

# UC Irvine UCPATH Transactor Digest

April 2026

*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.

## Retirement Processing Job Aid



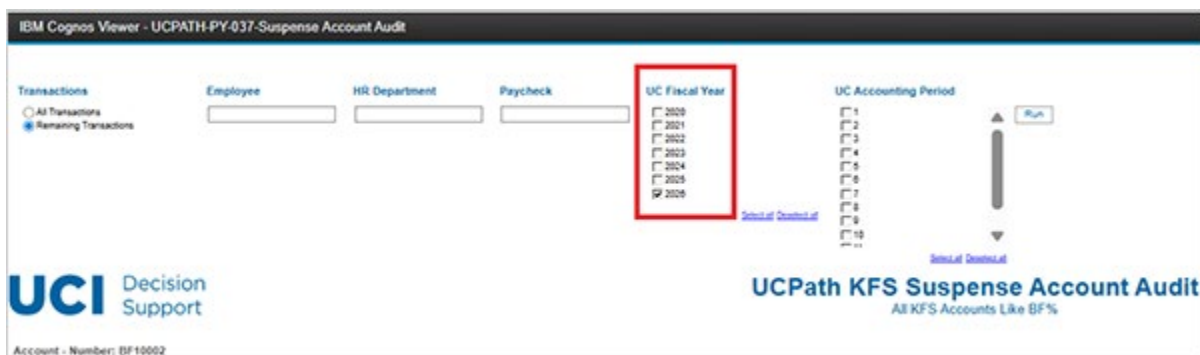
- The updated retirement transaction process for July 1 retirement COLA is now available in UCPATH Help: Workforce Administration > Template Transactions - Part II.
- [Job Aid: Retirement Transaction Process for July 1 Retirement Date-COLA](#)
- Reminder: Always submit an EEC ticket to the Retirement Team to confirm dates before processing a retirement transaction in UCPATH.

- ▲ For the year 2026, 1976 Tier and Safety members must have a **Termination Date** no later than **6/29/26**. This allows the one business day on inactive pay status required by the plan, which then allows the member to take advantage of the **Inactive COLA** to take effect, as well as subsequent **Annual COLAs**.
- ▲ Since 2013/16 members are not eligible for the Inactive COLA, they do not need the one business day on inactive pay status. However to maximize their Annual COLA benefits they would need to have a **Termination Date** on/or before 6/30/26 and must begin their Retirement Date no later than 7/1/26.

## Monthly Review of Campus Suspense Account (BF10002)

Please review items charged to the campus suspense account (BF10002) at least once a month.

- Submit a salary cost transfer to move the expenses to the correct account.
- Update funding to prevent future expenses from positing to the suspense account.
- RPNI expenses cannot be moved via a BCT and require Accounting assistance.



## Annual UCPATH Fiscal Year End Meeting

Attend the May 12 virtual, bi-weekly Training Tips meeting at 1pm, where the agenda will be devoted to the preparations for the Fiscal Year End processes, as well as UCPATH deadlines and transactions. Please share this with the Finance people in your area.

- The Zoom # will be: <https://zoom.us/j/6485693025>
- One tap mobile: [+16699006833](tel:+16699006833), [6485693025#](tel:+16699006833)

## Gated Paychecks

- Process SCT or BCT in UCPATH, when possible, for selectable lines.
- Submit an Employee Experience Center (EEC) ticket indicating that a paycheck is gated and describe required corrections.
- The request will be routed to Payroll Accounting to process a General Error Correction (GEC).
- Changes processed via GEC will not appear in UCPATH and will only be reflected in KFS.

The screenshot shows a table with columns: Selected, Company, Pay Group, Pay Rate ID, Off Cycle, Paycheck Number, Pay End Date, Earnings End Date, Posting Pay End Date, Earnings Code, Monetary Amount, Position Pool ID, Position Number, SCT Method, and SCT Description. Two rows are highlighted with red boxes and yellow error messages.

Selected	Company	Pay Group	Pay Rate ID	Off Cycle	Paycheck Number	Pay End Date	Earnings End Date	Posting Pay End Date	Earnings Code	Monetary Amount	Position Pool ID	Position Number	SCT Method	SCT Description
1	UCS							01/31/2024	HGN	-48.28		4000240	SCT - No	Due to technical issues, this paycheck has been permanently gated and unavailable.
1	UCS							01/31/2024	REG	-587.74		40291263	SCT - No	This check is reversed. SCTs are restricted.
2	UCS	SAC	22121760Y		6434063	12/17/2022	12/17/2022	12/17/2022	REG	587.74		40291263	SCT - No	This check is reversed. SCTs are restricted.

## New Salary Cost Transfer Course

New Cost Transfer training is now available in UCLC, including a short Benefit Cost Transfer (BCT) video. The courses are now required for Cost Transfer Initiator and/or GL Approver roles.

Also, the [Training Security Matrix](#) has been updated, and PayPath and Payroll Request courses for GL roles are now optional.

## DOPE Report – Accounting Period Message

For Accounting Periods including July, August, and September FY2026, the DOPE report displays a message indicating the CBR rate shown is incorrect; however, the CBR calculation itself is accurate. The message appears at the top of each page in both HTML and PDF versions.

UCI Decision Support

UCPath Distribution of Payroll Expense Report (DOPE)  
By Employee

\*\*\* CBR Rate displayed is incorrect for FY26, July through September, however the CBR used in the calculations are correct. There is no financial impact. \*\*\*

Employee: Flores, Loral B - 15483958

Job # 0      Job Code: 007728 - COMPENSATION ANL 3      Position Number: 00000000  
 FTE: 1      Pay Basis: S  
 Employee Class: 2 - Staff Career      Comp Frequency: M  
 Department:      Comp Rate:

Accounting Date	Pay End Date	Employee Name	Employee ID	Job #	Department	Job Code	Comp Rate	CBR Rate	Type	UC Earn End Date	UC Journal ID	Journal ID	XFS Posting Year	XFS Posting Period	Salary Cost Transfer ID	Earn Code	XFS Account	XFS Chart	UC
08-31-2025	08-31-2025					007728		0.454	Salary	08-31-2025	000438882	P,00000000	2025	2		REG	0F12742	JK	NA
										<b>Salary</b>									
										Fringe 08-31-2025 000438882 P,00000000 2025 2									
										08-31-2025 000438883 P,00000000 2025 2									
										08-31-2025 000438882 P,00000000 2025 2									
										08-31-2025 000438883 P,00000000 2025 2									
										<b>Fringe</b>									
										08-31-2025 - Total									

Job # 0 - Total  
 Department: Flores, Loral B - 15483958 - Total

## Employee-Initiated Reduction in Time (ERIT) Information



### ERIT Processing Overview

- ERIT transactions are specific and should not be processed as FTE changes.
- ERIT drives correct pay amounts and vacation accruals.
- Changing FTE for ERIT participants will cause inaccurate results.

[Find out more information on ERIT](#); most information is available on UCnet.

### ERIT Transactions in PayPath

The transaction for an ERIT can be done in PayPath.

- Job Data Tab > Action: JED | Action Reason: ERT.
- Enter Reg and ERT percentage or dollar amounts in Earnings Distribution.
- Populate the ERIT / Phased Retirement End Date field.
- At ERIT conclusion, submit JED > RET to return to normal hours.

Review the steps for this procedure with [this JED job aid](#).

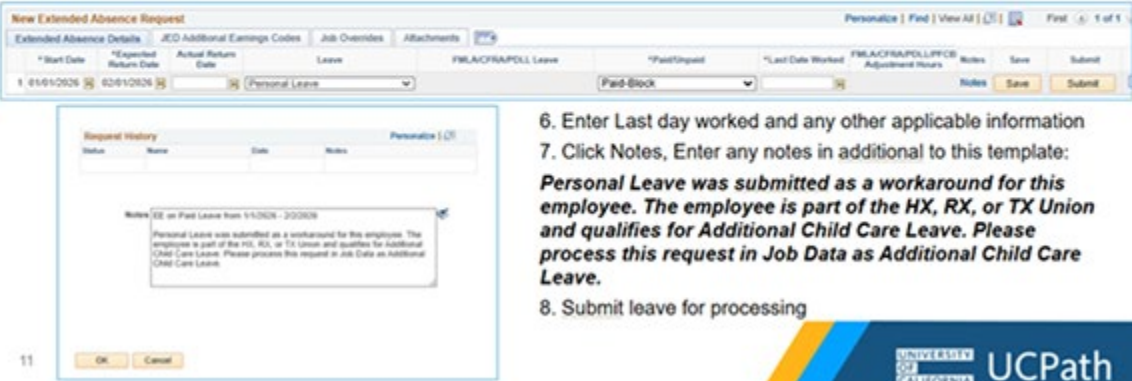
## Extended Absences: HX, RX, TX Childcaring Leave

HX, RX, and TX Unions now include Childcaring Leave provisions (NX contract, Article 20, Section D.2, page 76).

UCPath is developing a new, inclusive leave type for these groups. Until configuration is complete, locations should continue using the established workaround process.

### HX, RX and TX Childcaring Leave - Workaround

1. Log in to UCPath
2. Navigate to Request Extended Absence
3. Enter Employee ID number
4. Enter Start Date, Expected Return Date, Actual Return Date (if applicable)
5. Leave type chosen as **PERSONAL LEAVE**



6. Enter Last day worked and any other applicable information
7. Click Notes, Enter any notes in additional to this template:  
***Personal Leave was submitted as a workaround for this employee. The employee is part of the HX, RX, or TX Union and qualifies for Additional Child Care Leave. Please process this request in Job Data as Additional Child Care Leave.***
8. Submit leave for processing

UCPath

## Fidelity 403(b) Loan Repayment Changes

Effective April 2026, UC no longer deducts 403(b) loan repayments from paychecks. Employees must set up Automated Clearing House (ACH) repayments directly with Fidelity, and must take action between April 13 and May 20, 2026, to avoid loan default.



Impacted employees received communications directly from Fidelity on February 12 via preferred email on file, on March 12 via email and postal mail, March 30 via email, and April 13, 2026, via email.

For questions about this transition or how to set up ACH loan repayments, employees should contact a Fidelity representative at 1-866-682-7787. Specific information about this change can be found on [myUCretirement.com](https://myUCretirement.com).

### **Resources**

- Notice provided in advance to impacted employees: [Upcoming change to your UC 403\(b\) Plan loan repayment](#)
- Step-by-step instructions for setting up ACH payments are available in Fidelity's resource: [How 403\(b\) loans work](#)
- *403(b) Loan Fact sheet* [https://fwc.widen.net/s/zpftpk99hf/403b\\_loan\\_summary](https://fwc.widen.net/s/zpftpk99hf/403b_loan_summary)

### **Upcoming Training**

Summer Salary Refresher training is coming June 3.  
Watch for details in the next Transactor Digest.

#### **Improved Accrual Management**

Changes implemented March 8 to Accrual Management improve accrual calculations when employees switch between bi-weekly (BW) and monthly (MO) pay groups. Please monitor accruals following PayGroup changes and report any issues.

#### **Cognos Reports - New Decision Report Location**

Cognos reports will transition to the [new Decision Report location](#) after fiscal year-end. Users are encouraged to become familiar with the new site in advance.

#### **New Job Aids / UPK Replacements**

UCPath is in the process of replacing UPKs with job aids that will contain similar content but in an easier to read format. The UPKs will remain as is until this project is completed in the next three to six months. This change is occurring because UPKs are no longer supported by the vendor, and materials must be updated to be more accessible in accordance with new legal requirements.

Below is an example of a job aid in the new location: Managing Transactions for Student Employees:

<https://ucpath.my.site.com/askucpath/s/article/Managing-Transactions-for-Student-Employees>

### **New UCPath Emergency Contact Option**

Employees can now designate an emergency contact to be notified if detained or arrested. This option is available in [UCPath online](#) in Employee Self Service under Emergency Contacts.



### **Resources**

- [California Workplace – Know Your Rights](#)
- [Update Emergency Contacts – Job Aid](#)

### **Did You Know?**

Accurate employee Social Security Number (SSN) data supports benefits, payroll, and compliance. While not required to hire, obtaining SSNs, when possible, can streamline onboarding. Locations are encouraged to:

- Capture SSNs at hire when available.
- Do not record SSNs outside designated systems during I-9 processing.
- Follow up when SSNs are pending.



### **Tuesday Training Tips Call-In Sessions**

Bi-weekly online Tuesday Training Tips sessions are open to all transactors and cover timely topics and lessons learned. Join us on April 28, May 12 and 26, and June 9.

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

## Subscribe to Keep Informed

### TEAMS UCPATH-Announcements Channel

In Microsoft Teams, [subscribe to our UCPATH Teams Announcement channel](#) to receive timely system alerts, reminders, and updates. Turn on notifications to ensure you don't miss urgent announcements.

### Transactor Digest and UCPATH Emails

If you are not receiving UCPATH emails and monthly Transactor Digest e-newsletters but would like to, please [subscribe](#). We send our emails out through UC Irvine's ZotMail system, so check your email filters to ensure our messages come into your inbox and aren't automatically diverted to a junk or spam folder.

## Find Resources on the Transactor Web Page

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

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Questions? Email [ucpath@uci.edu](mailto:ucpath@uci.edu)

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