

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 is overlaid on a dark blue gradient at the bottom of the image.

UCI UCPATH

Transactor Digest

November 30, 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.

Thankful for You!

During this Thanksgiving holiday season and every day, we appreciate UCI's transactor community. The UCI UCPATH team is here to support you and to provide resources that are helpful to you as we all work to improve the UCPATH system. Always feel free to reach out at ucpath@uci.edu with feedback on how we can serve you better.

UCPATH New Hire Training Guide

Review the [UCPATH New Hire Training Guide](#) for information on how to get started with UCPATH, what training is available, and other helpful information. Bookmark this information from [this link](#), or go to the [transactor website](#) to find it under the "Training Schedule" button and also under the UCPATH Support Documents menu > General UCPATH Information > UCPATH Training.

Training: New Prerequisite Courses (Videos)

Before new hires can sign up for training courses, they need to watch pre-requisite videos via the [UC Learning Center \(UCLC\)](#). See the [Training curriculum](#) for more details regarding which roles require which courses. This pre-requisite training includes:

UCP101: Intro to UCPath

POS101: Intro to Position Mgmt.

FIN101: Intro to Position Funding

TEM101: Intro to Smart HR Templates

PPA101: Intro to PayPath Actions

2023 Payroll Processing Schedule

The [2023 Payroll Processing Schedule](#) has been posted in UCPath Quicklinks > Payroll Resources > Payroll Processing Schedules & Working Hours > Payroll Processing Schedule 2023. It is also available on our [transactor web page](#) – look for the “2023 Payroll Processing Schedule” button toward the bottom of the page.

New Inquiry Role

A new [job aid](#) is available in HCM Inquiry, HCF, and HCM Initiator roles that shows how to view a summary of an employee’s HR, job, and payroll data. This includes significant dates such as service date, start date, date of birth, termination date, and last start date.

Lived Name Project Update

The Lived Name project is restarting and is scheduled to be deployed tentatively in June 2023. More information will be shared as it becomes available.

Change to Final Pay Transaction

A new change will be implemented December 5 to Final Pay transactions. Information previously included in comments will be included in new fields in the template for:

- Last Day on Paid Status (system derived from Termination Transaction)
- Termination Transaction ID (input by the transactor in Final Pay)
- Expected Job End Date (derived by system from Job data)

All Final Pay transactions should be processed after the termination transaction is submitted, so that transactor can include that ID in the template. Details were shared at the Nov. 29 Training Tips meeting. View the PowerPoint presentation and recording on our [transactor website](#) after Nov. 30.

Retro Pay Deadlines

For a Retro pay increase to be paid on the next check, it must meet the Template Transaction (Employee Data Change) deadline on the payroll calendar or [countdown clock](#). Even if the change is processed via PayPath before the PayPath deadline, it will not be paid until the following pay cycle if it does not meet the template deadline. See the example on slide 19 of the October 18 Training Tips PPT deck on the [transactor website](#) under Latest Information > Tuesday Training Tips – Presentations and Recordings.

GL Support Yellow Belt Project Updates

New Knowledge Article Posted to the EEC Website

The GL team added a new knowledge article to the EEC website (in ServiceNow) titled, “KFS ChartField Values Not Found or Invalid Value in UCPATH.” Please review it, as the UCI UCPATH team will no longer assist in fixing this error. You can send an email to the KFS@uci.edu mailbox to request support. The article covers what to do if you encounter an “Invalid Value” error in UCPATH when entering ChartField information, where there may be a discrepancy between UCPATH and KFS. View the article on the [EEC website](#) following this file path: Click for Help > Knowledge (top left near the Home tab) > All Knowledge Bases > HR General Knowledge > UCPATH > UCPATH Transactor Support

Two Inquiry Types Removed from EEC for the Finance Area

Two Inquiry Types removed from the EEC website (ServiceNow area) for the Finance area per the updated business process.

- [KFS Update not in UCPATH \(or KFS Account Not Found\)](#)
Errors involving KFS Account Not found or any KFS ChartField entry error are now
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being routed directly to Accounting using the email kfs@uci.edu. EEC tickets should no longer be submitted for this issue; therefore, the Inquiry Type has been removed.

- Pre UCPath-Salary Cost Transfers (SCTs) – No Longer Needed

Pre UCPath SCTs were SCTs that had to be processed in the legacy system, PPS. This Inquiry Type is no longer needed and has been removed.

New Reports and Dashboards

AB119 Report

New reports are available for viewing information relating to updated AB119 compliance information, for example missing floors, email, and phone information. For more details, see the presentation and recording from the November 1 Training Tips meeting on the [transactor website](#) under Latest Information > Tuesday Training Tips – Presentations and Recordings. The reports are available on ZotPortal with the other Cognos reports in the Employee section: AB119 Union Employee Audit Dashboard and AB119 Union Employee Audit Details

Rehire- Which Template to Use When

Use the UC_FULL_HIRE templates to process a New Hire transaction for an employee with the following conditions:

- No prior UC affiliation (No previous UC pay status)
- Former employee from other UC Locations (Not UCI)
- Former UCI employee pre-UCPath who is not in UCPath

The Rehire template can only be used when rehiring a former UCI Employee who is in UCPath.

New Decision Support Data Loading Dashboard

The Decision Support team launched a new dashboard to display the Last Loaded Date/Time for UCPath and KFS jobs. It is designed to let users know when the data/reports have last been updated and if they are up to date. This [Decision Support Data Loading](#) dashboard is available in the following locations on the ZotPortal Decision Support site:

- About Decision Support
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- KFS Decision Support
- UCPATH Decision Support

Please note that UCPATH data is loaded daily, while KFS is loaded Tuesday – Saturday, except for holidays. Please check this dashboard before running UCPATH or KFS reports to ensure that you will not experience problems. To be added to the email distribution list follow the links below:

- For KFS and general - <https://maillists.uci.edu/mailman/listinfo/uci-dwh>
- For UCPATH Reports - <https://department-lists.uci.edu/mailman/listinfo/ucpath-reports>

Did You Know...?

Employees calling UCPATH (855-982-7284) will now be greeted with a human voice for the virtual agent, rather than a computer-generated voice. This is a UCPATH Center-provided improvement based on employee feedback of the virtual agent answering system.

Did You Also Know...?

The UCPATH portal controls the timeout session of the PeopleSoft homepage. Due to inactivity, PeopleSoft will timeout when the portal times out, even if you are actively working within the application.

How Do I Avoid The Timeout?

- Once you open PeopleSoft, close the UCPATH portal window. This disconnects the relationship between the UCPATH portal and PeopleSoft.
- When a pop-up message appears on a PeopleSoft window stating, “Your session is about to expire,” click the “OK” button to prevent PeopleSoft from timing out.

Session Timeout For UCPATH Portal

- 60 minutes of inactivity for the UCPATH portal dashboard
- 20 minutes of inactivity for all self-service pages

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#
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Tuesday Training Tips Call-In Sessions

All transactional users are invited to attend our bi-weekly Tuesday Training Tips & Lessons Learned call-in sessions to learn about timely topics, share lessons learned, and ask questions. Topics are published on [our website](#) the day before the meeting. Join us on 12/13, 1/10, 1/24, and 2/7 and beyond.

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

Teams Channel for UCI Transactors

Add the **UCPath Announcements** Microsoft Teams group to your Teams options to receive timely information relevant to transactors. The UCI UCPath team recently sent an email to transactors introducing this channel; [click the link](#) to opt-in and join the group. If you do not have Microsoft, call the UCI OIT help desk and request to have MS TEAMS installed on your computer. After it's installed, [click the link](#) to opt-in and join the group.

UCI UCPath Transactor Web Page

Visit our [UCI UCPath](#) website for access to transactor resources and guides to navigate through UCPath. The website offers links to job aids, training presentations and recordings, system notifications, transaction deadlines, and related websites such as the [Employee Experience Center](#). We are updating this page for improved navigation; watch for changes in the coming months.

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!

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UCI UCPath

Questions? Email ucpath@uci.edu