

The header image features a background of a large, leafy tree with a path leading through it. The text "UC Irvine" is in a large, bold, white sans-serif font. Below it, "UCPath" is in a smaller, white sans-serif font. The word "Transactor" is in a large, white sans-serif font, and "Digest" is in a slightly smaller, white sans-serif font. A horizontal bar with a rainbow gradient (blue, purple, pink, orange, yellow) is positioned below the text.

# UC Irvine

UCPath

## Transactor Digest

January 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.

### **Welcome to the New Year!**

Happy New Year! The UCI UCPATH team looks forward to working together with you for a successful, productive, and collaborative 2026.



— Georgana, Debbie, Peter, Sheila, Andrea G., Sylvia, Jesse, and Andrea K.

### Training 2026 – UCLC

Manage Job and Manage Human Resources are new and improved pages available now. They're optional today but will replace the current pages over time. If this is something that you are interested in learning about, discuss it with your supervisor. If they approve, you can take the e-learning courses from the [UC Learning Center \(UCLC\)](#).



The two courses available are:

- UCPATH: Manage Job
- Manage Human Resources (Direct Entry).

If you complete the courses, ask your supervisor to open an EEC ticket to UCPATH Security to request access to initiate these types of transactions. You will also need someone to be trained to be an approver for these transactions.

### ***Look for W-2s and 1095-Cs in UCPATH by End of January***

W-2s and 1095-Cs will be available in [UCPATH online](#) by the end of January. Get these forms electronically at UCPATH online under the Income & Taxes tab under Tax Statements.

### **New Transactors: Practice Makes Perfect!**

If you have recently finished your Funding Entry or Salary Cost Transfer training, don't miss our interactive hands-on labs. These optional, virtual sessions are conducted via Zoom and are designed to provide a supportive space to ask questions and practice your new skills.

- **Who:** New transactors (Priority given to recent trainees).
- **What:** Interactive practice in the training environment.
- **Requirement:** Please ensure you have training environment access before attending. Instructions will be provided after signing up.

**Slots are limited:** [Review the schedule and sign up to claim your spot!](#)

### **Former Employee Access to W-2 and Prior Earnings Statements**

When employees leave UC, they will receive an email to their personal email address in UCPATH with information to activate their former employee account. If they don't have a personal email address in UCPATH, they need to call the UCPATH Center at 855-982-7284 to update their email and receive the login information.

- [Job Aid: UCPATH Former Employee Portal](#)
- [UCPATH Former Employee Portal: Frequently Asked Questions](#)

You may direct former employees to this UCOP [former employees' resources web page](#).

## California Nurses Association: NX 5.33% Across the Board Increase

The California Nurses Association has implemented a NX 5.33% across the board increase for eligible employees, effective Jan. 1, 2026, for monthly paid employees and January 4, 2026, for biweekly paid employees. The new rates will be reflected on Jan. 30, 2026, paycheck for monthly paid employees and Jan. 28, 2026, for biweekly paid employees.

- All increases will be processed centrally.
- New rates will not be applied to jobs ending prior to Jan. 1, 2026, for biweekly and monthly employees.
- Any extensions not processed will need to be manually addressed.



## Understanding the Payroll Calendar



UCPath uses the [Payroll Processing Schedule](#) to manage the execution of the payroll process. The schedule is standard across all UC Locations on UCPath. Locations use the schedule to plan and manage their deadlines and the deliverables that they are responsible for. Includes dates on when payroll information flows to KFS accounts to be updated. Adherence to the schedule helps reduce payroll processing times and helps UCPath meet their deliverables.

**Note: Updates can occur at any time.** Always use the schedule currently posted in the Transactor Hub in UCPath or our UCI UCPath website to manage deadlines.

- **Navigation (in UCPath) - Dashboard Navigation:**  
Transactor Hub > Benefits and Payroll Resources > **Payroll Processing Schedule YYYY**
- **Navigation (in UCI UCPath)**  
[ucpath.uci.edu](http://ucpath.uci.edu) > Transactors > Common Resources

Get more detailed information on the UCI UCPATH website's [transactor support page](#) under Common Resources > Tues. Training Tips Archives > January 2026 – 1/6 Presentation with Recording > Understanding the Payroll Calendar or view the UCPATH Job Aid: [Review the Payroll Processing Schedule](#).

Other schedules are also available online:

- **GL Processing Calendar:** *(Note: Colors on the GL calendar point to key activities)*  
[ucpath.uci.edu](#) > Access Transactors > (Login) > Funding and General Ledger > Calendars > UCPATH Center GL Activities > GL Processing Calendar Q1 2026
- **SCT Calendar:**  
[ucpath.uci.edu](#) > Access Transactors > (Login) > Funding and General Ledger > Salary Cost Transfer > SCT Processing Calendar Q1 2026

### Reminders for Transactors

- When hiring an employee as a new hire that was recruited through iCIMS, be sure to add the applicant iCIMS ID in the new hire template.



The screenshot shows a web form titled "UC External System ID". It contains two search fields: "Business Unit" with the value "IRCMP" and "External System" with the value "UCI\_ICIMS\_SYSTEM\_ID". Both fields are highlighted with red rectangles. Below these fields is a "Comments" section with a text area. A grey callout box with the text "Enter applicant iCIMS ID here" has an arrow pointing to the "External System ID" field.

- Review all employee information for accuracy.
  - Employment Job Data (FTE, Job Code, Compensation)
  - Verify funding is active and correct (note position changes may require funding to be re-done)
- Review employees with Expected Job End Dates
  - Confirm those that were terminated were correctly ended.
  - Review those that have end dates that have passed and need to be termed or extended.
- Review existing SWB for accuracy.

- Confirm start and end dates.
- SWB do not end automatically – be sure to process a Return From SWB
- All employees on SWB must have a future dated appointment.
- When you are creating Additional Pay, be mindful of:
  - Effective Date in relation to the payroll processing schedule
  - Retroactive **New** Additional Pay with prior earnings on that Empl Record during the retro time period will trigger retro module to pay the new additional Pay.
  - If the Retro New Additional Pay was on Empl Record with no prior earnings on that Empl Record, then a Payroll request is required to process missing pay.
  - Refer to [Retro Matrix](#) in UCPath Transactor Hub for additional details on all Retro transactions.



**Note:** Changes to FTE which change the Comp rate for Monthly employees will trigger retro changes in the resulting pay. We are still discussing if this has an impact on hours being reported and how we might handle this appropriately. If you have concerns and don't want it to be processed via retro pay, please reach out to discuss with us.

## UCPath Website Information

The website [ucpath.uci.edu/transactors](https://ucpath.uci.edu/transactors) contains a lot of great information and links to helpful tips and job aids for transactors. While the information is organized into ten different tabs, sometimes you might not know where to look. That's when the search box in the upper right corner can be helpful. Typing in a key word can lead you to job aids, PowerPoint presentations, links to UCPC help, and information from a bi-weekly training tips meeting that may contain the information you are looking for. Please look at dates to find the most recent and relevant information.





If you still have questions after your search, open an EEC ticket to UCPATH Support. Please let us know if you find anything in the website that needs updating or is not functioning, we appreciate those who alert us, be a website watcher!

### Did You Know ... ?

UCPath is working on a conversational AI named PathPal currently being tested by UCPC employees. Soon to be made available to all employees.

- Focused on employee questions, not transactors.
- Employees will be able to type or speak a question, and PathPal will provide information and additional links and, if needed, point them to open a case or to transfer to a live agent.



### 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 Feb. 3, Feb. 17, and March 3.



- 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 be 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 [UCI 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 (security) information, processing schedules, and more.

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

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