

The banner features a background image of a modern building with a glass facade and a concrete structure, set against a clear blue sky. The text 'UCI UCPATH' is in large white letters, with 'Transactor Digest' in yellow below it. A white horizontal line is positioned under 'UCPATH'.

UCI UCPATH

Transactor Digest

March 22, 2023

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.

Approval Training Videos - View Lesson 1

The UCI UCPATH training team is launching a series of videos to assist approvers. The [first video](#) – an AWE Overview - is available now.

The videos in this new collection of training assets are easy to watch and focused on helping approvers understand what key data fields to look at when reviewing certain transactions. Over the next several weeks we will publish new videos focusing on various transactions that you approve. We encourage transaction approvers to view these videos and send us feedback at UCPathtraining@uci.edu.

View Lesson 1: [AWE Overview](#) now. It's also available on [UCPath.uci.edu](https://ucpath.uci.edu) [Transactor page](#) under the Latest Information, as well as under the Training Presentations button.

Training Refreshers

The UCI UCPATH Training Team is hosting a series of training refresher sessions, which provide additional learning opportunities for transactors. The Training Refreshers are different from the Tuesday Training Tips calls and are scheduled to occur on opposite weeks. The one-hour sessions will be hosted every other Tuesday from 1-2 p.m., with a different trainer and topic for each session. The agenda includes:

Topic of the Day – A short training refresher / walk-through using real-world scenarios.

Q & A / UCPATH Support – Time for questions or comments for related topics.

Schedule:

March 28: Funding Updates

April 11: Transfers – Part 2

April 25: Budget Distribution Updates

Register using the link below for the sessions that you want to attend:

<https://www.signupgenius.com/go/70A0849A4A92DA2F49-ucpath3>

Reports: Updates & Office Hours

Matt Levin will be holding virtual office hours via Zoom over the next few weeks to help answer any reporting questions you may have.

Zoom link: <https://uci.zoom.us/j/9498242045>

Office Hours:

Thursday, March 23 from 2-3 p.m.

Tuesday, March 28 from 1:30– 2:30 p.m.

Thursday, March 30 from 2-3 p.m.

Matt recently shared information about updates to some reports at the March 21 Tuesday Training Tips session; see the presentation on the [transactor website](#) under *Latest Information*. Updated reports include HR Title Pay (RUC102), Employee Rosters Report (RUC103), Code Description Lookup (RUC119), MCOP Report (RUC145), Additional Pay Report (RUC158), Home Address Lookup (RUC170), Position Funding Audit Report (RUC192), Person Basic Lookup (RUC1123), Budget Distribution Report (RUC1140), and AB119 Union Employee Audit (RUC1205 / RUC1206 – NEW).

New Contingent Worker (CWR) Functionality

Transactors may now use the End Job Automatically check box for CWR jobs. The check box was recently added to all CWR templates including Add, Extend/Update templates. Using this new functionality eliminates the need to use the completion template when a CWR appointment ends if the End Job Automatically box is checked.

Position Life Cycle

On Feb. 21, the UCPath Team shared key information on Position Life Cycle transactions during the Tuesday Training Tips session. Please review this material and/or recording on the [transactor web page](#) under Latest Information > Tuesday Training Tips – Presentations & Recordings if you have questions about the use and re-use of positions.

Graduate Student Leave of Absence (LOA)

The UCI UCPath team was asked questions regarding the provision in new contracts for an eight-week paid family medical leave (FMLA) for graduate students. Please note the following information:

- Use extended Leave of Absence (LOA) transaction with reason LT MEDICAL BX, and **do not select any FMLA reasons**.
- The reason code will be updated in the future to include BR in the title.

Lived Name Project Update

The Lived Name project is expected to deploy on June 20, 2023. Please review these changes:

- The employee name fields will be labeled either “Legal Name” or “Name” when deployed.
 - Some pages will display only Name; other pages will display only Legal Name based on the requirements and exceptions granted by UCOP.
 - A few pages will allow search for both Legal Name and Name (Job Data and Modify a Person).
 - Some pages may look different than they currently do.
-

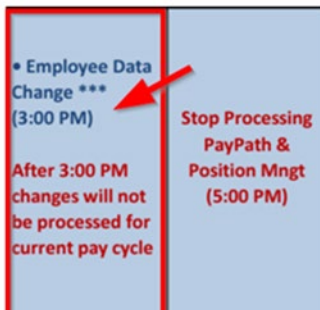
- We will conduct workshops / training to familiarize transactors with how to search, where “Legal Name” will be, what pages will be changed, and reminders to ask for Employee ID when processing a transaction.

Retroactive Changes

Some retroactive changes will trigger the retro module and generate pay on the next on-cycle payroll, including:

- Increases in comp rate
- Changes to comp frequency
- Increases in additional pay
- Changes to the earnings end date

Submit changes through PayPath or Smart HR templates by the deadline outlined in the [Payroll Processing Schedule](#).



New MLA/OTP Form Available

A new combined multi-location appointment/inter-location one-time payment ([MLA/OTP form](#)) is available now on UCNet and in UCPATH Forms library under Human Resources. The form is effective March 1, 2023, with a grace period through May 31, 2023. UCPATH will continue to accept the previous MLA form during the grace period.

Changes to Pay Frequency

If you have an employee who is changing pay frequencies due to a job change (*i.e.*, *MO to BW*, *BW to MO*), please stop by the Virtual Drop-in Center for assistance. Changes and

timing of pay frequency may affect pay, accruals, benefits, deductions, and more. Additional information was provided at the March 21 Training Tips call; review the PowerPoint and recording under *Latest Information* on the [transactor web page](#).

Workforce Administration

The [UCPath Help](#) site was updated to reflect these changes.

- Workforce Administration (PHCMWFAL270: PayPath Transactions):
 - [Job Aid: PayPath Transactions – Action Codes, Reason Codes and Descriptions \(Academic\)](#)
 - Added a description for UNX – University Extension

Did You Know...?

There are more than 400 UCI employee records with an "Expected Job End Date" of March 31, 2023. Please note the following about reviewing jobs with upcoming end dates:

- Upon reaching the "Expected Job End Date," UCPath will terminate all employees with expired jobs for which the "End Job Automatically" box is selected.
- To avoid unintended impacts, review the Jobs with Approaching End Dates and update the job end date at least a day before the expected end date.
- A rehire/reinstatement transaction does not automatically reinstate benefits.
- The transaction submitter must also create a case in UCPath requesting review of employee's benefits:
 - Topic: Benefits
 - Category: Other Benefits inquiry
 - Subject Line: Benefits review after Auto-Term/Reinstatement

Did You Also Know...?

Non-Resident Alien (NRA) employees received an email on February 10, 2023, with the link to their 1042-S year-end tax form, including earnings such as scholarship, fellowship, royalties, or honoraria payments. If employees have questions about their UCPath 1042-S

form, they can navigate to [UCPath](#) and click “Ask UCPath” to submit an inquiry using the following selections:

- Subject: UCPath 1042-S Form
- Topic: Payroll
- Category: Tax Withholding Inquiry

Virtual Drop-In Center Hours

The virtual drop-in center for transactors is available Monday through Friday from 10 a.m. to 12 p.m. via Zoom. You can join any time during these hours for answers to UCPath questions. We are here to help.

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

Tuesday Training Tips Call-In Sessions

All transactional users are invited to attend our bi-weekly Tuesday Training Tips call-in sessions on timely topics and lessons learned. Topics are published on [our website](#) the day before the meeting, and an agenda is emailed to our transactor distribution list. Join us for sessions on 4/4, 4/18, and 5/2.

- The Zoom # for these sessions will be: <https://zoom.us/j/6485693025>
- One tap mobile:+16699006833,,6485693025#

Subscribe to Keep Informed

If you or someone you know is a transactor who does not already receive this Transactor Digest or other UCPath Alert emails, [subscribe](#) to our digital mailing list to receive all updates.

Thank You!

UCI Division of Finance and Administration | With U • For U

UCI UCPath

Questions? Email ucpath@uci.edu