7/1 Retirement

Topic Based Zoom

UC San Diego | UC Path

Today's Topics

- Key Terms & Acronyms

- UCPath Retirement Checklist

- Transaction Process Steps

- 453b and 457b Enrollment/Change Deadlines

- Review Resources

- Q&A

KEY TERMS

Term	Description
Effective Date	This date is entered in the **Effective Date** field for use within the **UC_RETIREMENT** Template transaction. This date reflects the **first day** on which the employee is **no longer on Active HR status**. Note: The effective date does <u>not</u> reflect the first day of retirement. The first day of retirement should be determined/coordinated with the UC Retirement Administration Service Center (RASC)
Last Date Worked	This date is entered in the **Last Date Worked** field for use within the **UC_RETIREMENT** Template transaction. This date reflects the **last day the employee physically worked**. This date must be at least one day prior to the **Effective Date** but could be earlier.
Termination Date	This date is system derived after retirement template is processed (located on the Work Location tab within Job Data or Person Org Summary). This field reflects the **last day** the employee was **on Active HR status**. Note: RASC will receive this as the **separation date**.

ACRONYMS

Term	Description
COLA	Cost of Living Adjustment. The Inactive COLA only applies to members in the 1976 Tier and Safety Retirement tiers. (2013/2016 UCRP Tier members aren't eligible)
SWB	Short Work Break; HR Status: Active; Payroll Status: SWB (Inactive)
LOA	Leave of Absence; HR Status: Active; Payroll Status: Paid Leave of Absence (Active) or Unpaid Leave of Absence (Inactive)

UCPath Retirement Checklist:

☐ Is the employee eligible for inactive COLA?

☐ Does the employee have multiple jobs?

☐ Is the employee on a SWB or Paid/Unpaid LOA?

☐ Do you need to submit a Final Pay Request?

☐ Will Final Pay be issued on-cycle or off-cycle?

☐ Will all hours and usage be reported in Timekeeping?

☐ Does the employee receive Additional Pay?

Is the employee eligible for inactive COLA?

Inactive Cost of Living Adjustment (COLA) in UCPath

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:

- Retirement Template Effective Date (first day of inactive status) = June 28

- Last Day Worked (separation date) = June 27 or earlier

June 28 represents the 1 business day that they would not work and not receive pay.

Important!

*Inactive COLA only applies to members In the 1976 Tier and Safety Retirement tiers

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).
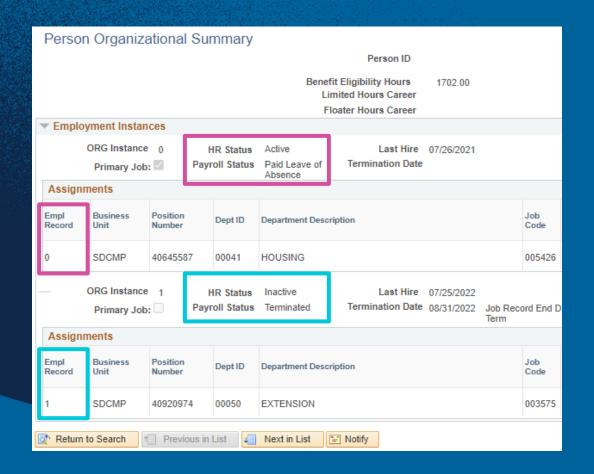
Example Dates for COLA:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6/23	6/24	6/25	6/26	**6/27** **UCPath Last Date Worked (RASC Separation Date)**	**6/28** **Retirement Template Effective Date (Inactive Status)**	6/29
6/30	**7/1** **RASC Retirement**	7/2	7/3	7/4	7/5	7/6

Retirement in RASC ≠ Retirement Template Effective Date in UCPath

Does the employee have multiple jobs?

Review Data in UCPath

Important!

The Retirement Template will terminate the employee from all active jobs

Person Org Summary will show you all the different job/empl records the employee has across all UC locations

HR Status indicates is the job is active or inactive

Payroll Status indicates if they are being paid or on an unpaid leave or SWB

Is the employee on a SWB or Paid/Unpaid LOA?

Paid LOA

- Paid LOAs are Active Payroll Status so the system can issue paychecks

- Employees on a paid leave <u>do not</u> need to be returned to issue final pay

SWB or Unpaid LOA

- SWB and Unpaid LOA are Inactive Payroll Status so the system cannot issue paychecks

- 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

Do you need to submit a Final Pay Request?

Final Pay Request

A **Final Pay Request** 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**

Important!

- Not all employees need a **Final Pay Request** for final pay to be issued

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

Will Final Pay be issued on cycle or 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 <u>will not</u> 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

Will all hours/usage be reported in Timekeeping?
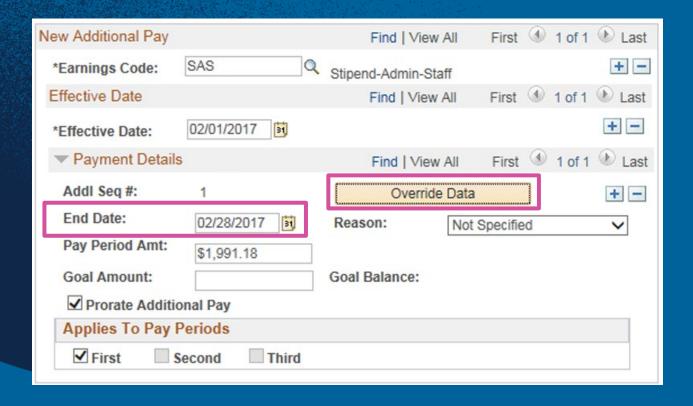
UC San Diego   UC Path

ON-CYCLE

- 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

- Any hours/usage that was missed in timekeeping can be added to the on-cycle final pay via the Final Pay Request

OFF-CYCLE

- If the Final Pay will be issued **off-cycle**, then UCPath <u>will not</u> be able to refer to the time files so you will need to enter **<u>all hours and usage</u>** on the Final Pay Request

- To avoid Overpayment, 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

UC San Diego

Does the employee receive any Additional Pay?

End Additional Pay

Important!

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

Putting it all together

Process Steps: Retirement

1. Select the **UC_RETIREMENT** Smart HR Template

2. Enter **6/28/24** in the **Effective Date** field

3. Enter the **Employee ID** and select the **Employment Record Number**

4. Accept the default of **6/27/24** in the **Last Date Worked** field, or enter the employee's actual last working date if prior to **6/27/24**

5. Enter any **Comments** or **Supporting documents** as needed

Important!

- Employees on a paid LOA do not need to return from LOA to retire

- Employees on an *unpaid* leave of absence or short work break (SWB) will need to be returned from inactive payroll status prior to termination in order for final pay to be issued

- Employees who are ineligible for the inactive COLA <u>do not</u> need to follow the inactive COLA guidelines

Scenarios

Employee eligible for inactive COLA is retiring 7/1

- Template Effective Date: 6/28/24
- Last Date Worked: 6/27/24

Employee eligible for inactive COLA is retiring 7/1, while on LOA/SWB

- Template Effective Date: 6/28/24
- Last Date Worked: the last date worked before LOA/SWB

Employee eligible for inactive COLA is retiring 7/1, but using vacation for 6/24-6/27

- Template Effective Date: 6/28/24
- Last Date Worked: 6/27/24

Employee ineligible for inactive COLA is retiring 7/1, while on LOA/SWB

- Template Effective Date: 7/1/24
- Last Date Worked: the last date worked before LOA/SWB

Process Steps: Final Pay

1. Select **Payroll Request** type: **Final Pay**

2. Select **Termination Type**: **Retirement**

3. Enter the **Employee ID** and select the **Employment Record Number**

4. Review the data in the Last Day on Paid Status, Termination Transaction ID, Expected Job End Date, PR Transaction Number, and Overpayment Transaction Number fields and update as needed

5. Enter Comments

Reminder

A Final Pay Request does not need to be submitted if all of the below is true:

✓ It is a voluntary termination (or an involuntary termination with reason: Appointment Expired)

✓ Employee is not represented (or represented but contract does not require off cycle final pay)

✓ Employee does not have accruals that need to be paid out

✓ Employee is able to report all hours worked/leave used in timekeeping system

UC San Diego   UC Path

Scenarios

Employee is retiring, no accruals, final pay is on-cycle

- Retirement Template

Employee is retiring, has accruals, and final pay is on-cycle

- Retirement Template
- Final Pay Request (Payout Accruals and include any earnings not reported in Timekeeping system)

Employee is retiring, and final pay is off-cycle

- Retirement Template
- Final Pay Request with ALL earnings/usage (Payout Accruals if employee has accruals)

Employee on SWB is retiring, has accruals, and final pay is off-cycle

- PayPath (RWB = Retirement Template Effective Date)
- Retirement Template
- Final Pay Request (all earnings/usage & Payout Accruals box)

403b and 457b Change Deadlines

Navigation: Quicklinks > Benefit Resources > Location Users-Administrators > Savings Plan Enrollment/Change Effective Dates (403b/After Tax DC and 457b) > **Savings Plans (403b/After Tax DC and 457b) Enrollment/Change Effective Dates – 2024**

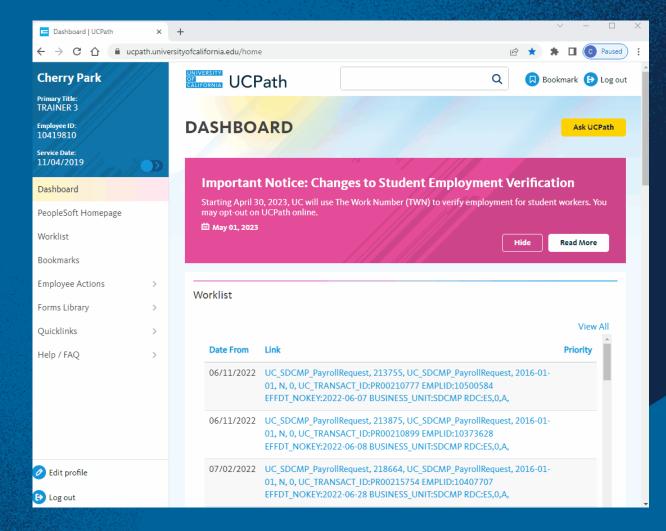| Pay Cycle	Check Date	Pay Period Dates		All 3 plans DCP After Tax 457b Pre-Tax and Roth 403b Pre-Tax and Roth
		Begin	End	Recommended last day of election made in Fidelity (by noon PST)
MO	Mon 07-01-24	06-01-24	06-30-24	Tue 06-18-24
B1	Wed 07-03-24	06-09-24	06-22-24	Fri 06-21-24
B2	Wed 07-17-24	06-23-24	07-06-24	Fri 07-05-24

- **Flat Dollar contributions cannot get processed on off-cycle checks**
- Questions? Contact your HR Benefits Representative: Benefits (ucsd.edu)

UCPC Resources
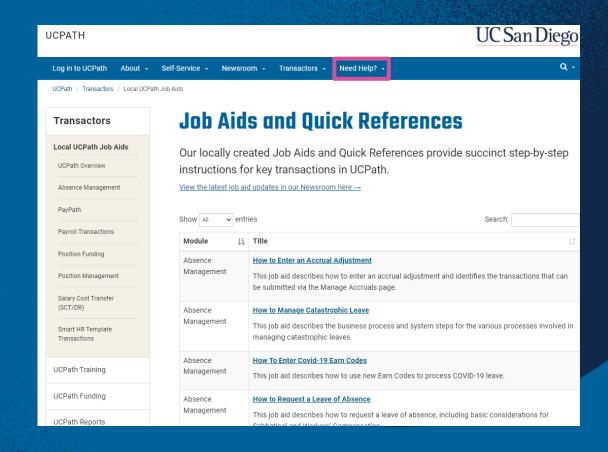
UPK - UCPath Help for Locations (ucop.edu)

- Initiate Retirement Template Transaction
- Submit Final Pay Request
- Approve Final Pay Transaction
- Job Aid: Termination and Finl Pay
- Job Aid: Retirement Transaction Process for July 1 Retirement Date - COLA

Local Resources

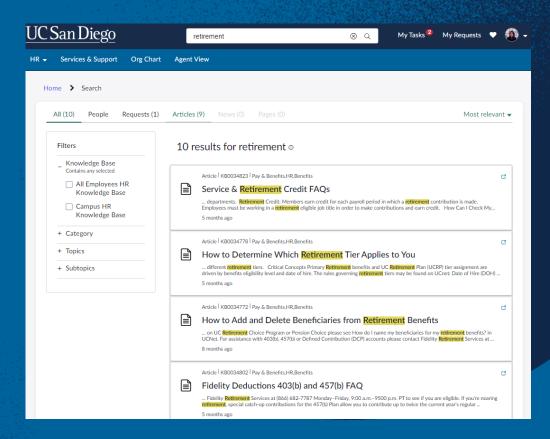**UCPath Job Aids and Quick References (ucsd.edu)**

- 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

Local Resources

- Fidelity Deductions 403(b) and 457(b) FAQ
- How to Make Changes to your 403(b) and 457(b)
- Service & Retirement Credit FAQs

Need Help?

Employee Center

- Submit an inquiry:
- https://support.ucsd.edu/esc

1:1 Appointments

- Monday-Friday
- https://calendly.com/ucpathtransactionsupport

Office Hours

- Monthly (2nd Thursday) 9am-10am
- https://ucsd.zoom.us/j/92947078341

Teams Channel

- UCPath Community of Practice | General | Microsoft Teams

UC San Diego

Notes

- So to be clear, last day worked is the same as last day on paid status. If using vacation we don't put the last day physically worked but last day on paid status? **Last Date Worked is usually the same as last day on paid status except for those on a paid LOA their last day worked will be the last day worked before going on LOA. If using vacation (not a leave/SWB) you can accept the defaulted last day worked (the last day on paid/active status)**

- **Re: 403b/457b final check processing timeline: Please use the matrix shared by Cherry for final dates. Directing an employee to make the changes in May will cause them to have an impact sooner than their final check**