October 30, 2024 – November 13, 2024

Welcome to our biweekly communication to keep you up-to-date on all things UCPath.

Announcements

UCPath Biweekly Newsletter Schedule: The next newsletter will be sent on **11/13**

Reminder!

- The next Default Day is: **11/04**
- The next UCPath Transactions Office Hours is: **11/14 @ 9:00 am - 10:00 am**
- Make sure to review your [paycheck](#) and [Direct Deposit information](#) in UCPath
- Join the [UCPath Community of Practice](#)
- Looking for UCPath metrics? View the [UCPath Metrics Dashboard](#)
- Register for a [UCPath On-The-Job Training session](#) today!
- Be sure you are aware of the new [December Monthly Payroll Schedule changes](#)
- UC San Diego has four (4) university paid holidays (December 24, 25, 31 and January 1, 2025) during the Holiday/Winter period. Refer to the [Holiday Schedule Campus Notice](#) for more information.

Did You Know?

Coming Soon: A New Way to Manage Access to UCPath

Beginning in November, a **new** **UCPath Access Management Form** will provide users a consolidated request form to **add**, **modify**, or **remove** **existing** UCPath system access.

The UCPath Access Management Form will replace the [UCPath Transactor Access Request](#) and [UCPath Access Removal Request](#) forms in the Employee Center.

Our local UCPath website, along with the [How to Request Access to UCPath Knowledge Base Article](#), will be updated with a link to the new UCPath Access Management Form once it is live in the Employee Center. Stay tuned for more information!

Year-End Payroll Updates

UCPath Center has begun processing several 2024 year-end transactions. Below is a list of year-end tasks that are currently under way:

Clinical Incentives

- Will be processed via off-cycle pay run
- Subject to supplemental tax
- Pay date: 11/13

CTO/PTO Payouts

- Will be processed via off-cycle pay run
- Subject to supplemental tax
- Pay date: 11/20

Zip Loan Forgiveness

- Applies to active, monthly employees only
- Imputed income updates added via off-cycle pay run
- Employees will have FICA and Medicare taxes withheld from their regular on-cycle paycheck dated Nov. 1
- A targeted message will be sent to employees on Tuesday, Oct. 29
- These earnings will be reported as taxable for Federal and State withholding purposes, but no additional taxes will be withheld to cover these amounts. Employees are advised to seek tax guidance on covering any outstanding tax obligations

Home Loan Imputed Interest

- Will include active, retired and terminated employees.
- The imputed income update will be processed via off-cycle pay run
- Active employees will have FICA and Medicare taxes withheld from their regular on-cycle paycheck dated Dec. 1
- Retired and terminated employees will be charged FICA and Medicare taxes as an overpayment
- A targeted message will be sent to employees Friday, Nov. 22
- These earnings will be reported as taxable for Federal and State withholding purposes, but no additional taxes will be withheld to cover these amounts. Employees are advised to seek tax guidance on covering any outstanding tax obligations

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Open Enrollment Resources

Open Enrollment for 2025 benefits will begin **Thursday, October, 31, 2024, at 8:00 am and end on Friday, November 22, 2024 at 5:00 pm**. Please plan accordingly to ensure you allot yourself enough time to ask questions and make your benefits selections by the deadline. Read more about Open Enrollment along with important updates to medical plan premiums in this [Campus Notice](#).

Resources:

- Open Enrollment information for faculty/staff and retirees is available on [UCnet](#).

- **ALEX** has been updated with information for 2025, including premium costs customized to the user's location and bargaining group.
- Information will be available in Spanish by October 31, the first day of Open Enrollment.

December Monthly Payroll Schedule Changes

UCPath Center is preparing to update life insurance and disability benefit configurations for 2025, with variations for biweekly and monthly employees. To streamline the process, UCPath Center is **adjusting the monthly payroll confirm cycle for January 2, 2025 paychecks**.

Please be aware of the new deadlines:

Monthly Payroll	Original Date	New Date
Employee Data Change Deadline	December 17, 2024	**December 16, 2024**
Stop Processing Inbound Files	December 23, 2024	**December 19, 2024**
Location Correction Files	December 26, 2024	**December 20, 2024**
Pay Confirm	December 27, 2024	**December 23, 2024**
Resume Payroll Processing; RI Burst	December 30, 2024	**December 26, 2024**
GL Post Confirmation	January 2, 2025	**December 27, 2024**

Read the full update here.

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1 Month Away: UCPath Projects: November Release

The following projects are scheduled to go live on **November 25, 2024** as part of the **UCPath November Release**:

1. **Rewrite GL Assessments Phase 2:** This project will consolidate, centralize and streamline the generation of assessment information. As part of this project, UCPath Center will be updating assessments to calculate on rates of the original earning period (vs current paycheck dates) for retro payments.
2. **Direct Entry Enhancements:** The Direct Entry (formerly known as **Hire Pilot**) enhancements will allow Early Adopters from Central Offices to transact using the new **Manage Human Resources** tile **before** all transactors can transact within the tile.
3. **Automate Security Deprovisioning:** This project will automate the deprovisioning of security when an employee transfers from one location to another. Only local UCPath Security Administrators will be impacted.

Read the full project status alert here.

Reminders for Retroactive Job Changes in PayPath

When making retroactive job changes in PayPath, all values need to be updated to reflect the correct values as of the effective date being entered.

- **Retroactive Change**: A change that pre-dates the current top of stack row
- **System Behavior**: When submitting a job or position data change via PayPath, the system automatically populates values from the top of stack row by default, even if it's a future-dated change
- **Transactor Review**: Update every value to align with the correct job/position details for the retroactive date, as the system will carry all populated values back to the effective date entered
- **Review**: After updating the Job Data tab, review the "Workforce Job Summary" page to check if additional updates are needed for future-dated job rows

Example:

- If today's date is the top of stack row, the system displays all values from this row
- Submitting a retroactive job change (e.g., changing who an employee reports to) requires updating all other values (e.g., compensation, FTE, etc.) to the appropriate values based on the retroactive date

The above information and more can be found in our [Newsroom](#).

Job Aids, Quick References & KBA Updates

Always access Job Aids through [website links](#) to ensure you are using the most recent versions.

UCPC Job Aid & Quick Reference Updates as of 10/30/24

- **Simulation: [View Person Organizational Summary](#)**
  - The following training resource has been updated with new screenshots to reflect recent system updates.
- **Job Aid: [Manage Job – Action Codes, Reason Codes, and Descriptions](#)**
  - The following training resource has been updated by adding Action/Reason codes and Descriptions for Contingent Workers.

Upcoming Payroll Deadlines

The [Payroll Processing Schedule](#) is your official source for Payroll Deadlines & Non-transaction Days.
Use this [Job Aid](#) to understand the terminology and deadlines.
* Dates with an asterisk indicate payroll processing deadlines adjusted for holiday processing.

Nov. Biweekly 1 11/06/24 Paycheck

- **10/24 at 3:00 pm (Th):** Employee Data Change Deadline
- **10/29 at 5:00 pm (T):** PayPath Transaction Deadline
- **10/29 at 5:01 pm – 11/01 at 6:00 am (F):** Non-transaction days for PayPath - BW1
- **10/30 at 7:00 pm (W):** Deadline for Funding Transactions
- **11/04 (M):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

Nov. Biweekly 2 11/20/24 Paycheck

- **11/06 at 3:00 pm (W):** Employee Data Change Deadline
- **11/12 at 5:00 pm (T):** PayPath Transaction Deadline
- **11/12 at 5:01 pm – 11/15 at 6:00 am (F):** Non-transaction days for PayPath - BW2
- **11/13 at 7:00 pm (W):** Deadline for Funding Transactions
- **11/18 (M):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

Upcoming Pay Confirm Dates: 10/31, 11/14, 11/21, 11/27, 12/12, 12/23, 12/26
UCPC does NOT process Off-cycle, DR/SCT, or Pay Requests on Pay Confirm dates.

Please note that there will be **separate** deadlines for Direct Retro processing and Salary Cost Transfer processing each month:

**Direct Retro* Approval Deadlines
for UC San Diego Fin. Acctg Posting**

- **11/22** @ 5:59 a.m. (Th): BW/MO for posting in Nov
- **12/10** @ 5:59 a.m. (T): BW/MO for posting in Dec

**Salary Cost Transfer* Approval Deadlines
for UC San Diego Fin. Acctg Posting**

- **11/18** @ 8:00 p.m. (M): BW/MO for posting in Nov
- **12/06** @ 8:00 p.m. (F): BW/MO for posting in Dec

*Direct Retro & SCT Note: A DR or SCT that is final approved **after** the DR or SCT deadline, but **before** the end of the calendar month, may result in a mismatch between Acctg Period and Run ID.

Local News: Upcoming Projects & More

UCPath November Release 2024

The following projects are scheduled to go live in November 2024 as part of the UCPath November Release:

1. **Rewrite GL Assessments Phase 2:** This project will consolidate, centralize and streamline the generation of assessment information, such as:
   a. Calculating assessments after summary and detail labor ledger results are generated adhering to new service level agreements (SLAs)
   b. Separating assessments into individual processes independently of other GL processes

2. **Direct Entry Enhancements:** The Direct Entry (formerly known as **Hire Pilot**) enhancements will allow Early Adopters from Central Offices to transact using the new **Manage Human Resources** tile **before** all transactors can transact within the tile.
3. **Automate Security Deprovisioning:** This project will automate the deprovisioning of security when an employee transfers from one location to another. Only local UCPath Security Administrators will be impacted.

Reports

- **UC Learning Center - Training Activity Completions Report** – Human Resources Non-restricted
  - Added Health Required Training as a prompt
- **DOPE Report** – Payroll Accounting and Reconciliation
  - **Coming Soon!** The DOPE Report will be updated to include several new prompt filters, including one to better support DOPE Report scheduling

Click here to view all ongoing UCPath projects →

Where Can I Get Transactor Support?

Bring Your Questions to an Office Hours Session:

UCPath Transactions Office Hours
Monthly on the **second Thursday**,
9:00 am - 10:00 am

Add to Outlook   Add to Google

Graduate Student Employment
See Graduate Student Employment Collab page

Book a 1:1 "How-To" Appointment:

- **UCPath HR Transactions:** Mondays – Fridays
- **Payroll Financial Management:** Weekly on Wednesdays
- **Campus Timekeeping:** Request a 1-on-1 session by submitting a request in the Employee Center

Reporting 1:1 Sessions
Request a session at ucpathreports@ucsd.edu

UCPath Training Environment Access

Request access at ucpathproject@ucsd.edu

It is a best practice to review, on a regular basis, the list of UC-Wide System Updates.
This list is updated **periodically** and available on our System Updates Webpage.

![UCPath UC San Diego]