# HR Transaction Deadlines

## Payroll Type

<table>
<thead>
<tr>
<th>Payroll Type</th>
<th>Absence / Hire / +Pay / Retro Pay Transactions Due By:</th>
<th>PayPath Entries / Approvals Due By:</th>
<th>PayPath Blackout Period Ends:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bi – Weekly</strong></td>
<td>Thurs. Aug 3 @ 3pm (Check Date: 8/16/23)</td>
<td>Tues. July 25 @ 5pm (Check Date: 8/2/23)</td>
<td>Fri. July 28 @ 6am</td>
</tr>
<tr>
<td><strong>Monthly</strong></td>
<td>Mon. Aug 21 @ 3pm (Check Date: 9/1/23)</td>
<td>Thurs. Aug 24 @ 5pm (Check Date: 9/1/23)</td>
<td>Tue. Aug 29 @ 6am</td>
</tr>
</tbody>
</table>
# Finance Transaction Deadlines

<table>
<thead>
<tr>
<th>Funding Entry Approvals Due By:</th>
<th>SCT (Direct Retro) Approval Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tue July 25 @ 5pm</strong></td>
<td><strong>Fri July 21 @ 5pm</strong></td>
</tr>
<tr>
<td><em>Monthly Check Date: 8/1/23</em></td>
<td><strong>Available on DOPE 7/27</strong></td>
</tr>
<tr>
<td><strong>Wed July 26 @ 5pm</strong></td>
<td><strong>Mon July 31 @ 5pm</strong></td>
</tr>
<tr>
<td><em>Bi-Weekly Check Date: 8/2/23</em></td>
<td><strong>Available on DOPE 8/4</strong></td>
</tr>
<tr>
<td><strong>Wed Aug 9 @ 5pm</strong></td>
<td><strong>Wed Aug 2 @ 5pm</strong></td>
</tr>
<tr>
<td><em>Bi-Weekly Check Date: 8/16/23</em></td>
<td><strong>Available on DOPE 8/7</strong></td>
</tr>
</tbody>
</table>

**Note:** Please utilize the **Payroll Processing** and **SCT calendars** on the UCI UCPath website for additional dates not listed here.
Quick Reminders I

- If you would like to process a **Mass PayPath Transaction**, please open an **EEC ticket**.
  - *UCPath > UCPATH Mass Transactions Request > Transaction Type (PayPath)*
  - **HRIS team** will provide instructions for the template and uploading and processing.
  - Depts. **cannot** process without working with EEC team
Quick Reminders II

Terminations: Never Started Work

• The Last Date Worked field is auto-populated on the termination template and will reflect as the day prior to the Effective Date of termination.

• If there is a need to process a termination for a person who did not actually start working, please be sure to manually REMOVE the date shown in the Last Date Worked field.
Quick Reminders III

Employee Relations Code

- There are many positions with incorrect Employee Relations code and Central HR is in the process of correcting them.
- Please be sure to assign the correct Employee Relations Code when creating or updating position information.
- [Employee Relations Code Chart]
Quick Announcements IV

Updating FTE & JED on Summer Salary Job

- When updating the FTE value on a faculty’s summer salary position, JED distribution percentages will not automatically calculate against the new FTE value and generates an error.
- Submit the FTE change on the Position Data tab as an independent transaction first.
- Once the FTE change is approved, submit another PayPath transaction to re-enter JED details on the Job Data tab.
Future BW Training Tips Meetings

- Aug. 8
- Aug. 22
- Sept. 5
- Sept. 19
Agenda

- Cap Gap Calculation - Summer Salary
- How to switch Employee from BW to MO (vice versa)
- Job Data Page – Deep Dive
- Q&A
Cap Gap Calculation
A Cap Gap Amount is the difference between the faculty’s annual salary and the fund’s max cap.

The cap gap will need to be funded to make the faculty salary whole.

The Over the Cap Funding section of the worksheet is used to identify whether the cap gap will be paid (funded) or unpaid.
### Identifying Paid & Unpaid Cap Gaps

- **If the Cap Gap amount will be **Paid**, the dollar amount will appear under the “Paid Over the Cap Amount” field, along with the KFS account that will fund the cap gap.

<table>
<thead>
<tr>
<th>Over the Cap Funding:</th>
<th>[\text{Month} \quad \text{Paid Over the Cap Amount} \quad \text{KFS Account}]</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>$2,884.42 9965822</td>
</tr>
</tbody>
</table>

**Comments/Notes:** Paying June cap gap (01-9965822)

<table>
<thead>
<tr>
<th>Summer Session amount (if applicable):</th>
<th>Summer Compensation Limit (3/9ths): $0.00</th>
</tr>
</thead>
</table>

- **If the Cap Gap amount will be **Unpaid**, the dollar amount will appear under the “Unpaid Over the Cap Amount” field.

<table>
<thead>
<tr>
<th>Over the Cap Funding:</th>
<th>[\text{Month} \quad \text{Paid Over the Cap Amount} \quad \text{Unpaid Over the Cap Amount} \quad \text{KFS Account}]</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>$2,884.42 0.00 9965822</td>
</tr>
</tbody>
</table>

**Certifications/Approvals:** Total Summer Salary Amount: $8,004.14

**Comments/Notes:**
Summer Salary & JED

When entering Job Earnings Distribution details (JED), it is recommended to distribute the earnings *By Percent*.

When the Cap Gap is **Paid/Funded**, the JED is setup with **100% distribution** to the Summer Salary Earn Code (i.e., ACR, ACA)
Unpaid Cap Gap Dist. % for JED

When the Cap Gap is *Unpaid/Not funded*, you must:

1. identify what percentage of the salary will be paid vs. unpaid. *(i.e., 80/20, 92/8, etc)*
   - *Divide the Cap Gap Amount by the Amount to be Paid for the applicable month.*

2. Assign the ACR or ACA earn code to the paid % amt.

3. Assign unpaid % amount to **GAP** earn code

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**Earnings Distribution Type:** By Percent  
**Comp Rate:** 25,755.560000  
**Standard Hours:** 40.00  
**Pay Frequency:** UC_9M  
**UC 1/9th Rate**

**Pay Components**

<table>
<thead>
<tr>
<th>Rate Code</th>
<th>Comp Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCANNL</td>
<td>178,400.000000</td>
</tr>
<tr>
<td>UCOFF1</td>
<td>53,400.040000</td>
</tr>
</tbody>
</table>

**Earnings Distribution**

<table>
<thead>
<tr>
<th>Earnings Code</th>
<th>Additional Comp-Research</th>
<th>Comp Rate</th>
<th>Distribution %</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR</td>
<td></td>
<td>25,755.560000</td>
<td>100.000</td>
</tr>
</tbody>
</table>

2. **GAP**  
Unpaid Cap Gap  
25,755.560000  
20.000
Switching Employee from BW to MO (and Vice Versa)
When Switching Employee from BW to MO

In PayPath Actions, when switching an employee’s existing position from BW to MO or vice versa, please be sure to update the Pay Frequency field in the Job Data tab, based on how the employee will be paid.
Pay Frequency & Compensation Frequency

• Pay frequency and compensation frequency are on the “Job Data” page in PayPath

  • **Pay Frequency** is used to calculate the overall compensation rate for pay. Options include:
    • H – Hourly
    • C – Contract
    • B – Biweekly
    • UC912 – UC9/12 AY
    • UC_10 – UC 1/10th Rate
    • UC_11 – UC 1/11th Rate
    • UC_12 – UC 1/12th Rate
    • UC_9M – UC 1/9th Rate
    • UC_FY – UC 12/12 Rate
Compensation Frequency is used to define the compensation rate code.

Options include:

- UCANNL (A- Annual)
- UCHRLY (H- Hourly)

- The UCHRLY compensation frequency only aligns with “H” pay frequency
- The UCANNL compensation frequency aligns with all other pay frequencies
- The frequency fields on the “Compensation” tab in Job Data determine the pay schedule and how the overall compensation rate is calculated
Position or Job Code Updates

When submitting position or job code updates, the frequency will default from the job code table.

• Users must review the “Frequency” and “Pay Components” to ensure they are correct.

• In the example below, a position and job change resulted in a frequency update to “M” while keeping an hourly rate code. This resulted in the employee moving incorrectly to an “Exempt Monthly” pay frequency.
Job Data Tab Overview

- The Job Data page serves as a centralized repository for managing an employee's job-related information.
- The page is divided into several tabs, each focusing on specific aspects of an employee's job information.
Work Location

The "Work Location" tab displays essential job information about the employee.

Information included on this tab typically consists of:

- Position Number
- Department ID
- Location
- Start Date
- Expected Job End Date
The "Job Information" tab contains details related to the employee's current job position.

Information included on this tab typically consists of:

- Job Code / Title
- Empl Class
- Reports-To Details
- FTE
- Full/Part Time Status
The "Job Labor" tab provides information about the employee’s labor elements.

Information included on this tab typically consists of:

- Bargaining Unit
- Union Codes
- Labor Agreements
Payroll Tab

• The "Payroll" tab displays the payroll details based on the position/job assignment.

• Information included on this tab typically consists of:
  • Pay Group
  • Tax Location Code
  • FICA Status
Salary Plan Tab

• The "Salary Plan" tab provides an overview of the employee’s position salary plan details.

• Information included on this tab typically consists of:
  • Salary Admin Plan
  • Salary Grade
  • Step
The "Compensation" tab provides information about the employee's salary and pay components.

Information included on this tab typically consists of:
- Salary Rate Code
- Comp Rate
- Compensation Frequency
UC Job Data Tab

- The "UC Job Data" tab provides information about the employee's salary probation details.
- Information included on this tab typically consists of:
  - Probation Code
  - Trial Employment Periods
  - Location Use Type
  - Post Doc Anniversary Dates
  - Cubicle ID
Only some payroll statuses are evaluated for benefit eligibility.

- Employees are evaluated for benefit eligibility if they have a “Payroll Status” of active (A), leave with pay (P), or unpaid leave of absence (L).
- Employees are enrolled in benefit billing if on an unpaid leave of absence (L).
- Employees on a short work break (W) are not evaluated for benefits eligibility but may be enrolled in benefit billing.
- Check the employee's "Payroll Status" in job data when troubleshooting suspected benefit issues.
- Additional references:
  - Benefit Eligibility & Triggers Job Aid
  - Short Work Break Matrix
Questions?