

# UCI UCPath

## Transactor Digest

November & December 2024

*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.

### **Holiday Cheer and Thanks for UCI Transactors!**



This holiday season and every day, we are thankful for the UC Irvine transactor community and all you do to support all UC Irvine employees. The UCI UCPath team appreciates your partnership. We look forward to a wonderful New Year in 2025 of continued progress and improvements.

## **Last SCT Approval Deadline for 2024: 12/6 at 5 p.m.**

Please be mindful that the last Salary Cost Transfer (SCT) approval deadline for the 2024 calendar year is December 6 at 5 p.m. Use the [SCT processing calendar](#) to determine when these transactions are anticipated to post to KFS. If you do not get your transactions approved before Dec. 6, the next SCT processing will be in January.

When the General Ledger (GL) Processing Calendar for Q1 2025 becomes available, we will post it in the Funding and [General Ledger \(GL\) section](#) of the UCI UCPath website under the Calendars menu.



## **December Reminders**

As we approach the end of the quarter, please remember to process transactions to return employees from Short Work Break (SWB) as appropriate, and transact those who will be on SWB for Winter quarter. This applies to students, lecturers, and anyone with appointment changes. It's important to make these updates before Winter holiday.

## **Earn Codes Cannot be Changed via SCT**

If payroll expenses need to be moved from one earn code to another (i.e., REG to ACR), this is accomplished by using the [Payroll Adjustment form](#). This cannot be accomplished with an SCT. SCTs are used to move payroll expenses from one KFS account to another KFS account within the same earn code.

## **New Auto-Response Templates for Reopened Cases**

UCPath has implemented new, customized auto-response email templates for reopened cases as part of their commitment to improving customer satisfaction and communication accuracy.

These customized templates were designed to address the four reopen reasons, ensuring employees receive responses that directly address their specific needs.

- [Updated Reopen Email Templates](#)



## 2025 Payroll Processing Schedule Available

The [2025 Payroll Processing Schedule](#) is now available. You can access it from the UCI UCPATH website on the main [Transactor Support page](#), in the [Payroll Management](#) section under Additional Resources, or in UCPATH in [Quicklinks](#).

## New and Updated Job Aids

The following new and updated job aids are available for transactors:

**Location Users:** This job aid provides guidance on updating compensation rates for both Represented and Non-Represented employees in compliance with Senate Bill (SB)-525, including information on the new rate codes.

- Job Aid: [SB-525 Minimum Wage for Health Care Workers](#)

### Employee Actions: Benefits Information

**Self Service Users:** The following training resource has been created to guide users through the new Dependent Information Update eForm.

- Job Aid: [Dependent Information Update eForm](#)

The following training resource has been created to guide Medical Residents and Fellows through the FSA enrollment process.

- Job Aid: [Flexible Spending Account Enrollment for Medical Residents and Fellows](#)

### Employee Actions: Personal Information

**Self Service Users:** This job aid provides a quick reference for employees to understand the different approval route statuses on eForms in the UCPATH Forms Library.

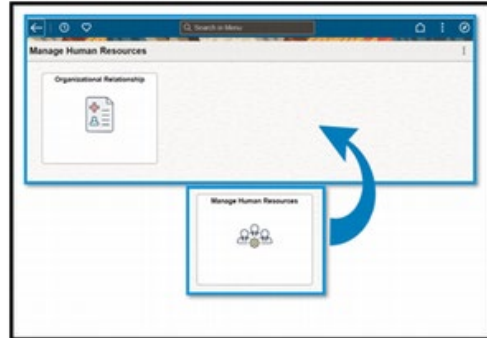
- Job Aid: [UCPATH eForm Approval Route Statuses](#)



## New Tile: Manage Human Resources

Effective 11/25/24, the HCM Initiator and HCM Inquiry roles are being updated to include: "view only" access to the Manage Human Resources Tile which includes the new Organizational Relationship tile.

This will provide view-only access to the fluid Person Org Summary page. The Add Organizational Relationship button will be disabled.



Although the interface differs in appearance, the content visible is in alignment with the information visible in classic Person Org Summary.

Organizational Relationship

WD-Jennifer LVD-Keliner  
 HR/UC Irvine HR Work 1  
 027318

Add Organizational Relationship

Relationship - Employee

Instance Nbr: 0

HR Status: Inactive      Payroll Status: Terminated  
 Last Hire Date: 08/15/2023      Termination Date: 08/14/2024

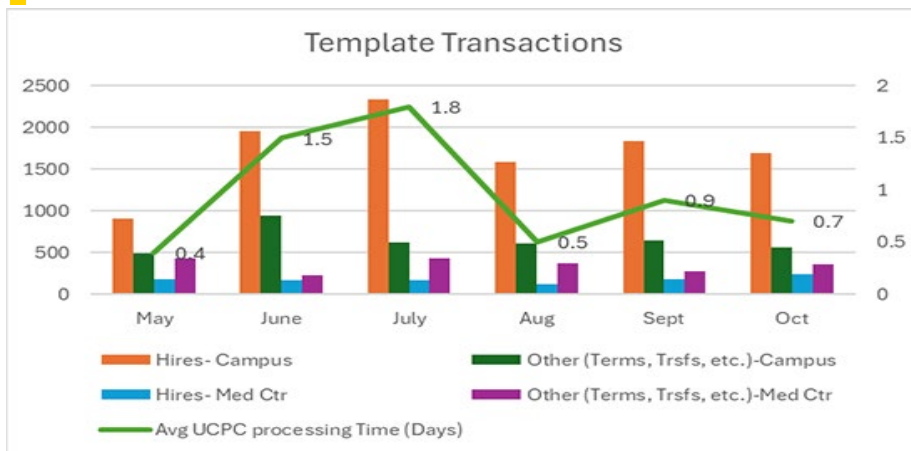
Assignments

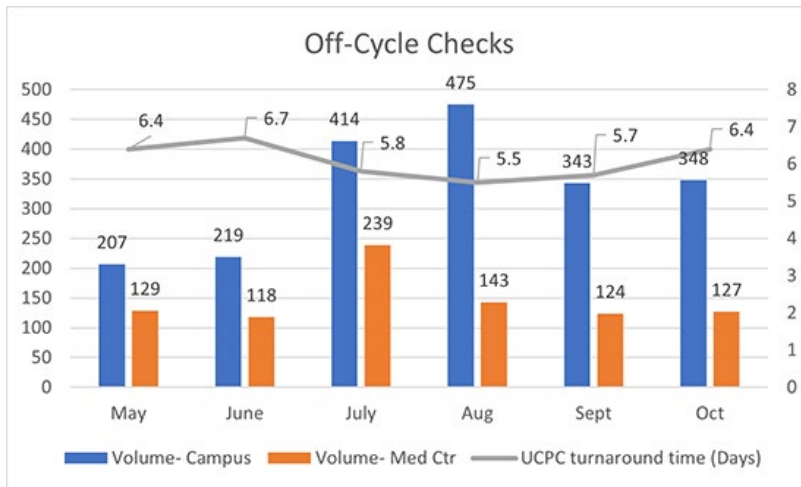
Employment Record / Job Indicator	Position Number	Job Code	FTE	Empl Class	Union Code	FLSA Status	Pay Group	Type	Effective Date	Business Unit	Department	HR Status / Payroll Status	Start Date / Termination Date
0 Primary	41015467	000212	0.400000	4 Staff Limited	99	Exempt	9A/E	Salared	08/15/2024	UCAMP	99097 UC Irvine Campus DOM Administration	Inactive / Terminated	08/15/2023 / 08/14/2024

Sample of New Organizational Relationship Page:

- Same information included in Person Organization, new Fluid look
- Some information in Person Org is not in this version, such as Expected Job End Date
- Empl Class is only item here, that does not show on Per Org
- Recommend continuing to use Person Org

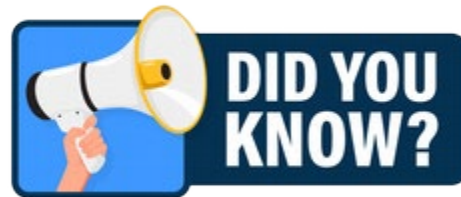
## Metrics for UC Irvine Campus and UCI Medical Center





### Did You Know ...?

When terminating an employee that is on Short Work Break (SWB) or Leave of Absence (LOA), the last date worked submitted on the HR Termination transaction should align with the last day they reported to work.



Example:

- Termination effective 11/1/2024
- Employee currently on SWB
- Employee was placed on SWB effective 06/01/2024
- Last Day Worked: 05/31/2024

In this example, Last Day Worked submitted on a termination template should also be 05/31/2024.

### 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 transaction 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 Dec. 10, Jan. 7, and Jan. 21.



- 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)