Terminations section to review helpful information on all types of PayPath transactions for filled positions, job data changes, and additional pay processed through PayPath. Termination transactions are also covered in this section. Click on subject boxes to display information or to access additional links. Documents will open in a separate browser window.

Activate Google Workspace to Access Some Articles

All UC Irvine staff members have Google workspace. Some of our [transactor website](#) articles and job aids reside on this Google Drive space. To ensure your Google workspace is activated and you can access these resources, [go to OIT's website and review how to activate your UCI Google Workspace](#) account.

Did You Know ... ?

Below is detailed information about how earn codes are configured in UCPATH.



- The file is updated regularly and includes all the earn codes and the various attributes including status, allowable employee types, subject to FICA, etc.
- Navigate to UCPATH > Quicklinks > Payroll Resources > Payroll Configuration Codes > Earn Codes

Final Pay Reminder

- To process the final pay requests promptly and stay in compliance, it is imperative that UCPATH receives the request to terminate in a timely manner.

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 May 28, June 11, and June 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 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