UCPath Update: Tracking UCI employees who are working remotely.

UCPath now provides the ability for campus and medical centers to track employees who are working remote. Going forward, UCI departments will be able to request their local UCPath transactors to update work locations via their HR business partners or their CPOs. UCPath will be the source to track employees who are working remotely.

There are two **Location** code options for remote work.

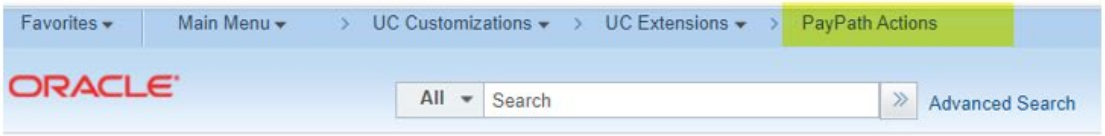
- **REMOTE** – Majority of work is from home or other location that is not on UCI premises or in any space affiliated with UCI. Employees who are fully or partially remote where the employee may access UCI premises fall under this category.
- **REMOTE100%** – Will not ever work on UCI premises or space affiliated with UCI until further notice. This includes not coming in for periodic meetings or even picking up work materials at UCI.

Department supervisor/managers will work with their leadership team and request whether transactors should enter REMOTE or REMOTE100% in PayPath.

Instructions for UCPath Transactors:

1) Navigate to PayPath Actions (UC Customization > UC Extensions > PayPath Actions).
2) Enter employee ID and position number.
3) Enter today's dates for the effective date under Position Data tab.
4) Enter Position Change Reason "**MCD**" for Update Mail/Location Code.
5) In Location field, change to "**REMOTE"** or "**REMOTE100%"** as directed by the requestor.
6) Click on Additional Pay Data tab and submit request for UCI approval.
7) After UCPC processes, go to Job Data or Workforce Job Summary and validate. Alternatively go to **UCI Cognos Employee Roster Report** (RUCI03) to validate data.

For schools or administrative units who have more than 50 employees who need to be updated to a remote location code, you may submit a **Mass PayPath Transaction Support Request** – available via EEC Service Catalog Item - Employee Experience Center (service-now.com). The UCI HRIS team will contact you to coordinate the request.



PayPath Actions

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

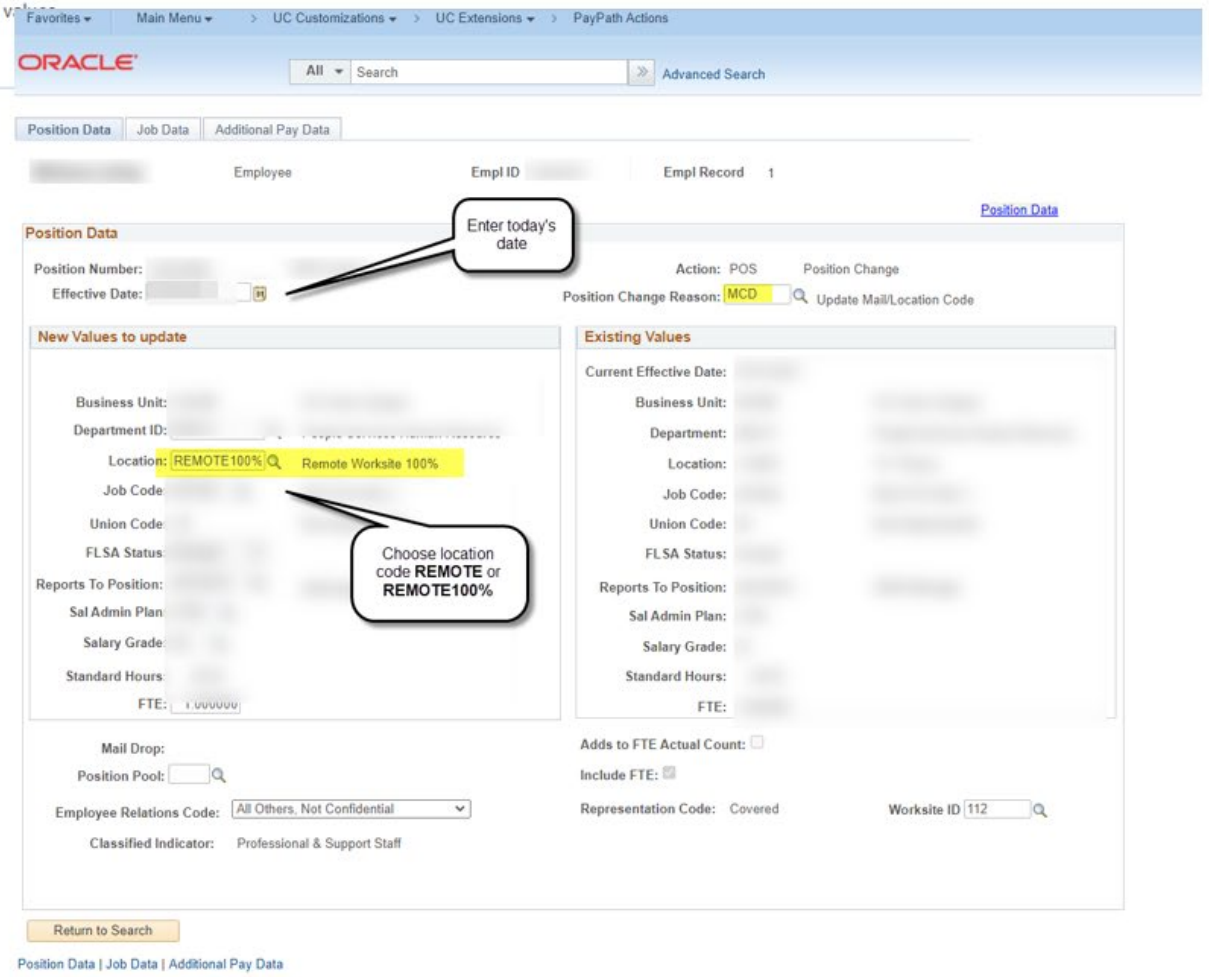
Find an Existing Value

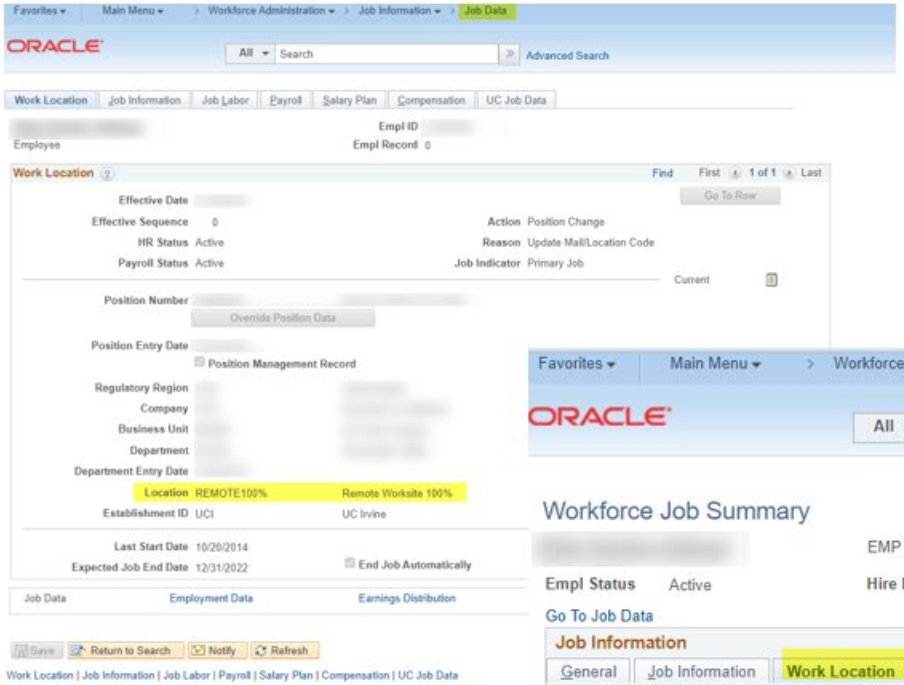
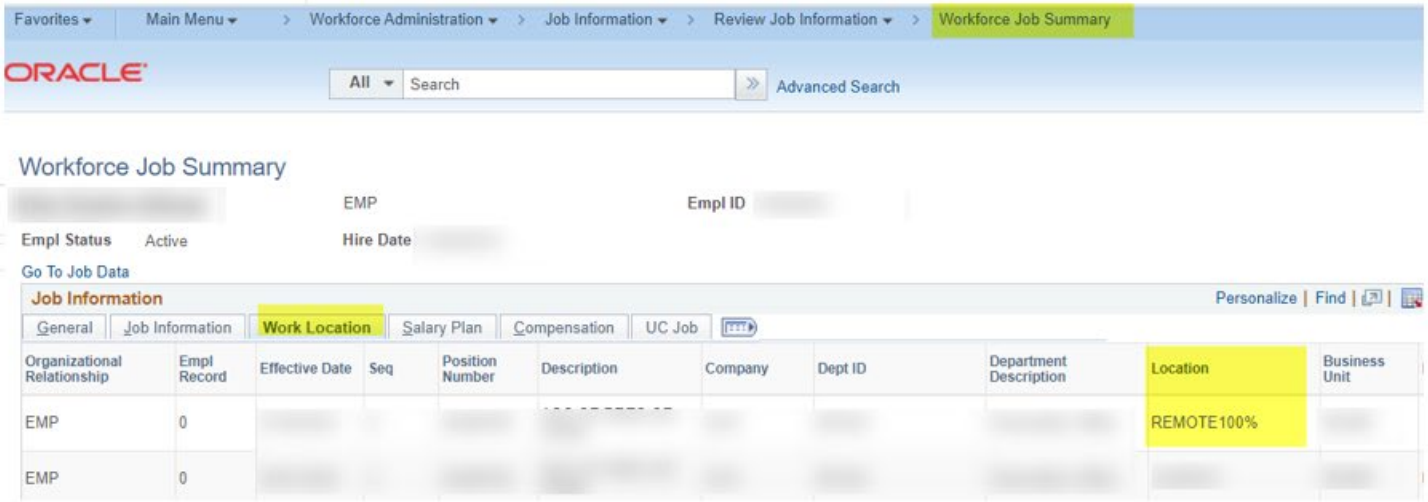
Search Criteria

Empl ID	begins with	
Empl Record	begins with	
Name	begins with	
Last Name	begins with	
Business Unit	begins with	
Position Number	begins with	
Department	begins with	
Job Code	begins with	
Employee Classification	begins with	
Employee Status	=	

Case Sensitive

Search Clear Basic Search Save Search Criteria





UCPath work location information:
1) Job Data
2) Workforce Job Summary