

# UCI UCPath

## Transactor Digest

January 2025

*A source of updates and information for UCI UCPath Transactional Users*

Visit the transactional user page on the [ucpath.uci.edu](https://ucpath.uci.edu) website for UCPath support documents, FAQs, and more.

### 2024 Year in Review



The UCPath team had a busy and productive 2024. Thank you, transactors, for a successful year! We look forward to working with you this new year to make the UCPath process more efficient and effective together. [See highlights in our 2024 Year in Review.](#)

## Change in Payroll Request Approvals

Effective January 13, 2025, UC Irvine Payroll Requests no longer require a second approval. After the first approval, the Payroll request will go directly to UCPath for processing. If you have questions about the request, [open an EEC ticket](#) to UCI Payroll before processing the transaction, as it will no longer route to them for approval.

## Changes to PFCB for Holiday Pay

- **Holiday Pay During PFCB**

Effective 1/1/25 Holidays during a Pay for Family Care and Bonding (PFCB)-related leave are to be paid under the HOL/HLN earn codes.

- **Submitting Holiday Pay via Time and Attendance**

HOL/HLN hours can be submitted through time and attendance systems.



- **Hourly paid** employees should submit holiday hours in local time and attendance systems as code **HLN** to be paid on the corresponding pay period.
- **Salary paid** employees should submit holiday hours in local time and attendance systems as code **HOL**.
- Pay for the current month will issue under the PFL code based on what appears on the employee's JED (Job Earnings Distribution).
- HOL hours passed will reverse the PFL hours and reassign them to the HOL earn code in the following month during the Pay Confirm process.

## New: Differentiate GSR and Post Doctoral Stipends

Effective July 1, 2024, there is a need to differentiate Graduate Student Researcher (GSR) and Post Doctoral stipends. The Sub field on the Fund Entry page will be utilized to ensure that expenses post to the correct KFS Object.

- **For GSR fellowship stipends**, use Sub 02 for the following job codes: 3144, 3145, 3154 & 3155.

- **Action:** Departments should review current funding entry for positions with any of those job codes and update the Sub if needed to ensure expenses post to KFS Object 7915 going forward. Historical funding entry should also be updated in case there is a future retro pay action.
- If an SCT needs to be submitted, departments should use Sub 02 in the "To" FAU/chart string.



- **For Post Doctoral scholar stipends**, use Sub 05.

- **Action:** Departments should review current funding entry for affected positions and update the Sub if needed to ensure expenses post to KFS Object 7918 going forward. Historical funding entry should also be updated in case there is a future retro pay action.
- If an SCT needs to be submitted, departments should use Sub 05 in the "To" FAU/chart string.

### Use 2025 GL/SCT Activities Calendars on Our Website

The UCI UCPath website for transactor support has many resources available for you, including the [2025 GL/SCT calendars](#) under the Funding & General Ledger section. These calendars will be helpful in determining important deadlines, identifying when information will be available on the Dope report, and when transactions post to KFS.

### Reproductive Loss Leave Training and Information

Beginning this year, Reproductive Loss Leaves (RLL) will be booked as a Leave of Absence (LOA) UCPath. Virtual training sessions are planned with the UC Irvine Leaves Team for those who process leaves. Choose one to attend; no registration required.

#### RLL Training (Virtual):

- 01/30/2025 from 9:00 - 10:00 PST –  
<https://ucihealth.zoom.us/j/96906065845?pwd=EZE3DbOvt3vFgweAXkzAGfZ4czboggJ.1>
- 02/05/2025 from 2:00 - 3:00 PST –  
<https://ucihealth.zoom.us/j/99636970329?pwd=72Xy2aLNuwPKJOzWfgW2YInKKnUY4Q.1>

### About RLL:

- RLL will be recorded as an intermittent leave in Extended Absence; noting the dates that will be taken, the leave can be consecutive or individual days.
- Leave can be taken as paid sick leave or unpaid leave.
- Continued manual tracking will be needed.
- More details during the training sessions.



### Resources from UCOP:

- [Reproductive Loss Leave FAQs](#)
- [UCnet Article](#)
- [Job Aid: Reproductive Loss Leave](#)

### Expanded Sick Leave (ESL)

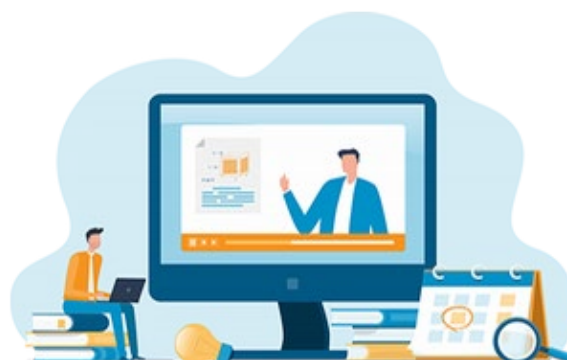
UCPath has updated Job Aids and UPKs for changes to ESL, including Per Diem, part-time employees, Academic banks and Protected Hours. The changes were shared in December in sessions conducted by Joan Mountain.

### Transactor Updates:

- [Simulation: View Employee Absence Balance Data](#)
- [Job Aid: Expanded Paid Sick Leave](#)

### Self Service Updates:

- [Job Aid: How UCPath Displays Leave Balances](#)
- [Simulation: Review My Leave Balances \(With Sabbatical Credits\)](#)
- [Simulation: Review My Leave Balances \(Without Sabbatical Credits\)](#)  
(UCI does not use the Sabbatical Credit in UCPath)



### Please Note That:

- ESL hours for academic bank eligible employees will not be visible in UCPath.

- Paid sick leave designated as "protected," means that employees are entitled to take leave for qualifying reasons without fear of retaliation. This is a new option in TRS now.
- When protections are applied to sick leave used, the Protected Hours Used row will appear under the Leave column. Employees in accruing titles have 6 days of protections available per year.
- The ending balance of protected hours used is of the hours used – not remaining balance.

As of Date:

10723269 LVD-Gregory LVD-Ozuna

Leave	Beginning Balance	Taken	Earned	Adjustments	Ending Balance
Employment Service Months	13.00	0.00	0.00	0.00	13.00
Per diem Sick Leave Bank	8.00	8.00	0.00	0.00	0.00
Protected Hours Used	0.00	8.00	0.00	0.00	8.00

## Important Tax Reminders

- **Do not open attachments or click email links that offer access to your 1095-C/ W-2.** UC does not send 1095-C or W-2 statements by email or text. If you receive an email or text with a link or attachment for viewing these statements, it is a phishing scheme designed to gain confidential information. To access your electronic tax documents, always visit [UCPath online](#) using a safe / known link.
- **Verify your dependents.** The Affordable Care Act (ACA) requires UC to make reasonable efforts to obtain Social Security numbers for employees, their spouses/domestic partners and dependents. To review or update your information, log in to [UCPath online](#), then select *Employee Actions > Health and Welfare > Dependent Coverage*.
- **International workers: Verify your GLACIER account information.** International employees may receive a W-2 or 1042-S (Foreign Person's U.S. Source Income Subject to Withholding). To ensure your tax information is sent correctly, verify that your personal email and home addresses match exactly in UCPath online and the GLACIER tax database. You may also opt to have an electronic 1042-S through GLACIER. [Learn more about Form 1042-S](#).
- **Update Contact Information on UCPath Online.** Remind employees to review / update their home address, personal email address, and Social Security Number. Although the deadline to update this information for W-2 creation was January 12, having this information up to date is crucial.



**REMINDER**

## Review Employee Job Data and Auto-Terms in UCPATH

To start the new year right, please take time to review your employee data in UCPATH. This may help to avoid overpayments, missed pay, or funding errors. Early identification of errors in employee information is important in avoiding outcomes that may cause a hardship to our employees.



- Cognos Reports are available in Zot!Portal > Decision Support (remember to log in to VPN to access Cognos).
- Use the UCPATH Report "Quick Guide" to view the description of the available reports, which include the Employee Roster Report, Job Distribution (funding by person), Position Funding Audit (funding by position), Hire / End Dates, Pay Frequency, Multi-headcount, and more.
- Develop a process of reviewing employee data and payroll expenses on regular intervals.
- Check Auto-Term Jobs
  - Confirm that all jobs that Auto-Termed were ended and that no further actions are required.
  - Check jobs that have expired but did not Auto-Term to determine if they should be extended or terminated.
  - Please make any required changes.
    - Rehire/Reinstatement if Termed in error
    - Extend Appointments if continuing to work
    - Process Termination if expired and not continuing
    - Check upcoming Expected Job End dates for required transactions

## Check for Expired Funding

There may be funding that expired at the end of 2024, so check to ensure that new funding is in place on the Funding Entry page in UCPATH to avoid expenses hitting your department default account. The Job Distribution Report can be used to locate expired funding. Review the [Enter Position Funding Update UPK](#) for a refresher, if needed.



### Reminders for the Former Employee Portal

Changes made to the portal for former employees were deployed this past summer. Many former employees likely didn't review the changes at that time and now may be trying to get W-2 or pay statement information.

- If these former employees have questions, please advise them to contact UC Irvine's Employee Experience Center (EEC) (949-824-0500 or [eec@uci.edu](mailto:eec@uci.edu)) or the UCPath Center in Riverside (855-982-7284 or [ucpath@universityofcalifornia.edu](mailto:ucpath@universityofcalifornia.edu)).
- Provide a [Job Aid](#) from UCNet or [UCPath.uci.edu](http://UCPath.uci.edu).
- There is a link to the [Former Employee Portal information](#) on the [UCI UCPath website](#) under Quick Links.

### Changes Include:

- Set up account and password; validate with date of birth
- Authenticate via text or phone call
- EID is username
- A fresh look that is specific to what they need, such as W-2, pay statements, verify employment, update address information, and change password.



### Former Employee Access:

- Ensure when employees terminate that they have entered a personal email address and personal phone number in UCPATH.
- After they have separated, they will receive a former employee portal registration email to their personal email address.
- That email has a link to activate their account.
- If they do not receive that email, they will need to call UCPATH for help.
- If they are retiring and will retain their UCI email, they can populate their home email with that address.

### Meaningful Release Improvements

The UCPATH team had had a busy and productive 2024 enhancing UCPATH functionality. In collaboration with the UCPATH Center in Riverside and all UC locations, we delivered three major release cycles – March, July, and November – and supported monthly updates for change requests, off-cycle changes, and defect fixes. Our team advocated for UC Irvine's needs, tested new features, and provided training, communication, and post-deployment support.

The team deployed 17 projects that delivered meaningful improvements, such as:

- **Employee Impact:** Automated disability reinstatements, improved access for former employees, pronoun choices, expanded leave options.
- **HR Efficiency:** Streamlined hiring processes, automated recruiting tool interfaces, simplified workflows in "Ask UCPATH."
- **Financial Efficiency:** Enhanced salary cost transfers, improved financial assessments.





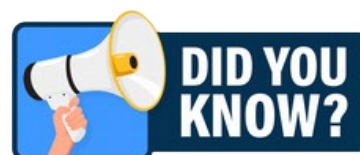
### **Looking Ahead to 2025**

Upcoming projects include final pay improvements, stronger system security, simplified general ledger workflows, enhanced self-service tools, and better benefits election functionality. Our team is excited to help realize UCPATH application improvements and to continue to support our UCPATH user community in the new year!

### **Did You Know ...?**

UCI Payroll can contact the Quality Care Unit (QCU) at UCPATH for issues including the following:

- Stop pay line before pay confirm to avoid overpayment
- Check or ACH pull from bank file to avoid gross overpayment
- Missed pay resulting in financial hardship for an employee
- Cancel off-cycle request or retro payment trigger to avoid overpayment
- Expedite off-cycles submitted >3 days ago and urgent processing is needed



Using "xx/xx/9999" as the Expected Job End Date can cause downstream impacts that affect critical processes, such as benefit eligibility.

- Do not use "xx/xx/9999" as the Expected Job End Date
- If an employee has an indefinite end date, proceed to leave the field blank. This will help ensure smooth batch runs and prevent errors.

### **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.

### **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 February 4, February 18, and March 4.

- 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.

### 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](mailto:ucpath@uci.edu)*

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Questions? Email [ucpath@uci.edu](mailto:ucpath@uci.edu)