

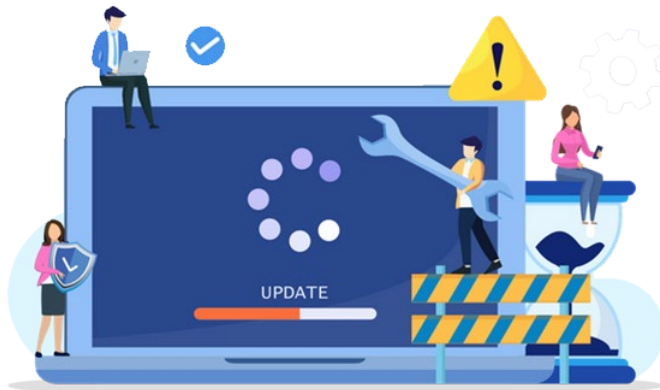
# UC Irvine UCPATH Transactor Digest

September 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.

## New Benefit Cost Transfer (BCT) Tool / Redesign



A new benefit cost transfer (BCT) tool is coming on Oct. 3, 2025, which leverages the salary cost transfer framework to streamline the process, resolve existing defects and provide improved data accuracy. In preparation for the change, location transactors must approve or deny pending benefit cost transfers before **Sept. 30, 2025**.

## What is a Benefit Cost Transfer?

A benefit cost transfer (BCT) is an expense transfer that moves benefit expenses from one or more chartfields.

### Benefits of This Change:

- **Simplified Training** – BCTs will use the familiar Salary Cost Transfer (SCT) interface, reducing the learning curve.
- **Improved Functionality** – Streamlined interface allows adjustments on a per-transaction basis.
- **Enhanced Search Capabilities** – Filter transactions by chartfield elements, expense types and deduction codes.
- **Improved Performance** – Optimized processing ensures quicker transaction execution.

### How Will This Change Impact Locations?

- Paychecks posted since October 2021 and going forward are eligible for the new benefit cost transfer tool (same eligibility as salary cost transfers).
- Paychecks not eligible for the benefit cost transfer tool will need to follow local business processes for correction, such as a manual journal entry.

### Important BCT Dates

- Sept. 30, 5:00 PM: Final BCT approval
- Sept. 30, 5:01 PM: Disable old BCT tool
- Oct. 1, 10:00 PM: Final BCT batch run for transactions submitted using old tool.
- Oct. 2, 5:00 PM: UCPath Center will cancel pending BCTs
- Oct. 3, 8:00 AM: New BCT tool is available to use

### Resources:

- [FAQ Benefit Cost Transfer \(BCT\)](#)

## Review Initiated Benefit Cost Transfers (BCTs)

1. Navigate to Review Benefit Cost Transfer search page.
2. Select the Initiated option in the Process State Field.
3. All BCTs to which you have security access will display in the Search Results section.
4. Click the arrow at the end of the row to select and open the BCT.

### Review Benefit Cost Transfer

#### Find an Existing Value

**Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Transaction ID

Set ID

Empl ID

Last Name

First Name

Last Operator to Update

Creation Date

Date of Pay

Transaction Source

**Process State**

Process Date

[Show fewer options](#)

5. Review the information to determine if the cost transfer is still needed.
  - a. If the cost transfer is no longer needed, click the Cancel button.
  - b. If the cost transfer is needed, finalize the transaction and submit for approval.

6. All other BCTs will be canceled by the UCPath team on 10/2.

IRCMP	BCT0000001265	10281924 Knuff	David	10281456	09/01/2020	09/01/2020	Direct	Initiated	09/01/2020	>
IRCMP	BCT0000001759	10438004 Ritchie	Katherine	10319726	11/16/2020	11/16/2020	Direct	Initiated	11/16/2020	>

## Manage Human Resources Workshop



Learn how Manage HR can speed up your hire process and workflow at a virtual Manage Human Resources Workshop on **Thursday, Oct. 9, at 1 p.m.** This is an opportunity to practice using the training environment and will include common questions and reasons to utilize Manage HR.

**Pre-requisite:** To enhance the workshop experience, please complete the [UCLC](#) Manage HR e-learning course.

**Registration:** Please register using [this link](#).

**Zoom meeting link:** <https://zoom.us/j/6485693025>

### New Email Notifications for Vacation Max

UCI will begin to send email notifications to employees and their supervisors when they are approaching or have exceeded maximum vacation accruals based on UCPath data. The first BW notices will be emailed Sept. 23. The first MO notices will be emailed Oct. 2. These will then continue monthly the day after accrual updates are posted in UCPath.

### Some Quick Reminders

- When paying out vacation accruals when someone is moving from an accruing job to a non-accruing job, use earn code VPO instead of TRM and use reason code financial hardship. Include a comment that you are paying out accruals only for someone moving from accruing to non-accruing job.
- Don't process a personal data change template if you are not the transactor for the primary job. This should be done by Primary job and will go to Primary job approvers.



- Employees only need to validate their direct deposit account numbers in the employee self-service system if they want to view or change their direct deposit information.
- New rates for Tutors as of 10/1/25 have been loaded into UCPATH and are available for hiring someone 10/1 or later: Default Compensation to see them.  
For job codes:
  - 2860 -TUT- Gship
  - 2861 – TUT-Non Gship
- When using Manage Job for Terminations remember to delete the expected job end date and uncheck the end job automatically box to avoid problems when the expected job end date is triggered.
- The [UCPATH Earn Code List](#) is available on [UCPATH.uci.edu](#) > Access Transactional User Materials > Get Help / Support Resources > Knowledge Resources for those who don't have access to the UCPATH Transactor Hub. This will be updated monthly.

## New Leave of Absence Information



Find key information for Leave of Absence (LOA) at these following resources:

- Tile has been added to the EEC page: <https://eec.hr.uci.edu/>.
- New Landing Page is live: <https://hr.uci.edu/partnership/LAW/>.
- New Leaves Roadmap is live: <https://hr.uci.edu/partnership/leaves/>  
Note: AI will eventually be added into this website so it can pull employee specific information for that employee.

- Existing WC page: <https://hr.uci.edu/partnership/LAW/workers-compensation.php>
- Existing Leaves page: <https://hr.uci.edu/partnership/LAW/leaveadmin/>
- Lastly Leaves, Accommodations, and WC have been added to the drop-down menu on the HR Website: <https://hr.uci.edu/>.

Next up, the Leaves team will be working on our new Accommodation website.

## PFCB Calculation

When the Pay for Family Care and Bonding (PFCB) period is extended due to holidays and the extension runs into more Holidays, continue to extend to reflect all holidays.

- Bonding/PFCB Leave from 10/29/2025 – 12/23/2025.
- November: Three (3) holidays
- December: Two (2) holidays that will fall within this leave
- Adding the three (3) holidays for November changes the duration to 10/29/2025 – 12/26/2025.
- This mean since we ran into two additional holidays in December, we need to extend the leave PFCB pay by two more days, new duration 10/29/2025 – 12/28/2025.



## Academic Sick Leave Update

Information shared by Juan Diaz at our August 5 virtual Training Tips meeting is now available on the [UCI UCPath website](#). Some highlights include:

- To report sick leave takes or to submit adjustments, please initiate a Payroll / Leave Accrual Inquiry via the [Employee Experience Center \(EEC\)](#). The inquiry must contain all relevant information for each employee's leave



takes and corresponding protections, as applicable. Attach "Academic Paid Sick Leave Submission Template" to your EEC ticket.

- [ucpath.uci.edu](http://ucpath.uci.edu) > Transactor > Extended Absence > Academic > [Academic Sick Leave Reporting](#) contains all the details on the process.
- The template for submitting is on the website > [Academic Sick Leave Template](#)

## Fall Hiring Reminders

Fall is here already, so here are a few important reminders regarding hiring.

- DATE REVIEW for all employees and Graduate students.
- Check in with department managers, supervisors, and faculty to confirm employment needs and changes.
- Be aware of hiring deadlines. See [Grad Division](#) for quarterly deadline schedule.
- Process any Short Work Breaks or Return from Short Work Breaks.
- Access Cognos Reports to assist in employment review.
- Review early and often to avoid missed pay or overpayments.
- Verify student eligibility status prior to processing, check with home dept. to confirm ok to be hired.
- Review changes in funding sources.



## Return from Short Work Break

**Short Work Break (SWB):** A status within UCPath that allows eligible employees to continue enrollment in health and welfare benefits while being off Pay status. [Click here to view how to place a staff or academic on Short Work Break.](#)

**Return from Short Work Break (RWB):** The PayPath action used to return an employee to Active status from a Short Work Break. Click [View how to return a staff or academic from a SWB.](#)

**Graduate Students:** To be included in the fee remission process, the transaction to return a graduate student from Short Work Break must be completed in UCPath by the fee remission deadline – even if the return date is in the future (example: 10/1/2025).

Late entries may result in delayed fee payments or gaps in coverage.

## Updates to Employee Relations Code

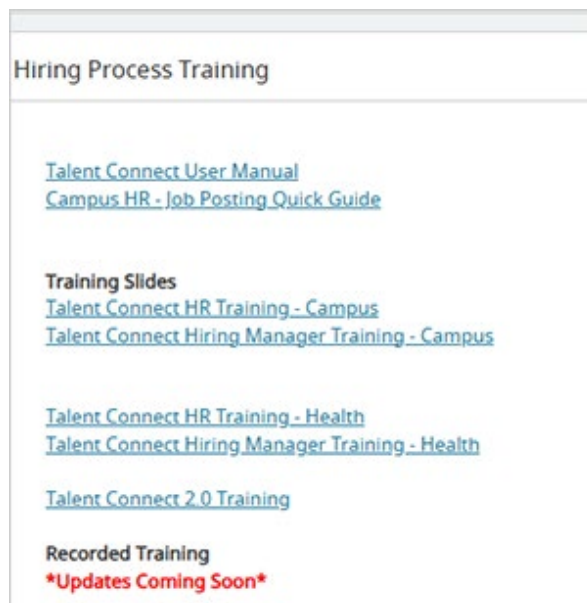
Central HR may be asking you to update the employee relations code. This can be done as a Position Change in PayPath. See Definitions under Higher Education Employee Relations Act (HEERA) in [ZotPortal](#)

*Note:* Supervisor Employee relations code is 2 or more career or contract FTE that the person supervises.

## Job Posting Quick Guide Now Available

Campus HR has a quick step-by-step guide to post a vacancy for recruitment. This PDF is available via a link on the iCIMS dashboard. Campus HR – Job Posting Quick Guide

Link to iCIMS: [iCIMS – University of California, Irvine](#)





## Did You Know ... ?

Employees now need to validate their direct deposit account numbers in the employee self-service system if they want to view or change their direct deposit information. The [Update Direct Deposit Job Aid](#) will help them make changes to their direct deposit information.



- When an employee updates their account number in self-service direct deposit at UCPATH online, there is an authorization process that must be completed with the bank. Depending on the financial institution this can take up to two weeks. This includes situations where the employee re-enters the same account number.
- If the authorization is not finalized before payroll confirmation, the employee may receive a paper check instead of Direct Deposit. This will be mailed to the Home address that is listed for that employee in UCPATH.

## 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 Sept. 30, Oct. 14, and Oct. 28.



- 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 get 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 [UC Irvine 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 information, processing schedules, and more.

#### ***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)