UCI UCPath
Transactor Digest

September 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.

2024-2025 Work Study Guidelines

Please review the final 2024-2025 Work Study Program Guidelines published on the UCI UCPath website from the Office of Financial Aid & Scholarships. Follow this information for specific guidance on hiring and administering Work Study students for this year.

If you have any questions or comments, please contact the Work-Study Coordinator at 949-824-5339 or e-mail FinAid-WorkStudy@uci.edu. If you have questions about using UCPath to process work-study payroll adjustments, please contact the Employee Experience Center (EEC) and open an EEC ticket to UCPath Support.

Please forward this communication to your Business/Fiscal Officer or any colleague that may benefit from this information.

New Mass Funding Entry Upload Template

A new mass funding entry upload template is available on the UCI UCPath website. It has been updated with UCI-specific column labels, automatic formatting, and required fields are marked with an asterisk. There are also reminder notes on the sheet. Attach the completed Excel file to an EEC ticket. Do not convert the template spreadsheet to a CSV file.

Family Member Eligibility Verification

A new field has been added to the Update Dependent Beneficiary Page. It now includes a new box showing if a dependent's verification process has been completed with the third party; if not, the employee will not be able to enroll the dependent in benefits.

Year-End Adjustments & Overpayments

Priority will be given to those payroll adjustments and overpayments received by UCPC prior to Oct. 18, 2024. It is critical to submit them as soon as you are aware of a required adjustment for it to be part of the 2024 W-2.

Time Reporting System (TRS) Reminders

Please note the following reminders for the TRS (Time Reporting System):

- When an Expected Job end date is expired, TRS will not produce a timecard, even though the person is still active.

- The expected job end date needs to be updated if the person is continuing to work.

- This causes other potential issues with benefits; it is important to keep the expected job end date current.

- TRS cannot issue a timecard if no Supervisor has been assigned.

- Open an EEC (Employee Experience Center) ticket to TRS if have multiple jobs that are not producing required timecards, may be conflicting TRS profiles.

- For further questions please submit an EEC ticket to TRS team.

Job Data Change Reminders

- The system has difficulty adding a job data action such as a Pay Rate change alongside a Position change, such as TRT, which should be different action reason codes. It will ignore one of the changes. Look for the Action Reason code for the change that you are making.

- When submitting both a Position change and Job Data, create a new sequence in the PayPath transaction, by clicking the + sign.

One Time Pay and Additional Pay

Remember that both One Time Pay and Additional Pay via PayPath follow the employee data change deadlines in the Payroll calendar, not the PayPath deadline.

*** Employee Data Change		
• Mass Hire	• Retro Pay	• Union Enrollment
• HR template	• Leave Transaction	
This includes Recurring Additional Pay entered via PayPath and Self Service Transactions Links via the E-330 batch load process.		

Hire Date Changes in UCPath

Please be aware of the following Hire Date changes that became effective as of 6/17/24.

- When hire date needs to be changed – submit a Job Data update form via case to UCPath.
  - If the hire date change resulted in an overpayment, include the overpayment information in the hire date change case.
  - A separate payroll request for the overpayment is no longer needed.
  - Include the following information in the UCPC case information:
    - Check # of Overpayment
    - Issue Date
    - Pay Period End Date
    - Pay Group
    - BW/MO
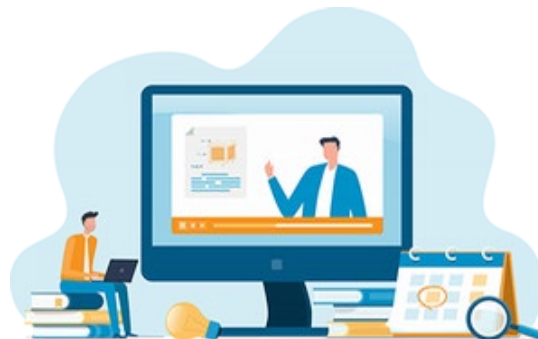
- Employee Record
- Earn Code
- Hours
- Earnings
- Salaried Hours

- This change is expected to speed up the process for these overpayments.

- If you have any of these situations where you've already submitted a payroll request for the overpayment, please alert UCPath to avoid duplicate work in the case.

Processing Rehires

Please note the following reminders for rehires:

- If you are processing a rehire of an employee with an existing Employee ID, be mindful if you are rehiring them into an existing employee record or not. If you want to reuse one of their previous employee records, then use the appropriate rehire template.

- If you need a new employee record, please use a Full Hire template with reason code rehire to have the system assign a new employee record.

Share This Reminder with Exiting Employees

Remember to remind employees who are leaving UC to update their personal email and phone numbers in [UCPath online](#) to be able to access the former employee portal.

Enhancements to the Former Employee Portal (FEP)

UCPath has provided updates on the Former Employee Portal (FEP) multi-factor authentication (MFA) capabilities that were introduced on July 15, 2024. Changes to the FEP address feedback received and went live September 6, 2024.

July Communication of FEP Changes

Existing former employees received an email from UCPath on July 1, 2024, letting them know about the upcoming FEP changes. This included a more user-friendly login process and MFA to enhance account security. A separate email was sent to them with their login information on July 15, including a system-generated password and the option to reset it.

Feedback

Although the MFA change works as designed, former employees expressed concerns about the system-generated passwords being sent in the welcome email, about the welcome emails being sent to business emails, about not having the ability to select their own password, and about the ability to use email as an MFA option. This feedback informed further enhancements.

September Enhancements

In response to this feedback, the following changes went into effect on July 30:

- UCPath changed the MFA process to remove email as an authentication option.

- UCPath is now sending welcome notifications to former employees via email addresses listed as "home" or "other."

On September 6, UCPath introduced a redesigned FEP so recipients receive an emailed link and must complete the MFA challenge to create their accounts. The changes will impact future separating employees and require existing former employees to create their own passwords on initial or return login to the FEP. UCPath will no longer send system-generated passwords. These actions automatically trigger upon login.

Resources: Updated Job Aid available on UCNet

Metrics for UC Irvine Campus and UCI Medical Center

Template Transaction Processing (August 2024)	Campus	Med Ctr
Smart HR Hires	1,589	127
Smart HR Other (Terminations, Transfers, etc.)	606	375
Transactions Canceled	126	12
Average UCPath Processing Time	0.5 days	0.5 days

Off-Cycle Processing (August 2024)	Campus	Med Ctr
Transaction Volume	475	143
UCPath Turnaround Time	5.3 days	5.2 days

Subscribe to UCPath Teams Announcement Channel

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.

Did You Know …?

Each Sunday from 12:01 a.m. – 6:00 a.m. PT, UCPath conducts weekly maintenance. During this time, employees can't access UCPath to complete online activities. Locations will be notified of any special planned maintenance that is outside of the weekly planned maintenance schedule.

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 October 1 and October 15.

- 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.

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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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