

Entering Retirement and Final Pay Transactions in UCPath

Topic Based Zoom

5/24/23



Retirement Pre-Process

Review data
in UCPATH

1

Determine if
employee is
eligible for COLA

2

Gather
information
needed for the
Retirement
transaction

3

Determine if a
Final Pay
transaction is
required

4

1 | Review Data in UCPath: Person Org Summary

Person Organizational Summary

Person ID
Benefit Eligibility Hours 1702.00
Limited Hours Career
Floater Hours Career

▼ Employment Instances

ORG Instance 0
Primary Job: HR Status Active
Payroll Status Paid Leave of Absence
Last Hire 07/26/2021
Termination Date

Assignments

Empl Record	Business Unit	Position Number	Dept ID	Department Description	Job Code	Description
0	SDCMP	40645587	00041	HOUSING	005426	DIETITIAN

ORG Instance 1
Primary Job: HR Status Inactive
Payroll Status Terminated
Last Hire 07/25/2022
Termination Date 08/31/2022
Job Record End Date -Auto Term

Assignments

Empl Record	Business Unit	Position Number	Dept ID	Department Description	Job Code	Description
1	SDCMP	40920974	00050	EXTENSION	003575	SPEAKER

Return to Search Previous in List Next in List Notify

Review Person Org Summary to determine if you need to coordinate with other departments for last day worked in other jobs

- **Person Org Summary** will show you all the different job/empl records the employee has across all UC locations
- **HR Status** indicates if the job is active or inactive
- **Payroll Status** indicates if they are being paid or on an unpaid leave or SWB

2 | Cost of Living Adjustment Eligibility

UCPath does not determine Inactive COLA eligibility

Eligibility should be determined/confirmed in coordination with the employee and the **UC Retirement Administration Service Center (RASC)**

UCRP benefit recipients who are eligible to receive the *Inactive* COLA need to reflect as terminated for at least one business day prior to July 1st.

Example:

- **Effective Date** of Retirement template = June 30th (Friday)
- **Last Day Worked** = June 29th (Thursday)
- June 30th represents the 1 business day that they would not work and not receive pay.

Note: This process only addresses the actions in UCPath. Standard Retirement Administration Service Center (RASC) retirement business process and Academic Personnel Manual (APM-120) policy must be followed.

<https://ucnet.universityofcalifornia.edu/news/2023/03/2023-cost-of-living-adjustments-announced.html>

3 | Information needed for Retirement Transaction

1

UC_RETIREMENT Template

- UC_RETIREMENT Template
- When UCPath Center receives a Retirement transaction, they will retire the employee from all other UC jobs
- If needed, coordinate with other departments for last day worked in other jobs

2

Effective Date

- Effective Date is the first day of the new status
- Template effective date should reflect the first day the employee is no longer employed
- The effective date does not reflect the first day of retirement. The first day of retirement should be determined/coordinated with the UC Retirement Administration Service Center (RASC)

3

Empl ID/Empl Record

- Ensure you enter the correct Employee ID and select the correct Employment Record Number

4

Last Day Worked

- Will default to the previous workday
- Enter the last day employee *actually* worked
- For employees on a leave/SWB, this date should match the last worked before going on leave/SWB

5

Comments & Supporting Documents

- Enter any Comments or Supporting documents as needed

4 | Final Pay Transaction Requirement

A final pay transaction needs to be entered in the system in the following scenarios:

- ✓ Involuntary termination (except reason: Appointment Expired)
- ✓ Employee is represented (except if contract does not require off cycle final pay)
- ✓ Employee has accruals that need to be paid out
- ✓ Employee is unable to report all hours worked/leave used in timekeeping system

If none of the scenarios above apply, then the employee's final pay will be issued on their last on cycle paycheck

Final Pay Pre-Process

Is the employee on an **unpaid LOA** or **SWB**?

1

Does the employee have a **recurring Additional Pay**?

2

Is the Final Pay going to be **on-cycle or off-cycle**?

3

Did the employee enter all hours/usage in **timekeeping system**?

4

1 | Is the employee on an unpaid Leave or Short Work Break?

- Employees on an unpaid Leave or SWB need to be returned to Active Payroll Status to issue final pay
 - Submit a transaction to return from the leave or SWB with an Effective Date that is equal to the Retirement Template Effective Date
- Employees on a paid leave do not need to be returned to issue final pay

2 | Does the employee have a recurring additional pay?

If the employee has a recurring additional pay in UCPATH, you will need end it to avoid future overpayments

New Additional Pay Find | View All First 1 of 1 Last

*Earnings Code: Stipend-Admin-Staff

Effective Date Find | View All First 1 of 1 Last

*Effective Date:

Payment Details Find | View All First 1 of 1 Last

Addl Seq #: 1 **Override Data**

End Date: Reason:

Pay Period Amt:

Goal Amount: Goal Balance:

Prorate Additional Pay

Applies To Pay Periods

First Second Third

3 | Is the Final Pay going to be on-cycle or off-cycle?

Off Cycle?

On Cycle

- If the Off Cycle box is not checked, UCPC will be able to refer to the timekeeping files so you only need to include anything that was not entered via the timekeeping systems on the Final Pay request
- If the employee has accruals to pay out check the **Payout Accruals?** checkbox

Off Cycle

- If the **Off Cycle** box is checked on the Final Pay request, UCPC will not be able to refer to the timekeeping files so include all earnings and usage on the Final Pay request
- If the employee has accruals to pay out check the **Payout Accruals?** checkbox

[Processing Final Pay for 7/1 Retirees](#)

[How to Request Final Pay for Exempt Employees](#)

[How to Request Final Pay for Non-Exempt Employees](#)

4 | Did the employee enter all their hours/usage in the timekeeping system?

- If the Final Pay will be issued on-cycle, then UCPATH will be able to refer to the time files so you will need to make sure all hours/usage are entered in the timekeeping systems
- If the Final Pay will be issued off-cycle, then UCPATH will not be able to refer to the time files so you will need to make sure no hours/usage are sent from the timekeeping systems
 - In Ecotime there is a DO NOT PAY checkbox that will suppress any hours/usage from being sent to UCPATH

Final Pay Transaction

1

Payroll Request (E-078)

- Request type: Final Pay
- Termination type: Retirement
- Final Pay Job Aids

2

Empl ID and Empl Record Number

- Ensure you enter the correct Employee ID and select the correct Employment Record Number

3

Earnings Tab

- Last Day on Paid Status / Expected Job End Date
- Termination Transaction ID
- PR Transaction Number
- Overpayment Transaction Number
- Complete the Earnings tab to capture earnings that will not be received by UCPC via the regular timekeeping files
- If you need to change the funding source on any Earnings Code, you can check the Override ChartField Values Box

4

Deduction Tab

- Use this tab to enter any amounts paid for Employee Emergency Loans or Instant Pay Cards in prior pay periods, but not yet processed by UCPath
- Code options are:
 - EEMGLN for Employee Emergency Loans
 - PAYCRD for Temporary Pay cards or Instant Pay Cards

5

Leave Tab

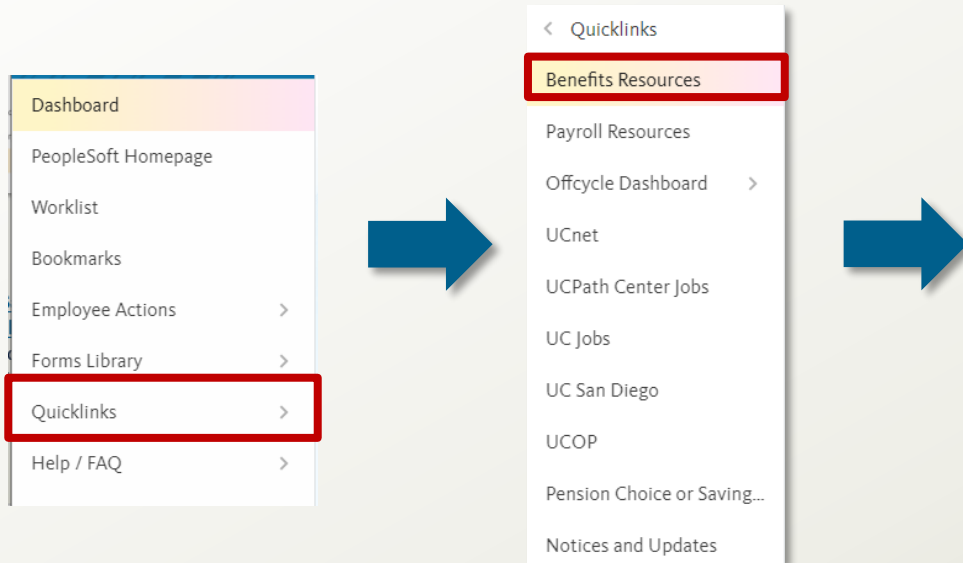
- Complete the Leaves tab to capture leave usage or payouts that will not be received by UCPC via the regular timekeeping files
- Check the **Payout Accruals?** checkbox if employee has accruals that need to be paid out

6

Initiator Comments

- Details of any time worked or accruals taken outside of current pay period that are owed
- Explicit statement that employee did not use any accruals, if applicable
- Instructions for any special handling or any additional information, as needed

403b and 457b change deadlines



Under the **Location Users-Administrators** section you will find the **Savings Plan Enrollment/Change Effective Dates (403b/After Tax DC and 457b)** that will take you to the schedule

BENEFITS RESOURCES Ask UCPath

For Employees

- Benefits Billing Portal
- Benefits Deduction Calendars
- Savings Plans Enrollment/Change Effective Dates (403b/After Tax DC and 457b)**
- Taking A Leave of Absence
- UCPath Help - How To & Job Aid

Location Users - Administrators

- Benefits Billing Calendars
- Benefits Deduction Calendars
- Savings Plans Enrollment/Change Effective Dates (403b/After Tax DC and 457b)**
- Vendor File Schedule
- UCPath Help - How To & Job Aid

The [Savings Plans \(403b/After Tax DC and 457b\) Enrollment/Change Effective Dates – 2023](#) will provide guidance regarding the cutoff date for elections for the employee’s corresponding paycheck

UNIVERSITY OF CALIFORNIA UCPATH UC 2023 Voluntary Retirement Savings Program Enrollment/Change Effective Dates

Pay Cycle	Check Date	Pay Period Dates		All 3 plans DCP After Tax 457b 403b
		Begin	End	Recommended last day of election made in Fidelity (by noon PST)
MO	Fri 06-30-23	06-01-23	06-30-23	Wed 06-21-23
B1	Wed 07-05-23	06-11-23	06-24-23	Fri 06-23-23
B2	Wed 07-19-23	06-25-23	07-08-23	Fri 07-07-23

UCPath Center Resources | UCPath Help Site

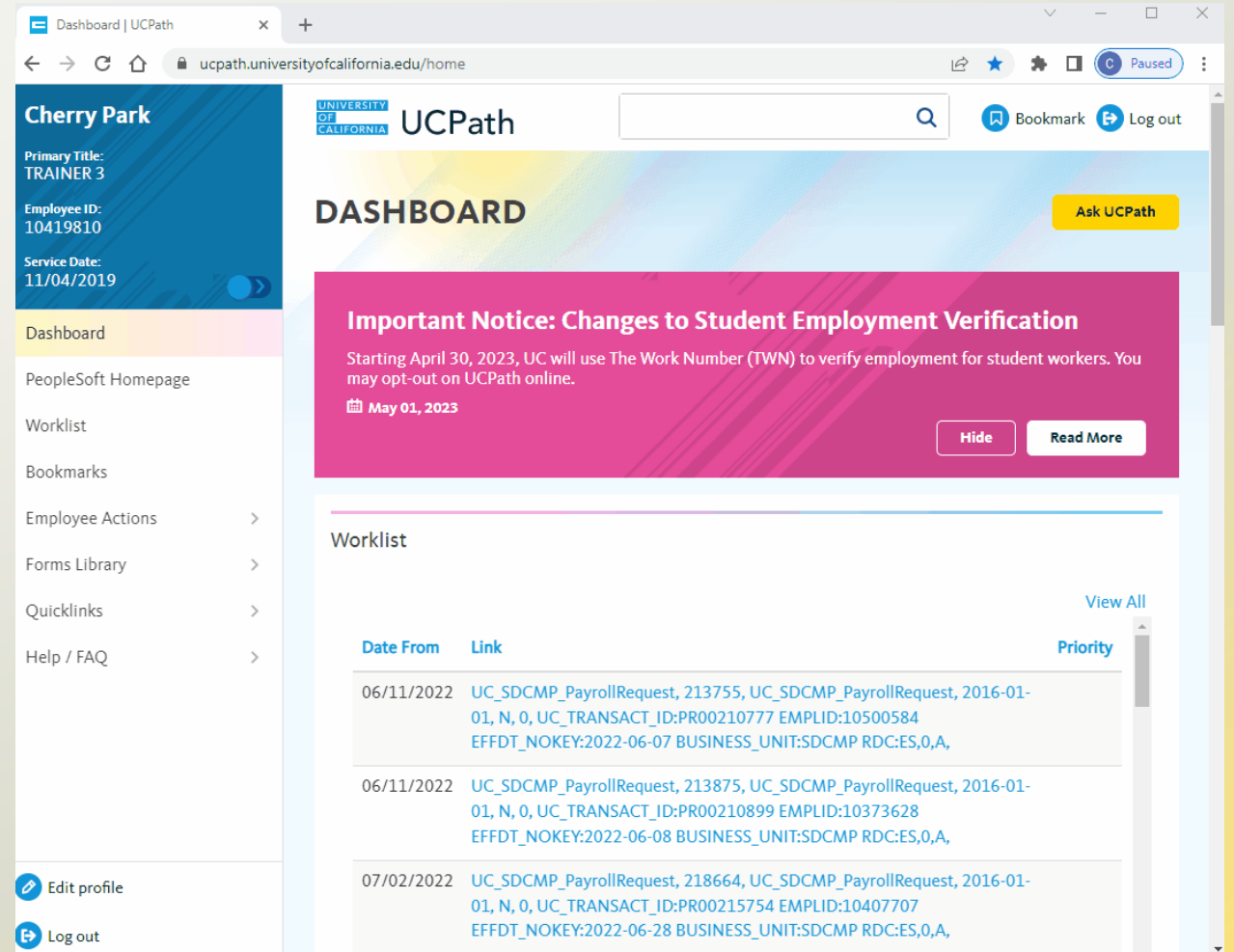
- [Initiate Retirement Template Transaction](#)
- [Submit Final Pay Request](#)
- [Approve Final Pay Transaction](#)
- [Job Aid: Termination and Final Pay](#)
- [Job Aid: Retirement Transaction Process for July 1 Retirement Date - COLA](#)

The screenshot displays the UCPath user interface. On the left, a sidebar identifies the user as 'Cherry Park' with a primary title of 'TRAINER 3', employee ID '10419810', and service date '11/04/2019'. The sidebar menu includes 'Dashboard', 'PeopleSoft Homepage', 'Worklist', 'Bookmarks', 'Employee Actions', 'Forms Library', 'Quicklinks', and 'Help / FAQ'. The main dashboard area has a search bar, a 'Bookmark' icon, and a 'Log out' button. A prominent pink banner contains an 'Important Notice: Changes to Student Employment Verification' starting April 30, 2023, with a 'Read More' link. Below this is a 'Worklist' table with the following data:

Date From	Link	Priority
06/11/2022	UC_SDCMP_PayrollRequest, 213755, UC_SDCMP_PayrollRequest, 2016-01-01, N, 0, UC_TRANSACT_ID:PR00210777 EMPLID:10500584 EFFDT_NOKEY:2022-06-07 BUSINESS_UNIT:SDCMP RDC:ES,0,A,	
06/11/2022	UC_SDCMP_PayrollRequest, 213875, UC_SDCMP_PayrollRequest, 2016-01-01, N, 0, UC_TRANSACT_ID:PR00210899 EMPLID:10373628 EFFDT_NOKEY:2022-06-08 BUSINESS_UNIT:SDCMP RDC:ES,0,A,	
07/02/2022	UC_SDCMP_PayrollRequest, 218664, UC_SDCMP_PayrollRequest, 2016-01-01, N, 0, UC_TRANSACT_ID:PR00215754 EMPLID:10407707 EFFDT_NOKEY:2022-06-28 BUSINESS_UNIT:SDCMP RDC:ES,0,A,	

UCPath Center Resources | UCPC Knowledge Base

- Search the Knowledge Base
- Filter or enter Keyword



The screenshot shows the UCPath dashboard interface. The browser address bar displays 'ucpath.universityofcalifornia.edu/home'. The page header includes the UCPath logo, a search bar, and links for 'Bookmark' and 'Log out'. The main content area features a 'DASHBOARD' title and an 'Ask UCPath' button. A prominent pink banner contains an 'Important Notice: Changes to Student Employment Verification' with a 'Read More' button. Below this is a 'Worklist' section with a table of payroll requests.

Date From	Link	Priority
06/11/2022	UC_SDCMP_PayrollRequest, 213755, UC_SDCMP_PayrollRequest, 2016-01-01, N, 0, UC_TRANSACT_ID:PR00210777 EMPLID:10500584 EFFDT_NOKEY:2022-06-07 BUSINESS_UNIT:SDCMP RDC:ES,0,A,	
06/11/2022	UC_SDCMP_PayrollRequest, 213875, UC_SDCMP_PayrollRequest, 2016-01-01, N, 0, UC_TRANSACT_ID:PR00210899 EMPLID:10373628 EFFDT_NOKEY:2022-06-08 BUSINESS_UNIT:SDCMP RDC:ES,0,A,	
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Local Resources | UC San Diego's UCPATH Resource Site

UCPath information for Self-Service Users (Employees and Managers) and Transactional Users (Initiators, Approvers, Inquiry)

- [How to Initiate a Retirement Template Transaction](#)
- [How to Process an Academic Retirement and Change to Emeritus Status](#)
- [Processing Final Pay for 7/1 Retirees](#)
- [How to Request Final Pay for Exempt Employees](#)
- [How to Request Final Pay for Non-Exempt Employees](#)

The screenshot displays the UCPath website interface. At the top, the 'UCPATH' logo is on the left and the 'UC San Diego' logo is on the right. A dark blue navigation bar contains links for 'Log in to UCPath', 'About', 'Benefits & Payroll', 'Self-Service', 'Training', 'Transactors', and 'Need Help?'. Below the navigation bar, a breadcrumb trail reads 'UCPath / Transactors / Job Aids'. A left-hand sidebar menu lists various categories: 'Transactors', 'Job Aids', 'Local Updates', 'UCPath System Updates', 'Transactor FAQs', 'Funding', 'Reports', 'Department Hierarchy', 'Email Subscription', 'UCPath Training & Events Calendar', and 'UCPath Project Details'. The main content area is titled 'Job Aids and Quick References' and includes a list of resources: 'Survival Kit' (for first-time users), 'Job Aids' (step-by-step instructions), and 'Quick References' (summarized information). A red 'Pro Tip' advises users to click '+ Expand All' and use Ctrl+F for searching. Below this, a vertical stack of blue buttons with white text lists: 'Global References', 'Accruals Management', 'Extended Leave of Absence', 'Funding', 'PayPath Transactions', and 'Payroll Requests'.

Local Resources | Book a 1:1 Appointment

Book a 1:1 "How-To" Appointment

UCPath HR Transactions

Monday through Friday

BOOK AN APPOINTMENT

UCPath Finance

Every Wednesday

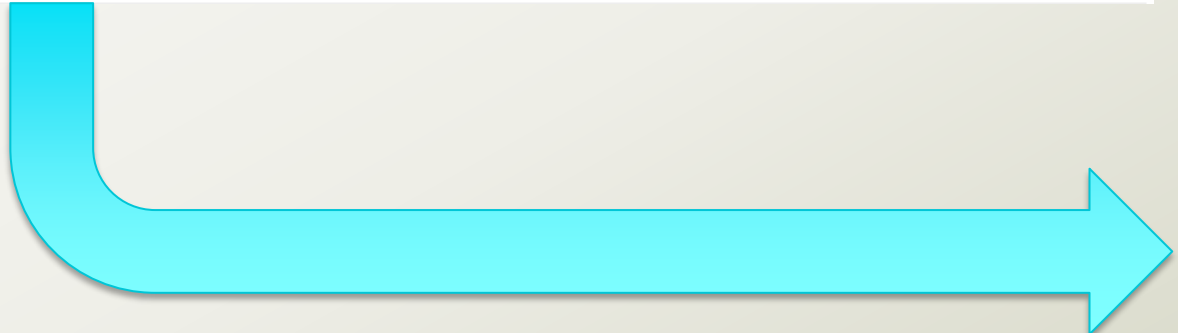
BOOK AN APPOINTMENT

Campus Timekeeping

Every Friday

BOOK AN APPOINTMENT

Reporting: Request a 1-on-1 session by emailing ucpathreports@ucsd.edu



UC San Diego UCPath Support

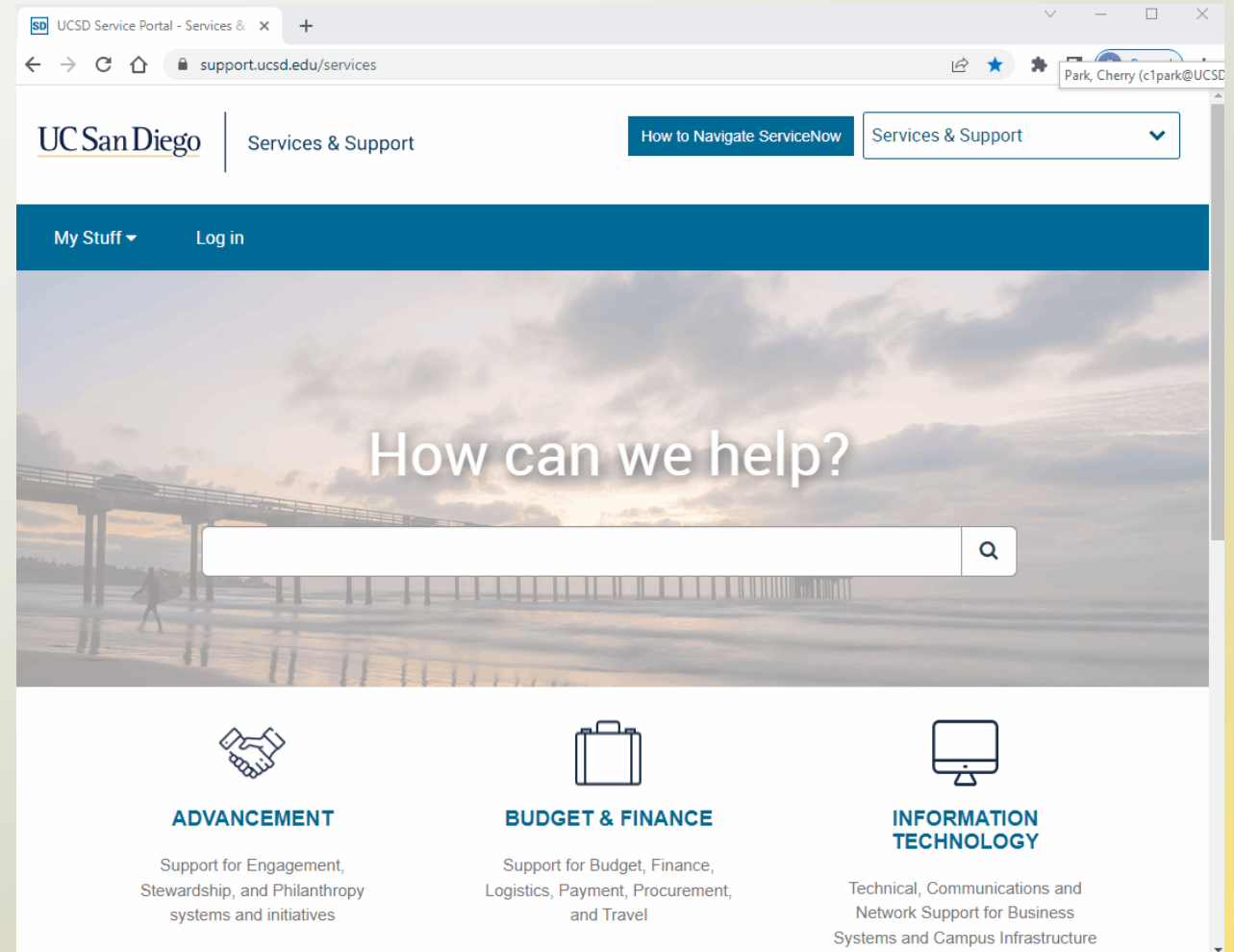
Welcome to the UC San Diego UCPath Support scheduling page. Please use this application to register for a 1:1 appointment slot. New slots open each Thursday for following week.

- UCPath Finance Transaction Support for Week of Apr 17**
Sign up for a 15 minute appointment to get help with UCPath Funding Transactions, Direct Retros, Payroll Reconciliation, and CBR, GAEL & VLA Assessments. Please r...
- UCPath HR Transaction Support for Week of Apr 17**
Sign up for a 15 minute appointment to get help with a specific UCPath transaction. Please review the relevant job aids on the UC San Diego Job Aids and Quick Ref...
- Campus Timekeeping Support for Week of Apr 17**
Sign up for a 15 minute appointment to get help with Campus Timekeeping. Please review the relevant job aids and KBAs before your appointment.

[Cookie settings](#)

Local Resources | UC San Diego Services & Support

- Knowledge Base Articles
- Browse by category or search by keyword
- Submit a case to the local UCPATH support team
- [How to Make Changes to your 403\(b\) and 457\(b\)](#)
- [Fidelity Deductions 403\(b\) and 457\(b\) FAQ](#)





UC San Diego



Notes

- Is this session for the employee who is retiring or only the person processing the retirement in UCPATH?
For transactors
- If an employee wants to rollover their accruals to a retirement account vs. receiving a payout, is that facilitated through UCPATH and what is the process? **If retiring employees have questions about updating their Retirement Savings Programs deductions on their final paycheck, they should be able to find the Savings Plan Enrollment/Change Effective Dates (403b/After Tax DC and 457b) schedule in UCPATH Online. [KBA: Fidelity Deductions 403\(b\) and 457\(b\) FAQ](#)**
- Does the Final Pay Process include Additional Pay? When Payout Accruals box is checked, does it payout Comp Time balances as well? **If Final Pay is OFF CYCLE, ALL earnings need to be added to the Earnings Tab, including additional pay. The Payout Accruals box only pays out UCPC owned balances. Payout codes, such as TRM, COMP and other related payout earning codes respective to the employee's appointment, must be entered by the Location.**
- Can department process the over payment or there is need to open a case with UCPATH? **If you are unable to submit via payroll request page because the employee is terminated you can submit a case to UCPC to have them manually process the overpayment. Or depending on your situation you may be able to use the [Payroll Adjustment Form](#) in the forms library**

Notes

- I opted for the lump sum and wanted to know if I get 2 last checks or one last check in July also will the lump sum be given in the first pay period of August? **Lump sum payout is paid/scheduled by RASC. Please contact RASC**
- **For Final Pay to be issued:**
 - **Paid LOA don't need to be returned. Last Day worked should match last day worked before going on leave.**
 - **Unpaid LOA/SWB have to be returned RWB Effective date = Retirement Template effective date.**
- If employees retire in another month for example May 2023, will they still qualify for the 2023 COLA? **Yes, UCRP benefit recipients who are eligible to receive the *Inactive* COLA need to reflect as terminated for at least one business day prior to July 1st. May is before July 1st. For additional information, please refer to the 2023 COLA announcement for UCRP benefit recipients available on UCnet or contact RASC at (800) 888-8267, Monday-Friday, 8:30 a.m. to 4:30 p.m. (PT)**
- **<https://ucnet.universityofcalifornia.edu/news/2023/03/2023-cost-of-living-adjustments-announced.html>**