

UCI UCPath

Transactor Digest

June 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.

Fiscal Year End Deadlines



Deadline	Date/Time	Details
Funding Entry Freeze Period	June 20 at 8 a.m. to June 27 at Noon	All funding entry and updates must pause until after the completion of the Funding Rollover processes. Note: There is no system lockout for this freeze period.
Clear Campus Suspense Account (Bf10002)	June 27 at 5 p.m.	All expense must get moved from this account using a Salary Cost Transfer or Direct Retro. Any expenses that remain will be moved to the department/unit's department default account.
Direct Retro Approval Deadline	July 1 at 5 p.m.	The last day to approve Direct Retro transactions before the tool is retired for good.
Salary Cost Transfer & Benefit Cost Transfer Approval Deadline	July 3 at 5 p.m.	The last day to approve Salary Cost Transfer and Benefits Cost Transfer transactions for the current fiscal year.
View Direct Retros in DOPE Reports	July 4	Direct Retros will be reflected in DOPE reports starting on this date.
View Salary Cost Transfers in DOPE Reports	July 9	Salary Cost Transfers will be reflected in DOPE reports starting on this date.

Quarter-End Off-Cycle for Monthly Employees

For off-cycle pay requests for monthly employees who require off-cycle payments for earnings after June 27, payroll transactors must add Initiator comments to the payroll request form to ensure earnings June 27 – June 30 are captured in the correct quarter. If the employee's earnings continue past June 27, 2024, enter in the comments: "Employee is due (insert hours) hours of pay for 6/01/2025 to 6/30/2025." This must be followed when off-cycle requests are submitted between June 18 and June 24.

Coming July 14: A New Look for UCPATH Online

The UCPATH portal is getting a new, user-friendly look on July 14, 2025. This new interface is designed to make it easier for employees, managers, and transactors to find the most used tools and information. Whether employees are checking pay or leave balances or reviewing benefits, or transactors are finding helpful tools and information under the new Transactor Hub tab, the new navigation will help lead you to it.

The screenshot displays the UCPATH portal interface. At the top, there is a navigation bar with the UCPATH logo and various utility links like 'Self-Service Search', 'Debbie LVD-Smith', 'Ask UCPATH', 'Sign out', and a home icon. Below the navigation bar, there are several sections:

- Open Enrollment 2025:** A banner with a 'Enroll Now' button and a clock showing 67:10:49.
- Apply for Public Service Loan Forgiveness (PSLF):** A card with an 'Apply Now' button and a 'Dismiss' button.
- Workcenters:** A list of links including 'PeopleSoft Home Page', 'Worklist', 'Recruiting Workcenter', and 'View eForm'.
- My Information:** A section displaying personal details for Debbie LVD-Smith, including her job title 'ORGANIZATIONAL CNST 4 (000562)', employee ID '10283347', and pronouns 'She/Her/Her'. A 'View Personal Information' button is present.
- My Pay:** A section showing the 'Next Scheduled Pay Date' as 'May 01' with a 'View Paycheck' button.
- My Benefits:** A section stating 'You are eligible for F-FULL benefits' with a 'View Benefits' button.
- My Leave Balances:** A section showing a progress bar and two categories: '165.91 Vacation Hours Accrued' and '811.70 Sick Hours Accrued', with a 'View Leave Balances' button.

What's Changing?

While the main features and functionality of the UCPATH online portal will remain the same, updates include:

- An improved, modern design that aligns with UC's digital brand
- A new top navigation menu for easier browsing
- Tiles that highlight your most-used information like pay and benefits
- Mobile-friendly access from your phone or tablet
- A new Manager Hub and Transactor Hub
- *Please note:* Bookmarks will no longer be available

What's Staying the Same?

- Your login and security settings remain the same
- You'll still access UCPATH at: ucpath.universityofcalifornia.edu
- All your usual features – paychecks, benefits and leave balances – are still available

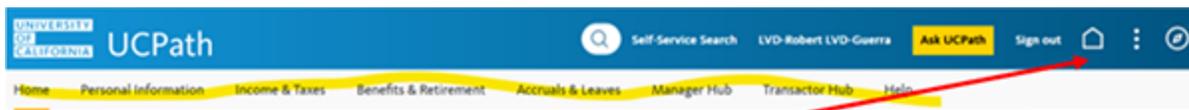
What's New for Transactors?

The new UCPATH portal has a new Transactor Hub that includes the most common forms used, as well as payroll processing calendars. The Forms Library is gone; forms have been moved to the relevant pages like Benefits Page and Transactor Hub, which should make it easier to find the form you are looking for.

The screenshot shows the UCPATH portal interface. At the top, there is a blue header with the UCPATH logo, a search bar, and user information (LVD Robert LVD-Guerra). Below the header is a navigation menu with options: Home, Personal Information, Income & Taxes, Benefits & Retirement, Accruals & Leaves, Manager Hub, Transactor Hub (highlighted), and Help. The main content area is titled "Transactor Hub" and "Access resources available to transactors". It features four columns of links:

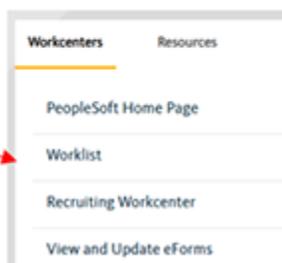
HR Forms	Payroll Forms	Benefit & Payroll Resources	Finance
Job Data Update	Electronic Payment Consent	Processing Calendars	Cost Recovery
Position Update	Expedited Pay Request - Gross	Past Processing Calendars	
UCRS Job History Update	Expedited Pay Request - Net	Past Employee Calendars	
Position & Job Data Update	Pay Card Consent	Offcycle Dashboard	
Interloc One-Time Pay	Recurring Pay Change Request	Overpayment	
	Workers' Comp - Schedule/Shift	Pay Card	
	Payroll Adjustment Form	Retro Pay Matrix	
	Damage Payment Report	Payroll Configuration Codes	
	Damage Payment Release		

Accessing UCPATH as a transactor is easy from two locations.



Transactor/PeopleSoft home page is the actual house button now from the main path ribbon.

Also available in the Workcenters box



Learn More

For UC Irvine employees who would like help navigating the new layout, the UCI UCPATH team is offering live webinars to virtually walk through the redesigned portal and answer questions.

- All Employees: ([July 16 at 11 a.m.](#))
- Managers & Supervisors: ([July 17 at 1 p.m.](#))

👉 For Transactors, UCPATH is holding two optional, Transactor-focused Lunch & Learn webinars with a walkthrough of the new layout with time for Q&A. **Registration is required.**



[Wednesday, June 25 - 11 a.m.](#)



[Monday, June 30 - 9 a.m.](#)

Explore More on July 14

This systemwide UCPATH portal update is part of the UCs ongoing efforts to ensure that UCPATH remains a reliable, modern tool for all UC employees. [Log in to the UCPATH portal](#) on July 14 and explore more.

Save the Dates: Open Enrollment

Autumn may be many months away but will be here before we know it. Mark your calendar for Open Enrollment, which will begin this year on Thurs., Oct. 30 and end on Fri., Nov. 21, 2025.

Did You Know?

Additional Pay entered via PayPath is due on the employee data change date, not the PayPath deadline.

Training Environment

If you would like to practice transactions or wonder about what's required in a certain transaction, you can login to the Training Environment and explore or practice with no concerns.

See the slides in the [June 10 BW Training tips](#) for login information.

Voluntary Disability Insurance – Partial Income Replacement, Not Just Disability

The University does not participate in California State Disability (CA-SDI). This means that if an employee can't work due to disability, they will receive no pay except sick and vacation if they don't enroll in the voluntary disability insurance program.

Many employees opt out of this benefit because they mistakenly believe they can claim CA-SDI while disabled or they can select the plan during the annual Open Enrollment period.

Encourage departments to explain this as partial income replacement if someone becomes too sick or injured to work or needs time off for pregnancy. If they did not enroll in voluntary disability when first eligible, they may apply to enroll through the Evidence of Insurability (EOI) process.



Family Member Eligibility Reverification

To make sure we use UC's benefits resources wisely, UC periodically asks plan members to reverify the eligibility of dependents enrolled in Health and Welfare benefit plans. The UC recently resumed this process, which paused during the pandemic. Here is what employees need to know:

- They may receive a packet from UnifyHR (UC's administrator for the program) asking them to re-verify family members like spouses, domestic partners, stepchildren, grandchildren / step-grandchildren, legal wards, and overage disabled dependents.
- If they miss the deadline, UC will remove their dependents from coverage.
- Local benefits offices receive a list of impacted employees each month.
- Contact UnifyHR, **not** UCPath, for assistance. Go to the [UnifyHR website](#) or contact UnifyHR at 1-844-718-3970



Preparation for Summer / End of School Year

Please review the PPT or recording of the [May 27 virtual Training Tips](#) meeting for information related to preparing for the end of the school year. This includes examples of appointment renewals, terminations, pay rate adjustments, summer salary, graduate student summer appointments, and end of quarter / year data review.



To review this information, go the [UCI UCPath website](#), click Access Transactional User Materials, and log into the [Transactor Support page](#). Once there, go to Common Resources > Tues. Training Tips Archives > May 2025 > 5/27 Presentation and Recording.

Recent UCPATH Audits

UCPath recently started a new audit to improve data accuracy. This audit looks for active Positions/People missing Salary Admin Plan (SAP) and/or Grade. Most require a Position Update form since the effective date is not available in PayPath.

The missing SAP and /or Grade are often found with UCWOS jobs and information missing at conversion to UCPath. Some of those missing are a result of a PayPath transaction that wiped out the SAP and grade. Others are for employees that had both a UCANNL and a UCWOS; when the UCANNL ended, the SAP disappeared leaving the UCWOS with no SAP.



Please note: When processing a PayPath transaction for Title code and other position changes, SAP may be wiped out by the system and needs to be input again. The system may warn you of this, but it does not stop you from submitting the transaction.

Rehire / Retiree Training and Communications

UCPath has created an e-learning course on the new changes for rehire/retiree benefits eligibility. UCOP Benefits, UCI Benefits Teams, and our UCI UCPath team strongly encourage anyone who will be processing rehire/retiree transactions to take this course.



This virtual training course covers all the information needed to process correctly for the employee and answers questions that you or the retiree may have.

- Go to the UCLC website and search for the course "Benefits Eligibility for Rehired Retirees"



- Reference version is posted on the UCI UCPATH website / Transactor section under Training > Learning Library

Additional Resources:

- **UC Net:** <https://ucnet.universityofcalifornia.edu>
- **FAQs:** [Updated regularly on UC Net](#)
- **RASC Counseling & Support:** For enrollment and Medicare changes
- For personal assistance, contact the UC Retirement Administration Service Center (RASC) at 1-800-888-8267 or [book an appointment with an insurance liaison](#) in RASC.
- **Monthly Webinars:** 2nd Friday of each month, 10 – 11:30 a.m.
[Zoom Link](#) Meeting ID: 928 8724 5452 Passcode: 095559
- **Job Aid:** [Benefits Eligibility for Rehired Retirees Decision Tree](#)

Subscribe to UCPATH Teams Announcement Channel

The UCPATH Support team uses our TEAMS UCPATH-Announcements Channel to communicate information quickly to transactors. Recently, this was used to communicate a delay in the BW Pay Confirm, which delayed the lifting of the PayPATH black-out period and approvals for other transactions.

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. Remember to also turn on notifications to get notified of these types of issues 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 July 8 and 22.



- 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. We send our emails out through UC Irvine's ZotMail system, so subscribers should check their email settings to ensure our emails can come into their inbox and are not automatically set to divert to a junk or other folder.

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