

UCI UCPath

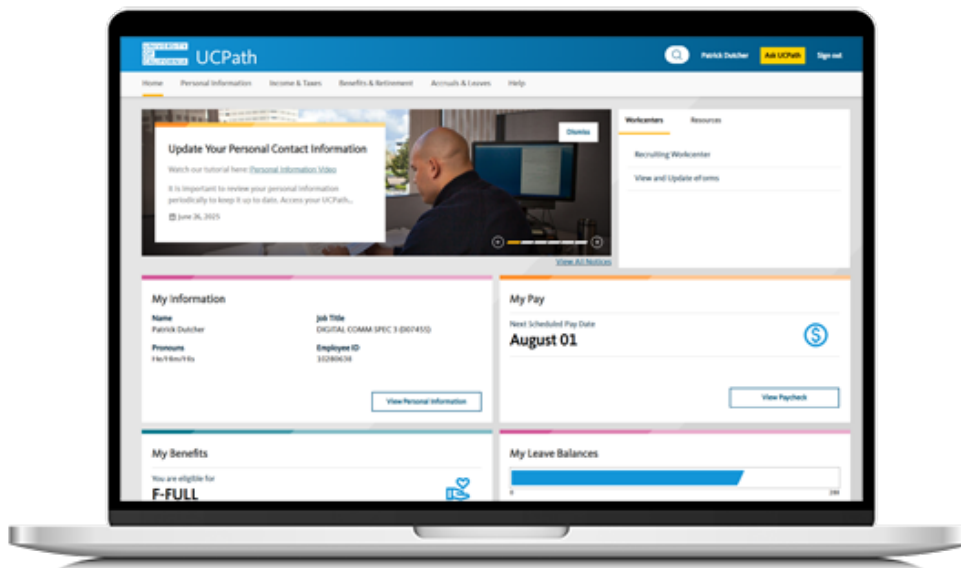
Transactor Digest

July 2025

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.

The New UCPath Online Experience is Here



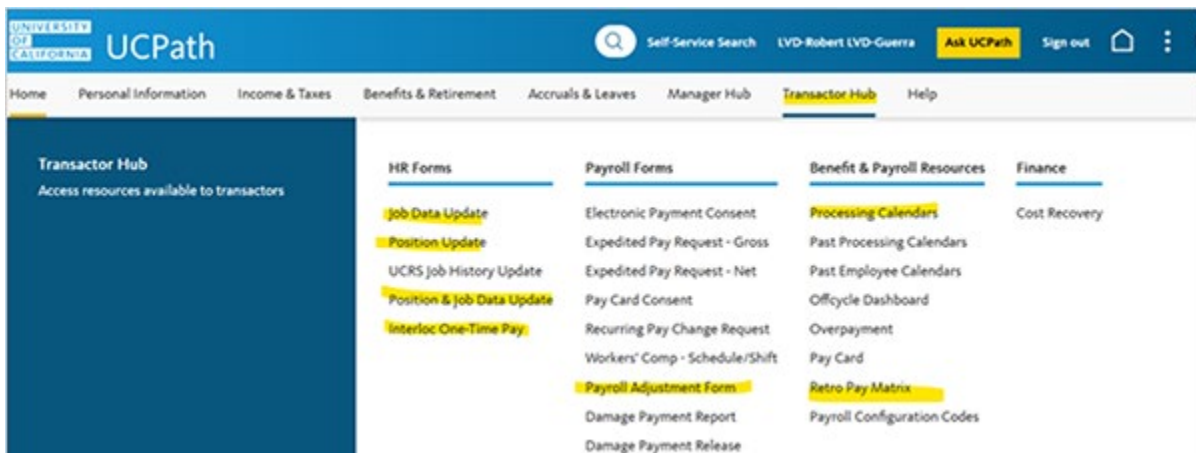
Log in to [UCPath online](#) to experience its new look and navigation, which has been redesigned to make it easier for employees, managers, and transactors to find key tools and information.

What Has Changed?

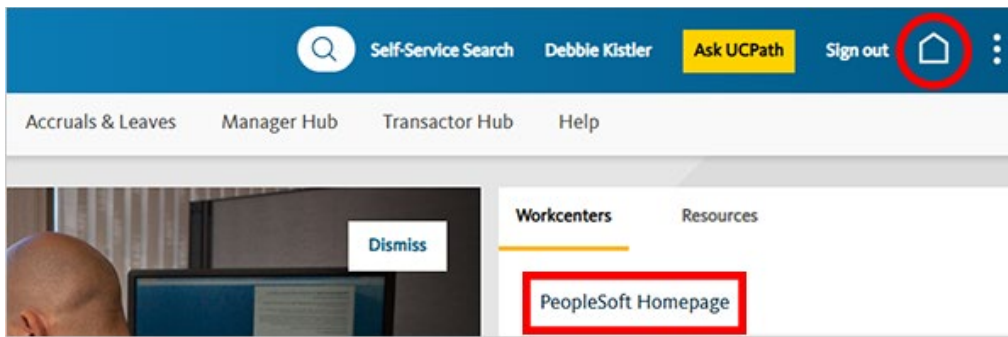
While the main features and functionality remain the same, updates include:

- An improved, modern design that aligns with UC's digital brand
- A new top navigation menu for easier browsing
- Tiles that highlight most-used information like pay and benefits
- A new Manager Hub and Transactor Hub
- *Please note:* Bookmarks will no longer be available

What's New for Transactors?



The new UCPath portal has a new Transactor Hub that includes the most common forms used, as well as payroll processing calendars. The Forms Library has been removed; instead, forms have been placed on relevant pages like Benefits Page and Transactor Hub.



Accessing UCPATH as a transactor is easy from two locations: from the house button on the main path ribbon and in the Workcenters box.

Entering iCIMS Information

Be careful when entering information in iCIMS, since this flows directly to the hire transaction and determines pay and other job data information. Salary information has several lines and frequency options, so watch if you are entering an annual salary, that the frequency is also annual and that you are entering in the correct box.

Action Reason

Offer Hire Type*	New Hire	
Offer Expiration (Standard - 3 business days)*	06/11/2025	
Position Number (Please be sure to select and verify the correct position number)*	4	
Proposed/Confirmed Start Date*	06/23/2025	
Proposed NEO Date	Jun 30, 2025	
Job Expected End Date		
Salary Plan for this Offer (Mandatory for recruitment with open rate*)		
Hourly Compensation Amount	\$50.37 USD	Frequency: Hourly
Monthly Compensation Amount	USD	Frequency: Annually
Annual Compensation Amount	USD	Frequency: Annually
Difference to SX/EX Union or Health Care Minimum	USD	Frequency: Annually
Original Offer Amount	USD	Frequency: Annually
Hiring Bonus	USD	
Relocation Amount	USD	

A blue arrow points to the 'Annual Compensation Amount' row.

The difference to SX/EX Union or Health Care Minimum line is only used to get employees to the \$25 min for SX/EX union or \$24 min for health care dept. Only enter the difference from the step amount.

Time Reporting for Monthly Hourly Employees

Monthly hourly employees must report hours to receive pay and submit their timesheets according to the outlined [Monthly Hourly TRS Deadlines](#).

- Submission deadlines are typically mid-month.
- To receive a full month's pay, employees need to estimate their time for the remainder of the pay period.
- If actual hours worked differ from the projections, timesheets can be recalled and edited. Corrections to earnings will be processed in subsequent payroll.



Cost Transfer Enhancements Now Live in UCPath

UCPath recently rolled out enhancements related to processing cost transfers, including a new menu structure and improvements to salary cost transfers.

New Menu for Cost Transfers

UCPath has a new menu for cost transfers featuring the following changes:

- All Cost Transfer transactions are under one folder.
- Process Direct Retro menu option has been removed.
- View previously submitted direct retro transactions using the Review DR Transactions menu option.
- Will need to update your favorites/bookmarks for these pages.

Salary Cost Transfer Enhancements

Below is a list of recent enhancements and fixes for Salary Cost Transfers.

General Ledger Tasks	
Budget	▼
Configuration	▼
Cost Transfer	▲
Process Benefit Cost Transfer	
Review Benefit Cost Transfer	
Process Salary Cost Transfer	
Review Salary Cost Transfer	
Review DR Transactions	
Funding	▼

- Updated work study distribution logic to handle a negative award balance. This allows you to remove work study, which may cause the work study balance to go negative, in order to reapply.
- Updated salary cost transfer search results and selection logic to automatically include the same full accounting units (ChartField string).
- Resolved the file attachment and naming issues in the salary cost transfer tool.
- Updated logic to restrict duplicate lines by earn code with the same full accounting units on the salary cost transfer entry page.
- Updated logic to prevent batch process failure for duplicate full accounting unit entry on the salary cost transfer entry page.
- Enhanced the salary cost transfer entry functionality to exclude effort validations on lines without change.

Retirement Job Aid

UCPath recently revised the retirement job aid regarding the Effective date and made changes to transactions for those that followed the previous guidance of 6/30/2025. The new job aid tells us to use the next day after the last day worked. There is nothing that transactors need to do; we are just sharing in case you notice changes in your transactions for retirements.



Below is the updated matrix from the revised job aid, published 7/9/2025.

Last Day Worked vs Effective Date of Retirement

Work Schedule	Last Date Worked/Termination	Effective Date
Monday – Friday	Friday, June 27, 2025	Saturday, June 28, 2025
Saturday or Sunday	Saturday, June 28, 2025,	Sunday, June 29, 2025
	Sunday, June 29, 2025	Monday, June 30, 2025
1976 Tier, Safety	Friday, June 27, 2025 (or before)	Saturday, June 28, 2025 (or date immediately following last day worked)

⚠ **Termination Date** in UCPath system = **Separation Date** at RASC.
Last Day Worked is typically the same date as **Termination Date**, but not always (see *Leave of Absence* below).

Training Environment Outage Until Aug. 13

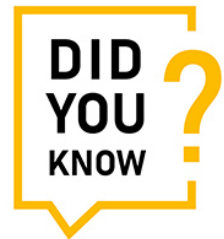
Those interested in using the Training Environment to practice transactions or other uses, should be aware of an ongoing outage. It will be unavailable from July 16 at 8 p.m. through Aug. 13 at 10 a.m.

This does not impact production; it's just for those trying to utilize training environment for practice.



Did You Know ... ?

- **Contract Workers (CWR)** are not employees, so be careful if subsequently hiring them as an employee. Do not use a rehire template, since they are not employees. Use the Full Hire template with reason code "With Prior UC Affiliation."
- **Hire Date Changes** require manual review and often involve the Benefits and Payroll teams. WFA analyzes each case for impacts like overpayments, benefit enrollments, and record conflicts. If the record contains future-dated rows, UCPath removes these rows to ensure the benefit batch processes run correctly. Position rows that are removed are reinserted, as an effective date cannot be reused and reinserted by the location. Job data row removals, like pay changes and extensions, are required to be re-entered by locations via PayPath/Manage Job, if still applicable. A post-audit is completed to confirm accurate processing and benefit eligibility.



Subscribe to 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.

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 Aug. 5, Aug. 19, and Sept. 2.



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

Discover Resources on the Transactor Web Page

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

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. 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.

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