## January 10, 2024 – January 24, 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 **01/24**

## Reminder!

- The next Default Day is: **02/02**
- Make sure to review your paycheck in UCPath
- Looking for UCPath metrics? View the UCPath Metrics Dashboard
- **All employees** are required to sign **UC's Patent Acknowledgment**. To verify or sign your patent acknowledgment, log in to UCPath > Employee Actions > Personal Information > Patent Acknowledgement
- As of Monday, January 8, 2024, emailing ucpathproject@ucsd.edu will now create a case in the Employee Center!

## Did You Know?

**New UCPath CORE Training Series Launching Soon!**

# UCPath CORE Training

## Concepts, Overview, Responsibilities, Expectations

### Launching February 2024

**UC San Diego**

**The time has come!** The UCPath CORE Training Series is targeted to launch in **February 2024**. The newly redesigned training will replace our existing UCPath Bootcamp and UCPath Funding Fundamentals training courses, providing a bold and fresh take on core UCPath concepts:

**Current State: UCPath Bootcamp**

- Information overload, too many topics covered at once
- Long, tedious, and time-consuming
- Difficult to update with the latest guidance

**Future State: UCPath CORE Training Series**

- High-level summary of important concepts separated by individual modules
- Shorter, easier to update
- Points to relevant complementary resources

The UCPath CORE Training was created to redefine UCPath **concepts** by providing a fresh **overview,** covering an employee's roles and **responsibilities**, and setting **expectations** of UCPath moving forward.

In addition to the training redesign, our local UCPath Website will be updated to align with the new CORE Training. More updates will be provided once available. Stay tuned!

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**2024 UCPath Office Hours Schedule Change**

Beginning this year, **UCPath Transactions Office Hours** will be hosted on the **second Thursday of each month**. The first session will be held **tomorrow, Thursday, January 11, 2024** from 9:00 am - 10:00 am.

Add the **new 2024 UCPath Transactions Office Hours** meeting invites to your calendars below:

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

Add to Outlook    Add to Google

**Action Required:** Please be sure to **remove** the **previous** biweekly Office Hours meeting invite from your calendars to ensure you are attending the correct meeting.

The UCPath Training & Events Calendar has been updated to include the new 2024 Office Hours schedule.

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**Go Paperless! Important Tax Deadlines for 2024**

Going paperless is easy! Navigate to the following pages in UCPath to receive the 1095-C and W-2 forms electronically:

- **For the 1095-C Form:** Log in to UCPath > Navigate to Employee Actions > Income and Taxes > Online 1095-C Consent
- **For the W-2 Form:** Log in to UCPath > Navigate to Employee Actions > Income and Taxes > Enroll to receive online W-2

**Important Deadlines**

- Sign up **before January 12, 2024**, to receive your **2023 W-2 statement** electronically.
- Sign up **before February 15, 2024**, to **claim exemption from withholding** in 2024

Click here to read the full message.

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**Benefits Billing Schedule Change**

As of January 1, 2024, UCPath will change the schedule for invoicing employees for benefits when they are on unpaid leave. This change does not require any employee action.

**What's Changing?** Currently, UCPath sends benefits billing invoices to these employees one month in advance. For example, an employee would receive a statement in December for their January coverage. Starting January 1, 2024, UCPath will send benefits billing invoices for the *current* month. For example, an employee will receive a January 1 invoice for their January benefits coverage.

**What's Next?** UCPath will notify eligible employees on leave about this change as follows:

- A memo message will appear on the October 1, 2023, benefits billing invoice under the "Important Account Information" section
- A letter with more details will accompany the November 1, 2023, benefits billing invoice

Questions on benefits billing schedule, invoices and associated deadlines may be directed to the UCPath Center by calling (855) 982-7284, Monday - Friday from 8:00 am - 5:00 pm.

The above information and more can be found on the Transactors page on our UCPath website.

# Job Aids, Quick References & KBA Updates

**Always** access Job Aids through website links, rather than downloading, to ensure you are using the most recent versions.

**Local Job Aid and Quick References Updates as of 01/10/24:**

- **How to Update Position Funding**
  - Updated workaround for adding funding updates before the first effective dated row

# 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.**

## January Biweekly 2 01/17/24 Paycheck

- **01/04 at 3:00 pm (Th):** Employee Data Change Deadline
- **01/09 at 5:00 pm (T):** PayPath Transaction Deadline
- **01/09 at 5:01 pm – 01/12 at 6:00 am (F):** Non-transaction days for PayPath - BW2
- **01/10 at 7:00 pm (W):** Deadline for Funding Transactions
- **01/16 (T):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

## January Biweekly 3 01/31/24 Paycheck

- **01/18 at 3:00 pm (Th):** Employee Data Change Deadline
- **01/23 at 5:00 pm (T):** PayPath Transaction Deadline
- **01/23 at 5:01 pm – 01/26 at 6:00 am (F):** Non-transaction days for PayPath - BW3
- **01/24 at 7:00 pm (W):** Deadline for Funding Transactions
- **01/29 (M):** UCPath LL-DOPE & UCPath GL Post Confirm Complete

**Upcoming Pay Confirm Dates: 01/11, 01/25, 01/26, 02/08, 02/22**
UCPC does NOT process Off-cycle, DR/SCT, or Pay Requests on Pay Confirm dates.

**Note:** New Hire Pilot deadlines have been added to the [UCPath Payroll Processing Schedule](#).

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**Please note** that there will be **separate** deadlines for Direct Retro (old tool) processing and Salary Cost Transfer (SCT, new tool) processing each month:

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

- **01/18** @ 5:59 a.m. (Th): BW/MO for posting in January
- **02/28** @ 5:59 a.m. (W): BW/MO for posting in February
- **03/18** @ 5:59 a.m. (M): BW/MO for posting in March

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

- **01/22** @ 8:00 p.m. (W): BW/MO for posting in January
- **02/19** @ 8:00 p.m. (M): BW/MO for posting in February
- **03/20** @ 8:00 p.m. (W): BW/MO for posting in March

# Local News: Upcoming Projects & More

## UCPath Projects: March Release

March 2024 will mark the release of the following projects:

- **Annual UCPath Upgrade (PUM 47)**
- **Replace PayPath Phase 2**
- **New Employees and Submitters Case Submission Form**
- **Enable Reopen Case Functionality**

More information about these projects, along with training resources available to you, will be shared in the coming weeks.

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:** Weekly on Fridays

**Reporting 1:1 Sessions**

Request a session at ucpathreports@ucsd.edu

**UCPath Training Environment Access**

Request access at ucpathproject@ucsd.edu

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# Attend a Topic-Based Zoom:

Find previously posted PowerPoints & recordings here.

Add the Topic Based Zooms directly to your calendar here!

- **More TBZ sessions to be announced soon!**

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.

UC Path
UC San Diego