

# UCPath Biweekly Newsletter

Stay up-to-date on  
all things UCPath!

UC San Diego

**April 3, 2024 – April 17, 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 **04/17**

### Reminder!



- The [UCPath March Release](#) projects are now live!
- The next Default Day is: **05/02**
- The next UCPath Transactions Office Hours is: **04/11 @ 9:00 am - 10:00 am**
- Make sure to review your [paycheck](#) in UCPath
- Join the [UCPath Community of Practice](#)
- Looking for UCPath metrics? View the [UCPath Metrics Dashboard](#)
- Next Topic Based Zoom: **Ask UCPath Enhancements** (04/17 @ 11:00 am - 12:00 pm)
  - [Add to Outlook Calendar](#)
  - [Add to Google Calendar](#)

### Did You Know?

#### Reopen Case Functionality Project Launching this April

The goal of the **Enable Reopen Case Functionality** portion of the [Enhance Ask UCPath initiative](#) is to improve the existing custom pending case closure/follow-up case functionality. Employees and transactors will now be able to close their cases and reopen a closed case while retaining the original case number.

Be sure to join our [Ask UCPath Enhancements Topic Based Zoom](#) on **Wednesday, April 17, 2024 from 11:00 am - 12:00 pm** for a preview of the changes going live this April.

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## Activate the University-Sponsored Identity Theft Protection

As of **Monday, April 1, 2024**, the University of California will begin providing a comprehensive identity protection program through Experian, paid for by UC, for UC retirees and employees and their dependent children up to age 18.

To activate your account and access the benefits of this valuable plan, please check your email inbox for a welcome email from **noreply@experianalert.myfinancialexpert.com** sent on April 1, 2024.

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## Payroll Adjustment Backlog Update

This is an update on the UCPATH Center's transaction backlog status.

### Adjustments submitted by the November 17, 2023 deadline:

- The UCPATH Center has completed 253 of the 437 W-2Cs, with 184 remaining
- Electronic W-2Cs will be available by **April 1, 2024**
- The UCPATH Center has notified employees about their [W-2Cs via email](#) on March 13, 2024, and those who opted for printed tax documents will also receive a hard copy via U.S. Mail

### Adjustments submitted November 18 - December 31, 2023:

- UCPATH Center has completed 399 of these 866 adjustment requests, with completion targeted for **April 22, 2024**
  - UCPATH Center is working first on transactions requiring W-2Cs, such as earn code, overpayment and FICA adjustments
  - Approximately 300 adjustments require a W-2C and are targeted for completion by **May 1, 2024**. UCPATH Center will notify these employees about their W-2Cs via email by **April 5, 2024**
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## New Processing Cost Transfers Blink Page

A new [Processing Cost Transfers Blink page](#) is now available! This page is intended to provide tips for processing different kinds of payroll-related and non-payroll related cost transfers. Be sure to expand all the drawers to access the full guidance.

Non-Payroll Cost Transfers



Payroll-Related Cost Transfers



Sponsored Payroll Transactions on No Project



What Follows My Payroll Cost Transfer?



Additional Information on Student-Related Transactions



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## Contacting UCPATH Center as a Former Employee

As a reminder, former employees **do not** have access to any **Ask UCPATH** functionality. To contact the UCPATH Center, former employees can either call UCPATH Center at (855) 982-7284 or email [ucpath@universityofcalifornia.edu](mailto:ucpath@universityofcalifornia.edu).

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## Take the New UCPATH CORE Training!

The [UCPATH CORE Training](#) is a series of interactive courses designed to prepare transactors for their work in UCPATH. Each course will cover an individual module and will familiarize learners with concepts, individual transactions, and roles and responsibilities. [Take the new training today!](#)

After completion of the new UCPATH CORE Training, new transactors can sign up for a [UCPATH Learning Lab](#) to gain hands-on experience in a supervised setting while learning tips and best practices.

**Note:** Learning Labs are available for **new users only**. Existing transactors can receive 1-on-1 transaction support by [scheduling an appointment via Calendly](#).

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.

**Local Job Aid and Quick References Updates as of 04/03/24**

- [How to Initiate a Retirement Template Transaction](#)
  - Updated with 2024 guidance
- [How to Process an Academic Retirement and Change to Emeritus Status](#)
  - Updated with 2024 guidance

## UCPC Job Aid Updates as of 04/03/24

- **Job Aid:** [GSR Fellow or Trainee Job Setup - Payroll Components](#)
  - Revised to reflect the new GSR Trainee/Fellow job codes and job setup examples
- **Job Aid:** [Emeriti Processing Following Retirement](#)
  - Updated to include 2024 dates
- **Job Aid:** [Retirement Transaction Process for July 1 Retirement - COLA](#)
  - Updated to include 2024 dates

# 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.**

## April Biweekly 1 04/10/24 Paycheck

- **03/27 at 3:00 pm (W):** Employee Data Change Deadline
- **04/02 at 5:00 pm (T):** PayPath Transaction Deadline
- **04/02 at 5:01 pm – 04/05 at 6:00 am (F):** Non-transaction days for PayPath - BW1
- **04/03 at 7:00 pm (W):** Deadline for Funding Transactions
- **04/08 (M):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

## April Biweekly 2 04/24/24 Paycheck

- **04/11 at 3:00 pm (Th):** Employee Data Change Deadline
- **04/16 at 5:00 pm (T):** PayPath Transaction Deadline
- **04/16 at 5:01 pm – 04/19 at 6:00 am (F):** Non-transaction days for PayPath - BW2
- **04/17 at 7:00 pm (W):** Deadline for Funding Transactions
- **04/22 (M):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

## April Monthly 05/01/24 Paycheck

- **04/18 at 3:00 pm (Th):** Employee Data Change Deadline
- **04/23 at 5:00 pm (T):** PayPath Transaction Deadline
- **04/23 at 5:01 pm – 04/26 at 6:00 am (F):** Non-transaction days for PayPath - MO
- **04/24 at 7:00 pm (W):** Deadline for Funding Transactions
- **04/29 (M):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

## Upcoming Pay Confirm Dates: 04/04, 04/18, 04/25, 05/02, 05/16, 05/24

UCPC does NOT process Off-cycle, DR/SCT, or Pay Requests on Pay Confirm dates.

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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

- **04/23** @ 5:59 a.m. (T): BW/MO for posting in April
- **05/21** @ 5:59 a.m. (T): BW/MO for posting in May
- **06/17** @ 5:59 a.m. (M): BW/MO for posting in June

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

- **04/17** @ 8:00 p.m. (W): BW/MO for posting in April
- **05/10** @ 8:00 p.m. (F): BW/MO for posting in May
- **06/19** @ 8:00 p.m. (W): BW/MO for posting in June

**\*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

### Reopen Case Functionality Launching this April

The goal of the Enable Reopen Case Functionality portion of the Enhance Ask UCPath initiative is to improve the existing custom pending case closure/follow-up case functionality. Employees and transactors will now be able to close their cases and reopen a closed case and retain the original case number. Add the upcoming [Ask UCPath Enhancements Topic Based Zoom](#) to your calendars here!

### UCPath Projects: March Release

The [UCPath March Release projects](#) are live as of **Monday, March 11, 2024!** Please note that the New Employee Case Submission Form project implementation has been postponed. A new timeline will be shared by the UCPath Center once available.

[Click here to view all ongoing UCPath projects →](#)

## Reports

- **UC Learning Center - Required Training Status Report for Supervisors** – Human Resources Non-restricted
  - Updated Harassment training course names
- **UC Learning Center - Required Training Status** – Human Resources Non-restricted
  - Updated Harassment training course names

## 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](#)

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### 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](mailto:ucpathreports@ucsd.edu)

#### **UCPath Training Environment Access**

Request access at [ucpathproject@ucsd.edu](mailto: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](#)!

- **Ask UCPath Enhancements:** Wednesday, April 17, 2024 @ 11:00 a.m. – 12:00 p.m.

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 San Diego

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