

UC Irvine UCPATH

Transactor Digest

December 2025

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.

Gratitude and Holiday Cheer!

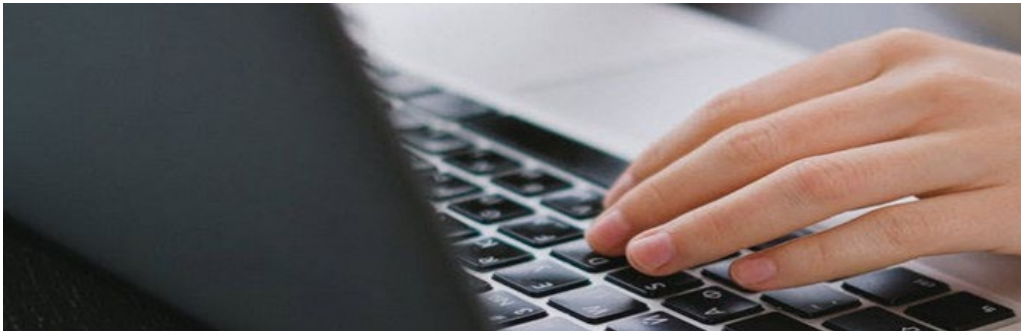


*You are the best transactor team we could ask for.
Thank you for a successful year.*

HAPPY HOLIDAYS FROM ALL OF US AT UCI UCPATH

The UCI UCPATH team is thankful for the UC Irvine transactor community and all that you do to support UC Irvine employees. We appreciate your partnership and wish you a Happy Holiday season and joyful New Year. We look forward to working together in 2026 to continue our progress and improvements to benefit our UC Irvine community.

Sign Up for Online W-2 & 1095-C Forms Before 1/2/26



Choose to receive your W-2 and 1095-C forms faster and more securely by going paperless. Receiving these forms electronically also supports sustainability efforts across the University of California (UC). To opt out of paper, go to [UCPath online](#) and follow the instructions below.

Please check your settings and encourage all employees to do the same. All employees have access to the electronic W-2 and 1095-C, but the election needs to be made for both forms to stop them from being sent via regular mail. If you have not already signed up for electronic delivery, follow these quick steps to sign up before Jan. 2, 2026:

W-2 Consent

- Using the main menu in [UCPath online](#), navigate to Income & Taxes > Tax Statements > Enroll to receive W-2/W-2c.
- Select Enroll to receive online W-2.
- Review and confirm your election.

1095-C Consent

- Using the main menu, navigate to Income & Taxes > Tax Statements > Online 1095-C Consent.
- Select Enroll to receive online 1095-C.
- Review and confirm your election.

New Max or Near-Max Vacation Accrual Notifications

Max or near-max vacation accrual notifications will be sent to all impacted UC Irvine employees and their supervisor/manager (as listed in UCPATH Job Data "Reports To") starting Dec. 9, 2025. The Central Payroll Director's signature will be included on these official UCI Payroll notices to clearly identify these as official UCI Payroll notices.

- **Represented Employees** (UCPATH Union Code ≠ 99): Monthly on the second Tuesday of each month.
- **Non-Represented / Policy-Covered Employees** (UCPATH Union Code = 99): Quarterly (March, June, September, and December) on the second Tuesday of the month.

Year-End Reminders

Please keep in mind the following reminders related to calendar year end:

- Check all employee information for accuracy.
- Run the Expected Job End Dates dashboard RUCI217 and review all jobs ending in next 30 days to determine required actions.
- Academic Appointments **do not** automatically end on the Job End date.
 - The **End Job Automatically** box must be manually checked for the job to be terminated and pay stopped.
 - **Manage Job**: Slide bar turned to ON position
- If the job is continuing past the expected end date, the date must be updated to ensure no disruption in pay, benefits, etc.
- Review funding information to avoid suspense account charges.
- If you have any UCPATH issues during Winter Break, please open an EEC ticket.



DOPE Report Mislabeled

Please be aware that the Composite Benefit Rate (CBR) displayed on the DOPE report is incorrect for July through September, however the CBR used in the calculation is correct. **There is no financial impact.**

IBM Cognos Viewer - UCPATH-PY-001-Distribution of Payroll Expenses (DOPE)										
Job #:		1		Job Code:				Pay Basis:		S
FTE:		1		Comp Frequency:		M		Comp Rate:		
Employee Class:		2 - Staff: Career		Department:						
Accounting Date	Pay End Date	Employee Name	Employee ID	Job #	Department	Job Code	Comp Rate	CBR Rate	Type	UC Earn End Date
08/31/2025	08/31/2025							0.454	Salary	07/31/2025 08/31/2025

UCPC is aware of the issue and is working to correct data for reports going forward; but will not correct historical reports. A request has been made to add a note to historical data.

Affordable Care Act (ACA) Refresher



Review our ACA refresher on UCI UCPATH's [transactor website page](#) under Common Resources > Training Tips Archives > 11/18 Presentation with Recording. It covers reminders such as:

- The ACA goal is for large employers to offer medical insurance to employees with minimum eligibility standards.
- Average Weekly Hours of Service (AWHS) = the total amount of "hours worked" by the employee during the Standard Measurement Period (SMP), divided by the number of weeks in a year (52 weeks): Hours worked = Hours on pay status.
- Eligibility is different for each employee group. All employees are subjected to eligibility review.
 - Group A: Those who are always eligible for benefits; they need to meet 17.5 hours per week. Example: Staff, Lecturers, or Rehired Retirees
 - Group B: Those who were initially eligible for benefits; they need to meet 30 hours per week. Example: Per diem nurses, graduate and undergraduate students, seasonal workers, UNEX, or paid by-agreement employees.
- Look Back Periods:
 - Bi-weekly employees (dates vary each year) generally start the first week of November and conclude on the last week of October.
 - Monthly employees: Nov. 1, 2024 – Oct. 31, 2025
- Reassessment results that do not meet threshold:
 - Active employees: Benefits terminated at the first of the following year. Benefits term date will be 12/31/25.
 - Rehired retirees: Benefits terminated the first of February of the following year. Benefits term. Date will be 1/31/26
- Reassessment results that meet or exceed threshold: Benefits newly awarded or continued. If newly awarded, benefits effective date will be 1/1/26.
- Leave of Absence (LOA)
 - Unpaid LOA: Measurement weeks are automatically reduced.
 - Paid LOA: Measurement weeks are not impacted (remains at 52 weeks).
- Reduction in FTE: Reduction in FTE and/or duration for employees or postdocs who are in a Stability Period will not affect current eligibility.

Quick Reminders

- The ability to copy and paste for all work study paychecks has been removed.

Work Study Student – SCT Without Copy/Paste Functionality

FAU Redistribution				
Distribution		Other Details		
Earnings Code	Combination Code	New Combo Code	Earnings End Date	Pay Period End Date
1 REG	002235704		10/25/2025	10/25/2025
2 REG	000282183		10/25/2025	10/25/2025

Old Earnings	Adjustment Amount	New Earnings	Apply Work Study
\$439.70	\$0.00	\$439.70	<input type="button" value="+"/>
\$146.56	\$0.00	\$146.56	<input type="button" value="+"/>

Non-Work Study Student – SCT with Copy/Paste Functionality

FAU Redistribution					
Distribution		Other Details			
Earnings Code	Combination Code	New Combo Code	Earnings End Date	Pay Period End Date	Paycheck Nbr
1 REG	000265234		10/11/2025	10/11/2025	11496278
2 REG			10/11/2025	10/11/2025	11496278

Old Earnings	Adjustment Amount	New Earnings		C	P
\$392.00	\$0.00	\$392.00	<input type="button" value="+"/>	<input type="button" value="C"/>	
\$0.00	\$0.00	\$0.00	<input type="button" value="+"/>	<input type="button" value="C"/>	<input type="button" value="P"/>

- Reminder to transactors **and** approvers: If doing combination PayPath transactions, check to see that each action/reason code has its own row (the + must be clicked to add a new action/reason) and information. Also check after approved to see if the transaction was saved to the database or not.
- For inactivating/freezing positions, there was a defect in UCPATH not allowing the position to be frozen when they are being inactivated. This defect as of Dec. 2 has been corrected, please do both actions to freeze and inactivate positions.
- Manage Job Reminder: When using Manage Job for Terminations, remember to delete the Expected Job End date and uncheck the End Job Automatically box; this will avoid problems if the person is rehired or some other action is taken. This field is at the bottom of the Work Location page in the Manage Job Activity Guide.

Date Created: 06/09/2025	
Last Start Date: 07/29/2024	Termination Date: 07/27/2025
Expected Job End Date: 07/30/2025 <input type="button" value="C"/>	End Job Automatically: <input checked="" type="checkbox"/>
Override Last Date Worked: <input type="text"/>	Last Date Worked: 07/27/2025

RPNi Assessment Corrections

Be aware that there is a UCRP Supplemental Assessment Interest, also known as RPNi correction. Between July 1 and Aug. 8, 2025, UCPATH applied prior-year rates for RPNi instead of the new FY2026 rates.

Example: RPNi: Old rate 0.0066 / Correct rate 0.0065

The impact is that locations received incorrect expense and offset journals in the General Ledger.



The Correction:

- Aug. 8: The rate configuration was corrected in UCPATH.
- Oct. 31 – Nov. 2: Data corrections were executed in production.
- Nov. 6: Updated journals were sent to Oracle Financials.

Key Takeaways:

- No action is required for past transactions.
- The corrections can be seen on the DOPE report.
- Future transactions will reflect correct rates.
- The issue is resolved, and preventive measures were applied.
- If you run reports or reconcile journals for July-August, expect minor differences due to corrected rates.

Did You Know?

As we approach the end of the year, it is important for employees to review their information at [UCPATH online](#).

They should verify their address, paying special attention to ensure that building, unit, or apartment numbers are not missing or incomplete, as this can affect the delivery of their tax statements.



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 Jan. 6, Jan. 20, and Feb. 3.

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

Subscribe to Keep Informed

To Get News Quickly - Subscribe to the UCPATH Teams Announcement Channel

The UCPATH Support team uses our TEAMS UCPATH-Announcements Channel to communicate information quickly to transactors. In Microsoft Teams, [subscribe to our UCPATH Teams Announcement channel](#) to keep up to date with any system outages, changes, and other reminders. This is often the fastest way to receive important transactor updates in real time. Remember to also turn on notifications to be notified of these types of issues in a timely manner.

Subscribe to UCI UCPATH Emails and Monthly Transactor Digest

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. We send our emails out through UC Irvine's ZotMail system, so subscribers should check their email settings to ensure our emails can come into their inbox and are not automatically set to divert to a junk or other folder.

Find Resources on the Transactor Web Page

Visit the [UCI UCPATH Transactor Web Page](#) for resources such as pay cycle clocks and transaction deadlines, latest information, support documents, job aids, training schedules, UCPATH system access (security) information, and more.

UC Irvine Division of Finance & Administration | With U • For U

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Questions? Email ucpath@uci.edu

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