UCI UCPath
Transactor Digest

April 26, 2022

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.

Mark Your Calendars

The UCI UCPath training team is offering labs and training for new hires, in addition to our bi-weekly Tuesday Training Tips sessions. Also, training on Summer Salary and MCOP will be available for anyone who will be preparing those transactions for this Summer. All courses will be via Zoom. Attend to discover important information, tips, resources, job aids, shortcuts, and lessons learned about day-to-day payroll processing.

- **Q2 UCPath Training and Learning Labs:**
  Please click here to see our upcoming Learning Labs (New Hire Group) and Q2 UCPath training and lab dates and times. All training courses are available on-demand as e-learning videos via UC Learning Center (UCLC). If you have new

hires that need to be trained as UCPath transactors and/or approvers, please refer to the HCM, payroll, or finance curriculums. You can find them in the transactional user materials section and identify training requirements by role. For example, in UCLC, search "UCPath Position Control."

- **Tuesday Training Tips / 60-Minute Zoom Sessions (Bi-Weekly at 1 p.m.)**
  Join us every other Tuesday at 1 p.m. for 60-minute sessions on various topics.

- Zoom link: https://zoom.us/j/6485693025
  One tap mobile: +16699006833,,6485693025#

Recent sessions covered retirement processing, rehire or reinstatement issues, off-cycle dashboard, Direct Retro reminders, and more. Details on past sessions are located on the ucpath.uci.edu transactional user page under Latest Information > Tuesday Training Tips – Presentations & Recordings. Join our upcoming sessions:
May 3
May 17
May 31
June 14

Missing Pay Issues (Off-Cycle Requests)

Please submit missing pay immediately via Payroll Request, since waiting for the next on-cycle can cause delays and extra tax withholding. In a recent case, the employee was charged double the normal taxes when pay was delayed until the next on-cycle. If the issue is a missing timecard, please ensure with DTA that it will not be processed to UCPath. For questions, contact the Drop-in Center Monday–Friday from 10 a.m.to 12 noon.

- Zoom link: https://zoom.us/j/8519035805
- One tap mobile:
  +16699006833,,8519035805#

Changes and Enhancements

Each week, UCPath provides all UC campuses with a list of changes and enhancements that were recently implemented. The UCI UCPath team places them on our website's UCI UCPath Transactors web page under Latest Information > UCPath Changes & Enhancements. Please check this area often to see if any of these updates apply to your roles and responsibilities.

Retirement Processing

An updated job aid to assist in processing retirements has been added to UCPath online help site. Please click here to review this helpful resource.

Example for 2022: An employee's final day at work must be June 29 (or earlier), with June 30 being their Effective Date for retirement. June 30 is then the one business day they would not work and not receive pay to qualify for the 2022 inactive COLA increase.

Final Pay

One new requirement for Final Pay templates is to begin putting information in the comments section, including the last day on paid status (MM/DD/YYYY); it should be one day prior to the termination effective date. Please ensure that the termination transaction has been approved by UCI before submitting the final pay and include the transaction ID in the final pay comments. If the employee is to Auto-Term, please note that in comments.

Overpayments

For any overpayments prior to 2021, please open an EEC case in addition to preparing the overpayment transaction.

Inter-Campus Transfers

An article on the UCnet website features information on inter-campus transfers. It offers good advice to UC employees about what to do if they change jobs within UC, and it

includes links to lists of inter-location transfer coordinators and campus contacts. These contact lists may be helpful resources for transactors and approvers.

Call-In Center Hours

The virtual call-in center is available Monday–Friday from 10 a.m.–12 noon via Zoom. Call in any time during these hours for questions about transactions in UCPath.

- Zoom link: https://zoom.us/j/8519035805
- One tap mobile: +16699006833,,8519035805#

A support team member will answer the call and, if possible, address your question during the call. If the question requires more analysis or lengthy discussion, they may set an appointment for a Zoom session later that day or open an EEC ticket. Please also continue to open cases with the Employee Experience Center (EEC) at 949-824-0500 or eec.hr.uci.edu.

Resources – UCI UCPath Transactor Page

Remember to visit our UCI UCPath website for access to transactor resources and guides to assist you in successfully navigating through UCPath. Our website has links to job aids, training presentations and recordings, system notifications, transaction deadlines, and links to related websites such as the Employee Experience Center.

Did You Know…?

Employees on leave without pay will be enrolled in benefit billing depending on when they go on leave and how long they are out.

- UC benefit premiums are paid in advance, except for disability premiums.

  Monthly employees: April benefit premiums will be deducted from the 4/1 paycheck.

Biweekly employees: April premiums will be split over the first two biweekly paychecks in March.

- Employees on leave without pay who want to continue their UC benefits will be enrolled in benefit billing so they can pay their premiums directly to UCPath.
- When the employee returns to work, UCPath will reconcile any premiums paid / due, and their premiums will resume being deducted from their regular paychecks.

What Do You Want to Know?

What information do you want to see in this newsletter? What do you want to know more about? What questions do you have for the UCI UCPath team? We want to hear from you so that we can provide you with the resources you want and need. Email your topics of interest, questions, and informational needs to ucpath@uci.edu.

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 to receive all updates.

Thank You!