# UCI UCPath
## Transactor Digest

**August 2024**

*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.

## Refresher Training for SCT and Funding Transactors

The UCI UCPath team will be offering refresher training this Fall for those who may be new to funding and SCT processing. Please sign up for the Finance refresher training here.

To allow for some hands-on activities, we will be limiting attendance and encourage those who have questions about funding or SCT to please sign-up.
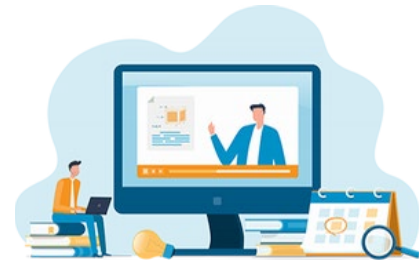
## Overpayments Associated with Hire Date Changes

When you need to change the hire date, a Payroll Request is no longer required for processing an overpayment associated with the change in hire date. When you open the UCPC case to request the change in hire date, if there is an associated overpayment, please include all the details regarding the overpayment and UCPC will process along with the hire date change. A payroll request is not required in these situations.

## Fall Hiring Reminders

Grad Division has set Tuesday, Sept. 3, as the deadline for inputting hire transactions in UCPath for Grad students Fall appointments to ensure processing of fee remissions on time. They also recommend that all Fall quarter fellowships be entered into GradAid Web App (GWA) by Sept. 3.

Check the Job Code for GSR Fellows/Trainees before entering a hire using a vacant position to ensure the job code was updated for the 7/1 change in Job codes.

Remind anyone who has been out of UCPath for more than 60 days that they need to re-enter their Direct Deposit information in order to receive pay directly to their bank and also to keep their home address up to date as a valid place to receive their pay and other UCPath notifications.

## SOBO Reminders

The new Submit an Inquiry on Behalf Of (SOBO) case submission functionality is now live. Please review the reminders below.

- When opening a SOBO case, watch the topic and category assigned by the system to see that it is appropriate. If it doesn't seem accurate, add a comment to the case that suggests what topic or category you think it should be.
- The system is in the process of "learning" and so may sometimes assign incorrectly. This will improve over time, and adding a comment may help get your case to the right group more quickly.
- If you see a significant number of cases going to the wrong topic, please let us know.
- [Review the changes](#) for SOBO to UCPath.

## Former Employee Portal Changes

Information related to the updated Former Employee Portal is located at: [UCPath online for former employees](#)

- The Job Aid and FAQ are linked on the right side of the page under the More information section:

  - *Job Aid:* [UCPath Former Employee Portal](#)

  - [UCPath Former Employee Portal: Frequently Asked Questions](#)

- There are some additional changes regarding security for the Former Employee Portal that are being implemented. These are a result of feedback from former employees and location security teams.

- The Former Employee Portal has been updated to ensure welcome emails are only sent to those labeled "HOME" or "OTHR"

- The Former Employee Portal has been updated to disable email as a multi-factor authentication option, the valid options are text or phone call.

## Reminder: Transfer Processing Reminder

When employees are transferring between Campus or COHS and Med Center, please use the Termination and Concurrent Hire to process the transfer.

This has been confirmed with the Medical Center; they support this process and will follow it going forward. Please coordinate with them for any transfers.

## Expired Job End Dates

Expired Job End Dates can cause a timecard not to be produced. It is critical to monitor and update expected job end dates before they expire to avoid issues with benefits as well as inability to report time. This is an issue even if the job is not auto terminated, the expired job end date is read by various systems causing issues.

## Explore the Transactor Page on UCPath.uci.edu

Explore the transactor page on UCPath.uci.edu for information and resources specific to UC Irvine transactors. The home page has employee information related to UCPath, as well as articles and links to UCPath online, the EEC, and transactional user materials.

There are two ways to access the transactor page:

- Go directly to UC Irvine's UCPath transactor web page (login / DUO required for access).

- Go to the UCPath.uci.edu homepage and click on the "Access Transactional User Materials" box / link to get to the transactor page (login / DUO for access).

On the transactor page, you will find help and resources, including:

- A search box at the top right; if you don't find what you're looking for, search there.

- Tabs that include a FAQs tab (Frequently asked questions).

- A banner listing recent changes or upcoming system issues, beside another banner listing the next Training Tips date.

- A list of frequently used Common Resources with links.

- A countdown clock for the monthly and bi-weekly pay cycles.

- Monthly and Bi-Weekly PayPath transaction deadlines, PayPath black-out dates, and Funding Approval dates.

- Icons toward the bottom of the page that link to sections with more in depth resources on particular topics: Training, Get Help / Support Resources, Position Management & Hiring, Extended Absences, Funding & General Ledger (GL), Payroll Management, Reporting, PayPath & Terminations, System Access (Security), and UCI UCPath Projects.

## Reminder from TRS

If there is not a supervisor assigned, TRS cannot send a timecard.

Also, if an individual has multiple jobs that are not aligned, TRS may not be able to produce a timecard, please open an EEC ticket to TRS for help resolving.

## Pronouns Project

Below are resources and information related to the pronouns project:



- [Enter Voluntary Self-Identification Details](#)

- [Complete Guided Onboarding for Self-Identification Information](#)

- All other simulations have also been updated on other self-identification and various other employee self service.

- Manage Self Service simulations are also updated with new screen shots showing pronouns.

## Short Work Break / FLSA Mismatch Requirements

Please note the following information regarding Short Work Break (SWB):

- FLSA mismatch requirements apply even when one of the jobs is on SWB. This was recently confirmed by UCPC when a Summer Session appt. was added as an exempt job, while the other person's job is non-exempt but was on SWB for the summer.

- It's not required to align the pay frequency when one job is on SWB, and changes to FLSA status.
- Pay Frequency require a Job Data update form to be completed and sent via case to UCPC.

## Metrics for UC Irvine Campus and UCI Medical Center

| Template Transaction Processing (July 2024) | Campus | Med Ctr |
|---|---|---|
| Smart HR Hires | 2,341 | 171 |
| Smart HR Other (Terminations, Transfers, etc.) | 627 | 437 |
| Transactions Canceled | 170 | 23 |
| Average UCPath Processing Time | 1.8 days | 1.6 days |

| Off-Cycle Processing (July 2024) | Campus | Med Ctr |
|---|---|---|
| Transaction Volume | 414 | 239 |
| UCPath Turnaround Time | 5.7 days | 5.7 days |

## Subscribe to UCPath Teams Announcement Channel

In Microsoft Teams, remember to subscribe to our UCPath Teams Announcement channel to keep up to date with any system outages, changes, and other reminders. This often provides the fastest means of receiving important transactor information in real time.

## Did You Know …?

When opening a ticket in Ask UCPath, the "Requested By" field should be populated differently if the inquiry is on behalf of you or someone else.

- When submitting an inquiry for yourself, select the "Employee" in the Requested By field; however, when submitting an inquiry on behalf of an employee select "Location" in the Requested By field.

- There is also a Help/FAQ (UPK – Simulation) available for Submit an Inquiry on Behalf of Employee (SOBO) to 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 September 17 and October 1.

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

## 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.

*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