

# UCI UCPath

## Transactor Digest

February 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.

### Important Tax / W-2 Reminders



UC employees now have access to their 2024 W-2 statements at [UCPath online](#).

- Employees who opted for an electronic W-2 received an email notification.
- Employees who did not opt-in for an electronic W-2 should have received a printed W-2 at their home address listed in UCPath; they can still access their statement online.

- Employees who have transitioned to UC employment during the UC Health hospital acquisitions will receive two W-2s:
  - One from your previous employer and
  - One from UC

#### **Accessing Your W-2 Online:**

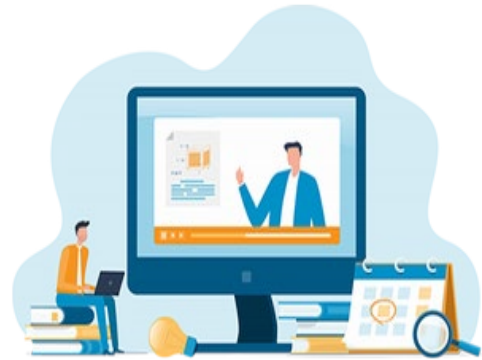
- [Log in to UCPATH](#) and navigate to:  
Employee Actions > Income and Taxes > View Online W-2/W-2C
- We recommend using a Chrome or Firefox browser to download your W-2 form.
- Important security reminder: The University of California does not send W-2 statements by email or text. Do not open attachments or click email links claiming to provide access to your W-2.

#### **Manage Job Training and Access**

Training for Manage Job is available in [UCLC](#); look for UCPATH: Manage Job to take the course. There are also resources on our website in the [PayPath section > Manage Job](#) section containing Job Aids, training slides, and resources.

This functionality can be used for Manage Job transactions that you would do in PayPath and is available for processing terminations currently done in a template. The terminations done in Manage Job do not require UCPATH processing. (This is recommended for terminations that may require Final Pay).

If you are interested in learning about Manage Job, please check with your supervisor or CPO about taking the training and getting access to the transaction in UCPATH.



#### **CWR (Contingent Workers) New Job Code**

A new CWR Job Code has been deployed for the new community hospitals CWR026. This should not be used by anyone else, since it will not generate emails or directory information. It is designed only for specific community network Med Staff.

## UCPath Now Offering 24/7 Automated Phone Support

UC employees can now call UCPath at 855-982-7284 any time for simple inquiries regarding pay and benefits. UCPath has updated its automated phone system, ensuring more efficient and accessible automated service 24/7. These enhancements improve responsiveness, streamline interactions, and provide more options to meet employees' needs any time.

- **24/7 autopilot operation** – The automated system now operates around the clock to assist with simple inquiries.
- **Expanded call options for greater flexibility** – An "Other Options" menu offers additional choices for more efficient navigation.
- **Easier access to repeated information** – Need to hear something again? Simply request the system to repeat the last message for clarity.
- **Smarter assistance for more inquiries** – With expanded capabilities, the system recognizes and responds to a wider range of questions, providing quicker solutions.
- **Enhanced support for submit-on-behalf-of (SOBO) calls** – SOBO callers will be connected directly to a senior-level agent during business hours, ensuring a faster and more efficient support experience.

## UCPath Roadmap Projects

UCPath Roadmap Projects introduce planned changes and improvements to UCPath through three major annual release cycles: March, July, and December. Our team works closely with the UCPath Center (UCPC), UC partner locations, and the UC Irvine campus and UCI Health organizations to implement these updates.

The UCI UCPath team also supports monthly updates that address change requests, off-cycle adjustments, and defect fixes. We advocate for UC Irvine's needs, test new features, and provide training, communication, and post-deployment support to ensure a smooth transition.

### A Look Ahead to Upcoming Roadmap Projects

Next month's cycle of updates will include improving retroactive pay processing to minimize manual intervention at the UC Path Center and reduce errors. Additional enhancements to Salary Cost Transfer (SCT) are planned over the next few months.



## July projects include:

- Improve Self Service to provide a more intuitive and user-friendly portal
- Sick leave banks for Academics available in UCPATH
- Streamlined benefits enrollment and online confirmation statement
- Annual PeopleSoft updates (PUM) to keep UCPATH code current

## Quick Reminders

- Whenever possible, use the beginning of a pay period as the effective date when making changes in UCPATH. This includes FTE changes, promotions, reclasses, and anything with potential pay impacts.
  - Consult with Human Resources and Academic Personnel to coordinate the most desirable effective dates.
- [New Funding Entry Guidelines](#) for GSR fellowship stipends and Post Doctoral Scholar stipends: GSR use Sub 02 for job codes 3144, 3145, 3154, and 3155; Post Docs use Sub 05
- A new GL local assessments overview course is now available on our website. [Funding & General Ledger > Assessments](#)
- Direct Retro Transactions will be phased out after 6/30/25. They will continue to be processed monthly until that time.
- When accretion to union, remember to update location codes, phone numbers, and all the requirements for represented employees. As of 12/30/2024, the RSCH and DEV ENGR 1,2, 3 were placed into the Technical (TX bargaining unit).
  - Current Job Code 007118 to Current Job Code 004756
  - Current Job Code 00719 to Current Job Code 004757
  - Current Job Code 007120 to Current Job Code 004758



## Did You Know ...?

Submit on Behalf of Users (SOBO) have access to Enterprise Search in Ask UCPath, where you can easily locate and view all cases you have permission to access.

Take advantage of these search features. Filter cases by:

- Business Unit
- Requested By
- Case Status

You can also refine your search. Search cases by:

- Employee ID
- Employee Name
- Case Number



**Resources:** [Submit an Inquiry on Behalf of Employee \(SOBO\) to UCPath](#)

## Did You Also Know ...?

Using "xx/xx/9999" as the Expected Job End Date can cause downstream impacts that affect critical processes, such as benefit eligibility. To ensure smooth processing and avoid errors:

- 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.

By following this best practice, you will help prevent downstream issues, improve data integrity, and maintain accurate benefit eligibility processing.

## 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 March 4 and March 18.

- 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)