UC Irvine UCPath
Transactor Digest

August 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.

Direct Deposit: Enhanced Security Measures Now Live

UCPath has added a new security step to protect against fraud. To view or update direct deposit information in self-service in UCPath online, employees must now enter an active bank account number that is currently one of their direct deposit accounts. These enhanced data protection efforts will help safeguard financial data.
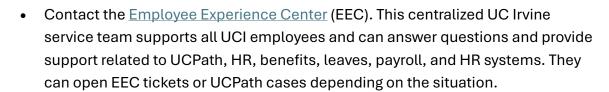
- Employees will have three attempts to enter the correct account number. After three unsuccessful attempts, access to the direct deposit page is locked until the following day.

- Employees should have their bank account number ready whenever they plan to review or update direct deposit information.

For more information on safeguarding financial data, please refer to this article: [Protect your paycheck: Stay ahead of advanced direct deposit scams | UCnet](#)

Transactors: Who to Contact for Help?

If you have a question or challenge, please take the following steps for help:

- Search the UCI UCPath website's [transactor page](#) for resources and job aids.

- Log in to [UCPath online](#) for self-service; there are knowledge articles, job aids and a Transactor Hub with tools and resources that may provide the answer you seek.

- Reach out to your division's [Point of Contact](#) for guidance or answers to questions.

- Contact the [Employee Experience Center](#) (EEC). This centralized UC Irvine service team supports all UCI employees and can answer questions and provide support related to UCPath, HR, benefits, leaves, payroll, and HR systems. They can open EEC tickets or UCPath cases depending on the situation.

UCPC Liaison Visit to UC Irvine

On Wednesday, August 6, UC Irvine's Stakeholder Engagement Management team from the UCPath Center (UCPC) in Riverside visited the UC Irvine campus to meet with representatives from UCI UCPath, Payroll, Accounting, UCPath Operations, HR, the EEC, and others for operational updates, collaboration, and discussions for continuous improvement. Anita Fincher, Stakeholder Engagement Director, and Martha Naber, UCPC – Stakeholder Engagement Manager, also met with some CPOs and MAABOs to discuss transactor opportunities, challenges, and solutions.

This successful day was an opportunity to partner on common goals, to discuss the role of the UCPC, and to ask and answer a variety of questions. We appreciated the opportunity to bring everyone together and look forward to future visits for ongoing collaboration.
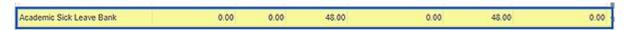
Academic Sick Leave Banks

Phase 1 / January Release: Expanded Paid Sick Leave (EPSL) updates to Policies APM 710 and APM 670 were effective starting January 1, 2025. See applicable CBAs for represented employees.

- Faculty who do not accrue sick leave (see APM 110-4-(15)) will receive a front-loaded paid sick leave bank for up to six days of paid sick leave per calendar year (prorated for lower FTEs)
    - Banks were not deployed in UCPath as part of January Release
    - Departments were instructed to manually track paid sick leave bank and protected paid sick leave designation

Phase 2 / July Release: ESPL updates effective July 1, 2025, include:

- Academic sick leave banks were posted and visible in UCPath on July 28 for biweekly employees and August 1 for monthly employees. Employees received a front-loaded allotment based on the existing appointment(s) FTE.

Academic Sick Leave Bank	0.00	0.00	48.00	0.00	48.00	0.00

- Protected Sick Hours used balance will be tracked / displayed in the UCPath Review Absence Balance page. Departments/employees are to submit protection designation via TRS; those not using TRS can submit an EEC ticket to Central Payroll.

| Protected Sick Hours Used | | 0.00 | 8.00 | 0.00 | 0.00 | 8.00 |

Manual adjustments and usage entries for non TRS-reporting employees will be made via an EEC Payroll/Leave Accrual Inquiry and attach Academic Paid sick leave submission template to the EEC ticket.

For more information, see the Aug. 5 Training Tips recording and PPT on the UCI UCPath Transactor website. Go to ucpath.uci.edu > Transactors > Common Resources > Tues. Training Tips Archives.
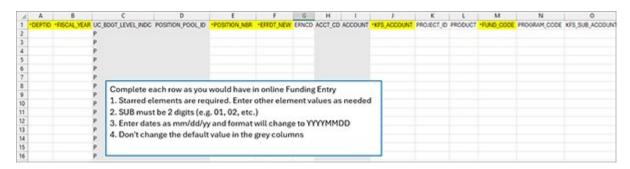
The new procedure on reporting academic sick leave usage and adjustments has also been added to our website: Extended Absences > Academic Sick Leave Reporting.

Funding Entry Tips

When you have many funding entry transactions to enter into UCPath, you can use an option that bypasses the AWE approval process in UCPath. It utilizes an Excel-based template located on the transactor page of the UCI UCPath website under the Funding & General Ledger (GL) section. Always download the template from this website to ensure that you're using the latest version.

Funding & General Ledger (GL)

This page provides information on creating and updating funding, correction page in UCPath.

Funding

Job Aids	+
Mass Funding Entry Upload Template	x
Mass Funding Entry Upload Template	
Funding Resources (Guides, Forms, etc.)	+

Once you open the link, follow the instructions in the blue box to ensure the data is in the correct format.

Complete each row as you would have in online Funding Entry
1. Starred elements are required. Enter other element values as needed
2. SUB must be 2 digits (e.g. 01, 02, etc.)
3. Enter dates as mm/dd/yy and format will change to YYYYMMDD
4. Don't change the default value in the grey columns

Upcoming Manage Human Resources Workshop

Attend a virtual workshop on **Thursday, October 9 from 1 to 2:30 p.m.** to learn how Manage Human Resources can speed up your hiring process and workflow. This will be an opportunity to practice using the training environment and learn answers to common questions and reasons to utilize Manage Human Resources.

Zoom Meeting Link: https://zoom.us/j/6485693025, (same as the Tues. Biweekly Training Tips Meeting)

Pre-requisite: To enhance the workshop experience, please complete the UCLC - Manage Human Resources (Direct Entry) e-learning course.

Reminders from UCPath

- **UCPath now displays denied transactions.** These must be deleted before you are able to submit a new transaction.

- **When a new hire does not yet have a SSN, do not put anything in that field.** Leave it blank and include a comment that the employee does not yet have a SSN; include a reason if known.

- **On Job Data update forms, remember to use the correct reason code** for the

change that you are requesting and make sure the form includes an approval signature.

- **Personal Data Change template approvals will route to the primary job approvers.** The system will not take into account future dated hire transactions. In a recent case, this resulted in the approval going to another campus where the employee had previously worked, because the hire at UCI was not yet active.

New BCT Tool Coming in October

A new benefit cost transfer tool is coming October 3. To prepare for the new BCT tool, approve or deny all open BCTs by September 19.

Benefits:

- The new tool will be very similar to the SCT interface

- Allows adjustments on a per-transaction basis

- Enhanced search capabilities

- Quicker transaction execution

Training will be available in late September or early October before go-live, watch for announcements on Training.

Did You Know …?

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 get notified of these types of issues in a timely manner.

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 UC Irvine UCPath transactor website the day before the meeting, and an agenda is emailed to transactors beforehand. Join us for sessions on Sept. 2, 16, and 30.

The Zoom # for these sessions will be: https://zoom.us/j/6485693025

One tap mobile: +16699006833,,6485693025#

Find 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, etc.

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. 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.

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

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Questions? Email ucpath@uci.edu