



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

### UCI UCPATH 2025 End of Year Overview



The UCI UCPATH team – part of Accounting & Fiscal Services – supports and enhances the systemwide UCPATH platform at UC Irvine. Our work includes system application support and service to UCI's UCPATH community, including campus transactors and central departments.

This [End-of-Year Overview](#) summarizes key accomplishments and collaborations in 2025 that contributed to process improvements and seamless operations.



## W-2 and 1095-C Now Available at UCPATH Online

W-2 and 1095-C forms are available at [UCPATH Online](#) under **Income & Taxes** → **Tax Statements**.

**Reminder:** UC does **not** email or text these forms. Any message with a link or attachment claiming to provide these documents is likely a phishing scam. Always access forms directly by logging in to [UCPATH](#) via a known, secure link.

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

When employees separate from UC, they receive an email at their personal email address listed in UCPATH with instructions to activate their former employee account. If no personal email is on file, they must call the UCPATH Center at **855-982-7284** to update their information. Former employees who did not activate their account within 90 days can contact UCPC for a new activation code.

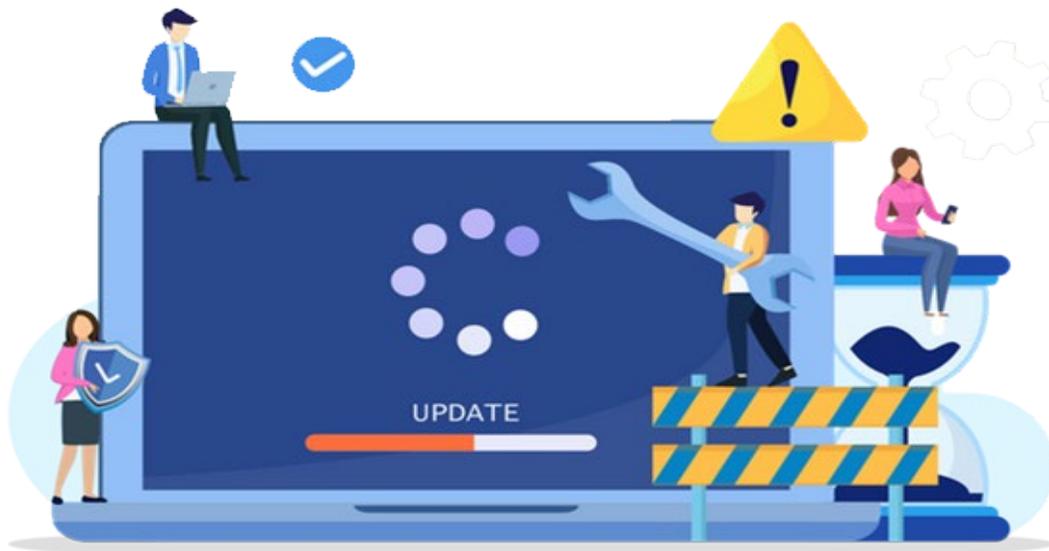
## International Phone Numbers

Former employees without a U.S. or Canadian phone number cannot complete multi-factor authentication (MFA). They should email [ucpath@universityofcalifornia.edu](mailto:ucpath@universityofcalifornia.edu) or call 855-982-7284 to request documents via secure email.

## Helpful Resources

- [Job Aid: UCPATH Former Employee Portal](#)
- [UCPATH Former Employee Portal FAQs](#)
- [Former Employee Resources](#)

## Improve Absence Management Phase 1 – Go Live 3/8



The Improve Absence Management Phase 1 project will go live on **March 8, 2026**. This implementation automates accrual calculations, eliminating the need for UCPATH to perform manual calculations and balance adjustments. No downtime is expected outside the regular maintenance window, and no systemwide code freeze is required.

This update will improve accrual accuracy – especially for employees who experience changes in pay frequency or who are terminated and rehired within the same pay period.

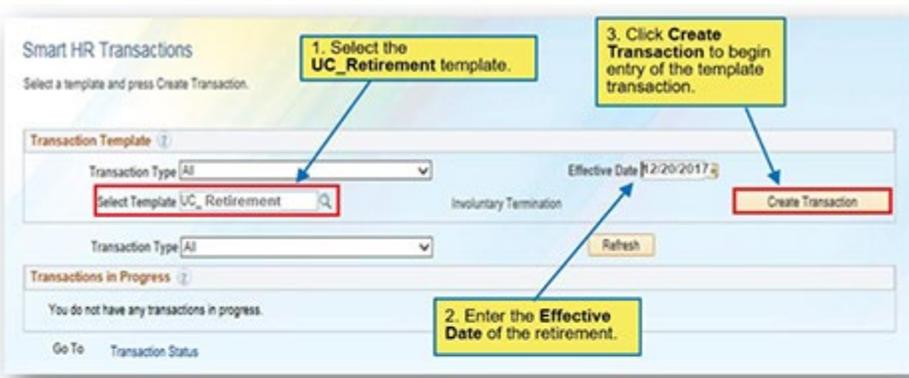
## Probation End Date Entry

When entering a Probation End Date in a UCPATH template, enter the **last day** of probation. The system automatically inserts a row effective the next day to indicate completion of probation.



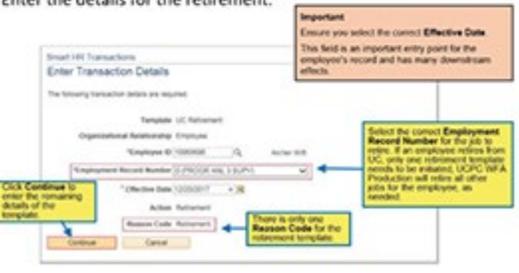
This information is essential for Compensation, who rely on accurate probation dates for pay eligibility decisions.

## New Course: Template Transactions Part 2 (TEM302)



1) Select the appropriate template, 2) Enter the **Effective Date** and, 3) Click the **Create Transaction** button

Enter the details for the retirement.



Enter the transaction details - **Employee ID** number, **Action Reason Code** - and click **continue**.

A fully rebuilt version of **Template Transactions Part 2 (TEM302)** is now available in **UCLC**. If you encounter issues accessing or completing the course, please notify the UCPath team.

### Key Improvements

- **Enhanced Learning Experience:** Utilizes the Articulate Rise platform with new interactive elements.
- **Streamlined Updates:** Module updates can now be refreshed more quickly.
- **Availability:** The course is live and ready to use.

## Quick Reminders for Reviewing Employee Information

- **Confirm accuracy of employee job data:**
  - FTE, Job Code, Compensation
  - Funding is active and correct
- **Review employees with Expected Job End Dates:**
  - Ensure terminated employees were correctly ended
  - For expired end dates, determine whether to extend or term
- **Review existing SWB details:**
  - Start and end dates must be correct
  - SWB does not end automatically – process a Return From SWB
  - All employees on SWB must have a future dated appointment



## Questions About the Budget Distribution Page (BDP)?

Questions related to how to update the Budget Distribution page can be sent to the UCPath team via an [EEC ticket](#) assigned to the UCPath Finance and Accounting category. All other questions and Staffing List variances should be sent directly to the Budget Office using information on their [Contact Us page](#). An EEC ticket is not required.

BDP updates should be made for:

- Newly created, permanently budgeted positions (Staff and Academic)
- Terminations and Retirements
- Department changes to positions

## Position and Job Data Update Form

HR Forms	Payroll Forms	Benefit & Payroll Resources	Finance
<a href="#">Job Data Update</a>	<a href="#">Electronic Payment Consent</a>	<a href="#">Processing Calendars</a>	<a href="#">Cost Recovery</a>
<a href="#">Position Update</a>	<a href="#">Expedited Pay Request - Gross</a>	<a href="#">Past Processing Calendars</a>	
<a href="#">UCRS Job History Update</a>	<a href="#">Expedited Pay Request - Net</a>	<a href="#">Past Employee Calendars</a>	
<a href="#">Position &amp; Job Data Update</a>	<a href="#">Pay Card Consent</a>	<a href="#">Offcycle Dashboard</a>	
<a href="#">MLA/Interloc One-Time Payment</a>	<a href="#">Recurring Pay Change Request</a>	<a href="#">Overpayment</a>	
<a href="#">Dual Employment</a>	<a href="#">Workers' Comp - Schedule/Shift</a>	<a href="#">Pay Card</a>	
	<a href="#">Payroll Adjustment Form</a>	<a href="#">Retro Pay Matrix</a>	
	<a href="#">Damage Payment Report</a>	<a href="#">Payroll Configuration Codes</a>	
	<a href="#">Damage Payment Release</a>		

The Position and Job Data Update Form is available on the UCPATH Transactor Hub or at [ucpath.uci.edu](https://ucpath.uci.edu) → **Get Help** → **Frequently Used Forms**. If the form is required, it must be submitted to **Ask UCPATH** (UCI cannot process these locally).

#### **Guidance for Selecting the Correct Form:**

- UCPC recommends using the Combination Form.
- Comments matter – include clear, detailed explanations to support processing.

#### **Common scenarios for using an Update Form:**

- Position change on an existing position change date
- Revising a hire date or termination date (use Job Data Change Form).

If unsure, open an **EEC ticket** for UCPATH Support and include details about the employee and the reason for the request. Your division **Point of Contact (POC)** can also assist.

#### **When to Create EEC Tickets**



Before submitting a transaction, consult your Division **Point of Contact (POC)** for initial guidance.

#### **Open an EEC Ticket for UCPATH Transactor Support When**

- Processing complex pay corrections or retro transactions
- You see multiple options and are unsure
- You need guidance on payroll adjustments (contact UCI Payroll first before submitting to Ask UCPATH)

## Open an EEC Ticket for UCPATH Finance & Accounting When

- Work Study funding issues occur (review the items below before submitting an EEC ticket)
  - Confirm that the Position Pool ID includes the correct work study program (i.e., G-Graduate, F-Federal, P-President, etc.) and correct effective date. If missing, it can be added using PayPath with an effective date of the first day of the pay period.
  - Check the Work Study Award Table balance that is in the Funding menu. The UCPATH team cannot assist with financial aid award balance issues. If there is no award balance in UCPATH, all expenses are charged to the department
- You have funding entry or cost transfer questions (SCTs & BCTs)
  - Review error messages for guidance on what the problem is related to.
  - Errors stating "Account Not Found" must be followed up with KFS accounting team ([kfs@uci.edu](mailto:kfs@uci.edu)); it's usually related to a date issue in KFS. Provide the entire FAU and effective date being used in UCPATH so KFS team can troubleshoot.
- When entering an EEC ticket assigned to the UCPATH Accounting and Finance category, be sure to run and attach the Distribution of Payroll Expenses Report RUCI104 (DOPE) for the employee(s) pay period(s) and expenses in question. The EEC cannot assist with troubleshooting the issues using KFS account level reports because the detail for the amounts is missing. They must troubleshoot from the employee payroll expense level.

The screenshot shows the 'UCPATH Distribution of Payroll Expense Report (DOPE)' interface. The title bar includes 'UCI Decision Support' and 'UCPATH Distribution of Payroll Expense Report (DOPE)'. The interface is divided into several sections:

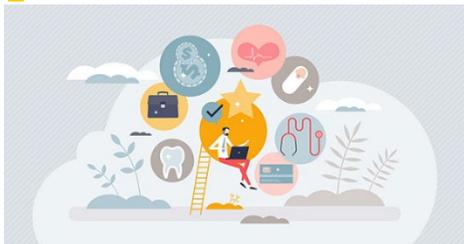
- Date Prompt Type:** Includes options for Accounting Date Period, Accounting Date Range, Pay End Date, All End Date, and AFS Funding Year/Period.
- Accounting Date Year:** A dropdown menu set to '2018'.
- Accounting Date Period:** A list of months from July to January.
- Report Type:** Includes 'By Employee' (highlighted with a red box) and 'By Department'.
- Chart Code:** Includes 'UC - UC HOME', 'MC - MEDICAL CENTER', 'AC - ARCHITECTURE AND NATURAL RESOURCES', 'EN - ENGINEERING', 'IC - COLLEGE HOUSING FOUNDATION', and 'IS - IRVINE CAMPUS HOUSING AUTHORITY'.
- Consolidation:** Includes 'ENGL - SALARIES & WAGES ACADEMIC', 'GENE - BENEFITS', 'ENGL - SALARIES & WAGES STAFF', 'ENGL - SALARIES & WAGES GENERAL ASSISTANCE', 'ENGL - BENEFITS', 'GENE - GENERAL EXPENSES', 'GENE - GENERAL EXPENSES', 'ENGL - SALARIES AND WAGES', 'ENGL - STUDENT AID', and 'DEPT - DEFAULT - CONSOLIDATION'.
- Employee Class:** Includes '1 - Staff Contact', '2 - Staff Case', '3 - Academic Staff', '4 - Staff Contact', '5 - Student Case/Feedback', '6 - Staff Per Diem', '7 - Staff Per Diem Center', '8 - Staff Faculty', '9 - Academic Faculty', and '10 - Academic Non Faculty'.
- Higher Ed Function:** Includes 'ACAD - Academic Support (AFS 4310 UC 43)', and 'ACAD - Academic Support (AFS 4310 UC 43)'.

## Questions Local UCPATH Support Cannot Address

Some questions can't be addressed by the EEC or local UCI UCPATH team and can only be answered by specialized departments mentioned below.

- **Earn Codes:** Consult HRBP (HR Business Partner), Compensation, or Payroll
  - The Earn code list is available in UCPATH Transactor Hub > Payroll Configuration Codes, and at [UCPATH.uci.edu](https://ucpath.uci.edu) > Transactor > Get Help > Knowledge Resources
  - The list identifies certain behaviors of the Earn codes, such as Tax treatment, inclusion in assessment calculations, retirement, etc.
  - This list will be helpful for discussions with the HRBP or other decision makers.
- **Job Codes:** Contact Academic Personnel or HRBP
- **Certain Assessment Adjustments (e.g., RPNI) :** Consult Central Accounting (EEC Category = Payroll Accounting)
- **Leave of Absence Reason Codes:** Consult the local Leaves/Workers' Comp representative
- **KFS Accounts not found in UCPATH:** Consult the KFS team
- **Object Code questions:** For object codes not entered in UCPATH, work with Accounting
- **Mass Salary Cost Transfers:** Not yet available

## 2026 Benefits Vendor File Schedule



The Benefits Vendor File Schedule for 2026 is available in UCPATH within the Transactor Hub under the following path: Benefit & Payroll Resources > Processing Calendars > Benefits Calendars > Vendor File Schedule.

Below is some important information to know about the Benefits Vendor files:

- **Changes Files** will include new enrollments (for new hires and new dependents), enrollment changes and terminations.
- **Full Files** will include all active enrollments, new terminations since the last changes file, and demographic changes (these are not sent in change files). Demographic changes include address changes, name changes, gender changes, DOB, SSN.
- **Flexible Spending Account (FSA)** changes files will include new enrollments, terminations, mid-year changes (such as increases or decreases in annual pledges), BW and MO contributions, and monthly files that include all active enrollments and demographic changes.
- **Social Security Number (SSN)** - The following vendors do not accept enrollments for employees without SSNs: Delta Dental, Principal (PD), HealthNet (Active), WEX (FSAs), Health Equity (HSAs)
- **Addresses** - HMO plans require a U.S. home address for enrollment; foreign addresses are not accepted. HMO plans also do not allow P.O. Box addresses.

### Did You Know...?

UCPath is working on a conversational AI named "PathPal" that is currently being tested by UCPC employees. This will soon be 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. If needed, it will direct employees to open a case or transfer to a live agent.
- More details will be shared soon.

### 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 March 3, 17, and 31.

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

## Stay Informed – Subscribe

### TEAMS UCPATH Announcements Channel

In Microsoft Teams, [subscribe to our UCPATH Teams Announcement channel](#) to receive timely system alerts, reminders, and updates. Turn on notifications to ensure you don't miss urgent announcements.

### Transactor Digest and UCPATH Emails

If you are not receiving UCPATH emails and monthly Transactor Digest e-newsletters but would like to, please [subscribe](#). We send our emails out through UC Irvine's ZotMail system, so check your email filters to ensure our messages come into your inbox and aren't automatically diverted to a junk or spam 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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