

**UCIrvine** UCPATH

# Transactor Digest

**November 2025**

*A source of updates and information for UCI UCPATH Transactional Users*

Visit the transactional user page on the [ucpath.uci.edu](http://ucpath.uci.edu) website for UCPATH support documents, FAQs, and more.

**Open Enrollment – Enroll by 5 p.m. Nov. 21**



Open Enrollment is the annual opportunity for UC employees to review benefits, explore options, and make selections for 2026 coverage. Anyone who hasn't selected Open Enrollment choices yet should go to [UCPath online](http://UCPath online) and click on the "Enroll Now" button at the top of the main page to make selections by 5 p.m. Nov. 21. UCPATH has

made several improvements to the benefits enrollment pages to make the process even easier. Sign up early, don't wait till the last day!

For more information, please see UC Irvine Human Resources' [Open Enrollment Overview](#). For questions, please contact UC Irvine's [Employee Experience Center \(EEC\)](#).

## HELPFUL RESOURCES

- [UC Open Enrollment Website](#)
- [UC 2026 Benefits Changes Fact Sheet](#)

### Upcoming Changes to Benefit Premium Deductions



Below are important updates to benefits premium deductions, which may impact paychecks. Please review to incorporate in your income planning for the upcoming months. These updates will improve accuracy and efficiency of UC's benefits and payroll processes.

### BI-WEEKLY PAYCHECKS

The first important update is how UC will deduct benefits premiums from bi-weekly paychecks, effective January 2026. Premium deductions for all benefit plans will now align with the **current month** of coverage instead of being taken one month in advance. For example, UC will take deductions for January 2026 coverage from Jan. 14 and Jan. 28 paychecks.

### Transition Timeline

To adjust to the timing of benefit premium deductions, please note the following important dates and changes:

- UC will continue to deduct December premiums from November paychecks as usual.
- UC will take no premium deductions from Dec. 3 and Dec. 17 paychecks for the following benefit plans:
  - Medical
  - Legal Services
  - Supplemental Health Plans
    - Accident
    - Hospital Indemnity
    - Critical Illness Spouse and Child
  - Employee and Dependent AD&D
  - Supplemental Life Plans
    - Basic Dependent Life
    - Expanded Dependent Life Spouse and Child
- **First paycheck reflecting the new deduction timing:**
  - Jan. 14, 2026



As benefit premium changes take effect in January 2026, UCPATH will continue reviewing year-end benefit plan changes to ensure all premiums are up to date. In some cases, a retroactive premium adjustment may be needed, especially if you enter changes due to a recent life event after the payroll deadline.

## **MONTHLY EMPLOYEES – VOLUNTARY DISABILITY PREMIUMS**

### **What is Changing?**

#### **For Monthly Paid Employees (Disability Premiums):**

Disability plan premiums will be deducted **during the current coverage month** rather than in arrears. All other benefit premiums will continue to be deducted during the current coverage month. For example, deductions will be taken from Jan. 2 paycheck for coverage the month of January 2026. UCPATH sent a prior notification to impacted monthly paid employees on Oct. 24, 2025.

### **Transition Timeline for Location Awareness**

To adjust the timing of benefit premium deductions, please note the following important dates and changes:

- For monthly employees, we will collect disability premiums for December 2025 coverage over two paychecks:
  - Oct. 31, 2025
  - Dec. 1, 2025

**First paycheck reflecting the new deduction timing:**

- Jan. 2, 2026 (monthly employees)

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### **Sign-Up for Online W-2 & 1095-C Forms by Jan. 2, 2026**

Did you know you can receive your W-2 and 1095-C forms faster and more securely by going paperless? If you have not already signed up for electronic delivery, go to [UCPath online](#) and click follow these quick steps to sign up before Jan. 2, 2026:

#### **W-2 Consent**

- Using the main menu, navigate to Income & Taxes > Tax Statements > Enroll to receive W-2/W-2c
- Select Enroll to receive online W-2
- Review and confirm your election

#### **1095-C Consent**

- Using the main menu, navigate to Income & Taxes > Tax Statements > Online 1095-C Consent
- Select Enroll to receive online 1095-C
- Review and confirm your election

Going paperless helps protect your data and supports sustainability efforts across UC. Please check your own settings and encourage all employees to do the same. All employees have access to the electronic W-2 and 1095-C, but the election needs to be made for both forms to stop the version sent via mail.

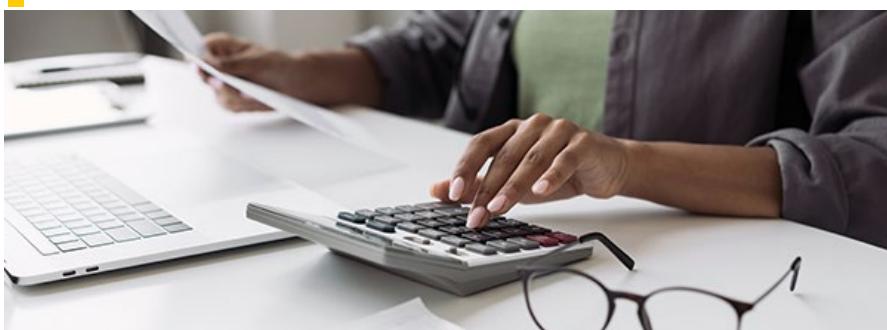
## Home Address vs Mailing Address in UCPath Online

Please remember to communicate the important difference between "home address" and "mailing address" in UCPath to employees, graduate students, and others in offer letters and other onboarding documents. Keeping both fields current and correct is critical for receiving paychecks (if not on direct deposit) and other communications. NOTE: The "home address" is where paychecks will go if the employee is not on direct deposit.



- **Home Address** – UC uses this required field to mail paper paychecks and essential information. This is where employees want to and can receive paychecks. ***New employees must have the correct home address in the system, as often their first check is not direct deposit.*** If the home address is not a valid address where the employee will be able to pick up their paper paycheck, it can result in a two-week or more delay in getting their paycheck.
- **Mailing Address** – This is an optional field in the system and ONLY used for W-2, if different than the home address.

## General Ledger (Finance-Related) Transactions Unavailable Nov. 22 - 24



General Ledger (Finance-related) transactions (funding entry, mass funding uploads, budget transactions, and salary and benefit cost transfers) will be unavailable during cutover activities for the UCPath November release.

- Unavailable starting Saturday, Nov. 22, at 6 a.m.

- Available again Monday, Nov. 24, at 8 a.m.

Also please note, the entire UCPath system will be down from midnight Sunday, Nov. 23, until 6 a.m. for scheduled maintenance.

## **Winter Administrative Recess & Winter Holidays**

Below is the schedule for UC Irvine's [Winter Administrative Recess](#):

- Wednesday Dec. 24: Paid Holiday
- Thursday, Dec. 25: Paid Holiday
- Friday, Dec. 26: Vacation / Compensatory / PTO / Leave – No Pay
- Monday, Dec. 29: Vacation / Compensatory / PTO / Leave – No Pay
- Tuesday, Dec. 30: Vacation / Compensatory / PTO / Leave – No Pay
- Wednesday, Dec. 31: Paid Holiday
- Thursday, Jan. 1: Paid Holiday

Holiday designation based on the schedule noted above will be completed via our local time and attendance systems.

## **Reminders for Transactors**

- The Composite Benefit Rate (CBR) displayed on the DOPE report is incorrect for July through September; however, the CBR used in the calculation is correct. There is no financial impact. ACTION: UCPC is aware of the issue and is working to correct it for reports going forward, but it will not correct historical reports.
- On Oct. 27, UCPath introduced a new Foreign Source Income Statement eForm to replace the existing PDF version. The new eForm is now integrated into UCPath for quicker and streamlined processing. As best practice, direct employees to complete the Foreign Source Income Statement eForm by following this navigation path: Main Menu > Income & Taxes > Forms > Foreign Source Income Detail.



- Reminder to submit Payroll Adjustments and Overpayment ASAP for Calendar Year-End Processing. Priority will be given to those submitted by Oct. 17. All others will be processed in order submitted.
- Remember to run the Job Ending Dashboard (RUCI217) to review jobs with upcoming job end dates to determine if they need to be extended or if they should be automatically terminated.
- Access to Manage Human Resources (Direct Entry Hires) requires completion of Manage Human Resources e-course in UCLC and the CPO requests the role by sending email to [Dkistler@uci.edu](mailto:Dkistler@uci.edu). Remember that in order to use the functionality, both an initiator and an approver must have security access to Manage HR.
- The final bi-weekly Training Tips Meeting for 2025 will be on Tuesday, Dec. 9, with the first meeting of the new year to be on Tuesday, Jan. 6.

### The Role of Points of Contact (POC)

- **First point of contact** when a transactor has questions
- **UCI UCPATH Team Liaison:** This individual serves as the key contact for receiving updates and communications from the UCI UCPATH team and is the go-to person for questions or help with processing transactions
- **Division Expertise:** They are knowledgeable about your division's specific processes and can guide you through transaction procedures.
- **Support with Escalations:** Need to submit an EEC ticket or UCPC case? They can assist with that, too.
- **Full Contact List:** A complete list of division contacts is available on the [transaction support page of the UCI UCPATH website](#). Please refer to it when you need support.



- **Keep The List Current:** To request updates or changes to the list, please contact Debbie Kistler at [dkistler@uci.edu](mailto:dkistler@uci.edu).

## 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 our last session of 2025 on Dec. 9 (only one session in December due to the holiday).



- 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 [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.

**UC Irvine** Division of Finance & Administration | With U • For U

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

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