

UCPath Biweekly Newsletter

Stay up-to-date on
all things UCPath!

UC San Diego

July 24, 2024 – August 7, 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 **08/07**

Reminder!



- The UCPath July Release is LIVE!
- The next Default Day is: **08/02**
- The next UCPath Transactions Office Hours is: **08/08 @ 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!

Did You Know?

Missed FICA Deductions

UC is reaching out to inform 1,222 active employees and 1,604 inactive employees of an upcoming correction to their federal payroll tax deductions. This correction will be reflected in active employees' paychecks beginning August 28 for biweekly paychecks and August 30 for monthly paychecks and may impact employees' 2024 income taxes.

Due to a system error, **UCPath Center did not deduct payroll taxes** that are federally mandated for non-student employees when they transitioned from student employment to non-student employment positions. These taxes, known as FICA (for the Federal Insurance Contributions Act), go toward future Social Security and Medicare benefits and appear on earning statements as FED OASDI and FED MED.

UC's communication to employees extends an apology for the error and explains the steps being taken to correct it and minimize its impact.

What does this mean for employees?

UC accepts full responsibility for this error and is repaying the federal government for both the employees' and UC's share of unpaid FICA taxes, dating back to 2021 or the date the non-student employment position began (whichever is later). Because FICA is a required deduction, UC is addressing this error differently than other errors, such as overpayment of wages. Impacted employees will receive corrected W-2 (W-2C) forms for past years displaying the FICA taxes that have been paid by UC.

Corrected W-2 forms for past years are for employees' reference only. **Employees' taxable earnings for 2021-2023 were not affected by this error, and they do not need to refile their taxes for any past year.**

However, the past FICA taxes UC is paying on employees' behalf are considered "imputed income" by the IRS and will be reflected on their **2024** W-2 forms as taxable earnings. Current employees will receive instructions for how to increase their tax withholding on UCPath to adjust for this additional income if they choose to do so.

For any questions, please contact UCPath Center by logging in to UCPath Center and selecting Ask UCPath to submit an inquiry. They may also call UCPath Center to speak with an associate at (855) 982-7284 from 8:00 a.m. to 5:00 p.m. (PT) Monday through Friday.

Corrective Actions by UCPath Center

- Once the root cause was identified, UCPath Center implemented a temporary solution to ensure that, as of April 1, 2024, all former student employees who transition into non-student employment positions have the correct FICA deductions taken.
- UCPath Center identified 1,222 active employees and 1,604 inactive employees as impacted and consulted with UC Legal and leadership to determine the next steps.
- UCPath Center has provided an explanation of the general issue through governance and other groups.
- UCPath Center will distribute a list of affected employees to location controllers and payroll directors.
- Following the employee communication, UCPath Center will activate FICA/Medicare tax withholding for these active employees effective with their August 28 (biweekly) and August 30 (monthly) paychecks.
- UCPath Center will calculate and report under-withholding (employee and employer) to be paid in accordance with IRS requirements.
- UCPath Center will issue corrected tax documents to affected current and former employees in compliance with IRS requirements. The statute of limitations for tax filing is three years from the return date. The affected years within the statute are 2021-2024.
- UCPath Center will implement a long-term system solution to address the FICA process.

Frequently Asked Questions

How did the FICA exemption issue occur?

- Upon hire, location teams upload a file to UCPath with data elements related to student status, which determines whether the FICA exemption is to be applied. A system process gap within UCPath resulted in the continuance of the student exemption after former student employees were hired into non-student appointments where no exemption should be applied.

How will the FICA exemption issue be fixed to ensure hires moving forward will have FICA properly assigned?

- Effective April 1, employees transitioning from FICA-exempt roles to non-exempt roles have the correct FICA deductions taken. Employees who moved from FICA-exempt roles to non-exempt roles prior to April 1 will see FICA deductions with their August 28 (biweekly) or August 30 (monthly) paychecks.

Will UC have to pay the FICA back taxes?

- UC is liable for the full amount of employee and employer FICA contributions from January 2021 until employee contributions begin.

Will UC have to collect the historical FICA that should have been deducted from the impacted employees? How will former employees be addressed?

- UC can seek to collect from impacted employees but has decided not to do so.

What about FICA deductions for 2019 and 2020?

- Per the IRS, UC can remit missed deductions for only the previous three calendar years.

Why is UC taking financial responsibility for this FICA error when it does not for overpayment errors?

- This situation is different than an overpayment because FICA is a required deduction, not an overpayment of wages.
-

New Gender Identity, Sexual Orientation, and Pronouns Options in UCPATH

As of July 15, 2024, new features that capture an employee's gender identity, sexual orientation, and pronouns, are now available in the UCPATH system.

What are some changes I can expect?

- **The New Self-Identification Wizard:** Upon logging into UCPATH, employees will be guided to confirm and update their self-identification details. Employees must update their selections or decline self-identification before accessing self-service features in UCPATH.
- **Gender Identity Options:** Updated terms for gender identity will include selections like Woman, Transgender Woman, Man or Transgender Man.
- **Sexual Orientation Options:** Categories like Asexual will be available, and the Gay or Lesbian selection has been separated into two distinct options.
- **Pronouns Selection:** A new feature allows employees to select from a [list of pronouns](#) to be displayed alongside their name on certain pages in UCPATH.
- **Pronouns Visibility:** Pronouns will appear alongside employee names in UCPATH. This information will only be visible to managers, HR administrators and UCPATH Employee Services on pages that display an employee's name. Pronouns will also display when hovering over an employee's name on [select UCPATH pages](#).

What are some resources I can refer to?

- Review the [UCPATH July Release: Gender Identity and Pronouns video](#).
 - View a list of [Frequently Asked Questions](#) regarding the Gender Identity and Pronouns project.
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UCPATH July Release is LIVE!

The UCPATH July Release is now live! The following projects, in addition to the Gender Identity and Pronouns project listed above, are now live in the UCPATH system.

New SOBO Case Submission Form: The Ask UCPATH system will now automatically determine an inquiry's topic and category for users with Submit on Behalf of (SOBO) access. [View a list of new features here](#).

Former Employee Portal Updates: The Former Employee portal now has a new interface, new functionality, and multi-factor

authentication for added security.

[Watch the recording](#) of the UCPATH Projects: July Release Topic Based Zoom here.

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 07/24/24

- As part of the Gender Identity and Pronouns project, the following training resources have been updated for locations:
 - Updated Simulation: [View Personal Information \(Modify A Person\)](#)
 - Updated Job Aid: [UCPATH Navigation](#)
- As part of the New SOBO Case Submission Form project, the following training resource has been updated. This provides the new process of using the updated form to submit an inquiry to UCPATH.
 - Updated Simulation: [Submit an Inquiry On Behalf of Employee \(SOBO\) to UCPATH](#)

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.**

July Biweekly 3 07/31/24 Paycheck

- **07/18 at 3:00 pm (Th):** Employee Data Change Deadline
- **07/23 at 5:00 pm (T):** PayPATH Transaction Deadline
- **07/23 at 5:01 pm – 07/26 at 6:00 am (F):** Non-transaction days for PayPATH - BW3
- **07/24 at 7:00 pm (W):** Deadline for Funding Transactions
- **07/29 (M):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

July Monthly 08/01/24 Paycheck

- **07/19 at 3:00 pm (F):** Employee Data Change Deadline
- **07/24 at 5:00 pm (W):** PayPATH Transaction Deadline
- **07/24 at 5:01 pm – 07/29 at 6:00 am (M):** Non-transaction days for PayPATH - MO
- **07/25 at 7:00 pm (Th):** Deadline for Funding Transactions
- **07/30 (T):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

August Biweekly 1 08/14/24 Paycheck

- **08/01 at 3:00 pm (Th):** Employee Data Change Deadline
- **08/06 at 5:00 pm (T):** PayPath Transaction Deadline
- **08/06 at 5:01 pm – 08/09 at 6:00 am (F):** Non-transaction days for PayPath - BW1
- **08/07 at 7:00 pm (W):** Deadline for Funding Transactions
- **08/12 (M):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

Upcoming Pay Confirm Dates: 07/25, 07/26, 07/26, 08/08, 08/22, 08/26, 09/05

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 (old tool) processing and Salary Cost Transfer (SCT, new tool) processing each month:

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

- **08/29** @ 5:59 a.m. (Th): BW/MO for posting in August
- **09/24** @ 5:59 a.m. (T): BW/MO for posting in September

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

- **08/16** @ 8:00 p.m. (F): BW/MO for posting in August
- **09/12** @ 8:00 p.m. (Th): BW/MO for posting in September

***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

Improve Accrual Management

The goal of the Improve Accrual Management project is to improve UCPATH accrual processing by calculating, validating, and correcting UCPATH accruals through delivered functionality. This project will:

- Reduce/eliminate customizations and move to delivered functionality
- Provide accurate accrual balances online for employees
- Timely and correct accrual balances will improve final pay accuracy
- Establish foundation to improve and simplify leave management eventually enabling self-service functionality
- Reduce manual effort for the production team

Reports

- **UC Learning Center - Required Training Status** – Human Resources Non-restricted
 - Modifications to Role-Specific Required Training Entries
- **UC Learning Center - Required Training Status Report for Supervisors** – Human Resources Non-restricted
 - Modifications to Role-Specific Required Training Entries
- **UC Learning Center - Training Activity Completions Report** – Human Resources Non-restricted
 - Modifications to Role-Specific Required Training Entries
- **DOPE Report** – Payroll Accounting & Reconciliation
 - Changed defaults for Accounting FY-Period
- **Employee Record of Earnings Report** – Payroll/Financial Restricted
 - Added scroll bars to all list boxes
- **Funding Issues Report** – Payroll/Financial Non-restricted
 - Pay Group = UCSD Paid Direct Exempt MO was filtered out of report in first tab, Positions Without Funding

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

Attend a Topic-Based Zoom:

Find previously posted PowerPoints & recordings [here](#).

Add the Topic Based Zooms directly to your calendar [here](#)!

- **Stay tuned for upcoming Topic Based Zoom sessions!**

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](#).



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