

UCPath Biweekly Newsletter

Stay up-to-date on
all things UCPath!

UC San Diego

October 16, 2024 – October 30, 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 **10/30**

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!
- **Feedback Wanted:** We are gathering examples of instances where UCPath Center provided conflicting or incomplete guidance regarding specific scenarios or transactions. Please submit any examples you may have to ucpathproject@ucsd.edu.

Did You Know?

2024 Year-End Overpayment Recovery Deadlines

The Internal Revenue Service (IRS) states that repayment of a payroll overpayment must occur in the same year as the overpayment. This repayment ensures that the employee's earnings and taxes for the current year are correctly reflected in their W-2 issued in January.

- Please submit adjustment requests for overpayments occurring between January 1 through October 1, 2024, **no later than this Friday, October 18, 2024.**

- UCPATH Center will prioritize all overpayment adjustments received by October 18. UCPATH Center may not be able to process year-end requests that are received after this deadline within the current year.
- Employees who received overpayment packets from UCPATH Center must arrange repayment as soon as possible.

[Read the full update here.](#)

Best Practices for Entering Chart Strings in UCPATH

To avoid errors in UCPATH, the best practice is to use the **full chart string** instead of Combo Codes. Refer to the following resources for understanding how to use chart strings in UCPATH:

- For tips on understanding your chart string: Refer to [How to Determine a Chart String \(CoA Reference Guide\)](#)
- For common chart string validation errors and solutions: Refer to [UCPATH Chart String Validation Errors in OFC Troubleshooting Guide](#)

Please make sure to enter the full chart string (i.e. **all** applicable chart string segments) when submitting payroll transactions in the below templates in UCPATH:

- **I-181:** Regular Time Entry
- **E-353:** Non-Recurring Flat Dollar Amount
- **I-618:** Flat Dollar Amount
- **E-078:** Payroll Request
- **E-703:** Mass Funding Upload

This will help prevent payroll transactions from posting to default when a single account or combo code is entered erroneously in UCPATH.

If you have any questions, please submit a ticket to HR/Payroll in the [Employee Center](#).

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

[Read the full update here.](#)

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](#):

- 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.
- 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.
- 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.](#)

Family Member Eligibility Verification Updates

UCPATH Center has completed the automation of an internal identification process for Family Member Eligibility Verification. This enhancement flags family members who have failed the eligibility process with the verification vendor, Unify HR. The flag prevents ineligible family members from being re-enrolled into the employee's benefit plans until the employee successfully completes the verification process.

Key changes include:

- Internal identification check box for UCPATH Center to validate if a dependent's eligibility for benefit coverage has been successfully verified
- Employees will not be able to select unverified dependents for enrollment into benefits plans via Self-Service Life Events or Benefits eForms for Life Events

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 & Quick Reference Updates as of 10/02/24

- [How to Process Faculty Administrator 1/12 Payments](#)
 - Added Guidance: All requests must be annotated with or include the endorsement of the appointee's direct supervisor
- [How to Return an Employee from a Short Work Break](#)

- Updated note about terminating employee's while on SWB

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.**

Oct. Biweekly 2 10/23/24 Paycheck

- **10/10 at 3:00 pm (Th):** Employee Data Change Deadline
- **10/15 at 5:00 pm (T):** PayPath Transaction Deadline
- **10/15 at 5:01 pm – 10/18 at 6:00 am (F):** Non-transaction days for PayPath - BW2
- **10/16 at 7:00 pm (W):** Deadline for Funding Transactions
- **10/21 (M):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

Oct. Monthly 11/01/24 Paycheck

- **10/21 at 3:00 pm (M):** Employee Data Change Deadline
- **10/24 at 5:00 pm (Th):** PayPath Transaction Deadline
- **10/24 at 5:01 pm – 10/29 at 6:00 am (T):** Non-transaction days for PayPath - MO
- **10/25 at 7:00 pm (F):** Deadline for Funding Transactions
- **10/30 (W):** UCPATH LL-DOPE & UCPATH GL Post Confirm Complete

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

Upcoming Pay Confirm Dates: 10/17, 10/28, 10/31, 11/14, 11/21, 11/27, 12/12

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

- **10/22** @ 5:59 a.m. (T): BW/MO for posting in Oct
- **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

- **10/24** @ 8:00 p.m. (Th): BW/MO for posting in Oct
- **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.

[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,



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](#).



UC San Diego

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