



UCI UCPATH

Transactor Digest

November 17, 2020

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.

Open Enrollment

Remember to review your current benefits and make changes for 2021 during Open Enrollment (OE), now through 5 p.m. November 24. For the first time, all UC faculty and staff are selecting benefits via [UCPATH Online](#). Take action early! Find out more on [UCnet](#), visit the virtual benefits fair, and watch a demonstration video on how to complete OE in UCPATH. Click on the links below for OE resources and share them with your team.

- [Virtual UCPATH Webinars – Register Now](#)
- [Virtual Benefits Fair](#)
- [Completing Open Enrollment in UCPATH \(a pre-recorded video\)](#)
- [UCPATH 2021 Open Enrollment FAQs](#)
- [Human Resources OE Page](#)

UCPath December Downtime - Dates and Impacts

UCPath will be down beginning at 10 p.m., Wednesday, December 9 until 6 a.m., Monday, December 14, 2020 when UCPath Oracle hosting platform transfers to Amazon Web Services (AWS). During this time, the UCPath system will be down to all users and will not be accessible. It is critical for departments to plan ahead and process transactions before the downtime to assure correct pay on the pay dates during and immediately following the downtime. Below are instructions for UCPath transactional users regarding payroll deadlines, hiring employees, separating employees, and employee self-service actions. [Read More](#)

Tuesday Training Tips Call-In Sessions

Join the UCI UCPath training team each Tuesday at 1:00 p.m. for a Zoom call-in session to bring you up-to-date on new information, provide answers to frequently asked questions, and share lessons learned. Topics for each weekly meeting are emailed to transactors a day or two in advance. The audio and PowerPoint presentation are posted to the ucpath.uci.edu website after each session on the transactional user page under “Latest Information.”

Join us each Tuesday via Zoom at: <https://zoom.us/j/6485693025>

One tap mobile: +16699006833,,6485693025#

Complete the Survey - Communications Preferences

The UCI UCPath project team recently emailed a survey to transactors to gauge the effectiveness of our communications efforts. Getting UCPath information to you in a timely and efficient way is important, so your responses help us to support you better. If you haven't already completed the short, anonymous survey, please click the survey link to

share your thoughts. Thank you for your input.

https://uci.co1.qualtrics.com/jfe/form/SV_cLR142LHPjpNcod

Data-Entering Legal Names in UCPath

When entering someone's legal name, do not use non-English characters, even if the SSN card for the person has foreign characters such as accents or tilde. Various UCI systems cannot accept those characters, even though UCPath permits it, and this may cause delays in some systems. At UCI, accounts can't be provisioned unless names contain English alphabet characters only.

Budget Distribution Page

Anytime there is a change to permanently budgeted positions, you must ALSO update the Budget Distribution Page.

New Codes

Please use the following new codes as applicable:

- New reason codes identify employees transferring positions due to COVID-19 related activities. The new codes will be available on the UC_TRANSFER and UC_TRANSFER_AC Smart HR templates.
 - COVID-19 Re-Deployment
 - COVID-19 Return from Re-Deployment
- Added Action Reason 'DNR' (do not rehire) to the Action Reason Table under the Action Code 'COM' Completion. This change will allow locations to use DNR on CWR records, as well as EMP records.

Salary Cost Transfer (Direct Retro) - Due Dates for Nov. and Dec. 2020

Only two Direct Retro batches will be processed in November and two processed in December due to the upcoming holidays and system processing schedules. Direct Retros must be submitted and approved by 5pm on the following dates:

- 11/6
- 11/13
- 12/7
- 12/9

The Direct Retro (or SCT) process is taking up to three days to complete in some cases. Once it finishes, the information is provided to the DDODS the following day. Then the next day, the information is available in KFS and the DOPE report. For example, the transactions submitted by 11/6 should be in KFS on 11/13. A calendar showing these dates has been added to the [ucpath.uci.edu website transactional page](https://ucpath.uci.edu/transactional).

"Oops" UCPath Error Message

Some users may continue to experience the "Oops" message when accessing UCPath Online from Google Chrome or Microsoft Edge. Please immediately try to log-in again and the problem should resolve. This may happen every time you start a new log-in. There is work being done at UCPC to resolve this issue, but it has not been completed yet.

Auto Term Timing

Employees who are set to Auto Term late in the month, after payroll processing deadlines, will potentially result in an overpayment. To avoid this issue, process a Termination template before the payroll processing deadline to avoid the overpayment. For example, a Monthly employee with a Sept. 27 auto term job end date will be paid for 9/1 - 9/30 even

though the termination will be processed on Sept. 27. To avoid the overpayment, process the termination template by the September template due date.

UCPath Security Training

The UCPath Security Training PowerPoint has been posted to the UCPath System Access (Security) page. We conducted two 90-minute training sessions on October 29 and November 5. Participants included Departmental Security Administrators (DSAs), Managers of Academic & Administrative Business Offices (MAABOs), and Chief Personnel Officers (CPOs). Key takeaways included:

- Discussion of the access onboarding and security management process.
 - The employee's supervisor reviews the employee's training records to confirm that all required training has been completed.
 - Training requirements for each role are listed in the UCPath Roles Wiki.
 - Confirmation that training has been completed should be emailed to the DSA. [Read More](#)

Subscribe to Keep Informed

If you or someone you know is a transactor who doesn't already receive this e-digest or other UCPath Alert emails, [subscribe](#) to our digital mailing list receive all updates.

Thank You!



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Questions? Email ucpath@uci.edu