Entering Retirement and Final Pay Transactions in UCPath

Topic Based Zoom
5/24/23
Retirement Pre-Process

1. Review data in UCPath
2. Determine if employee is eligible for COLA
3. Gather information needed for the Retirement transaction
4. Determine if a Final Pay transaction is required
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.
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.

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
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

1. Is the employee on an unpaid LOA or SWB?
2. Does the employee have a recurring Additional Pay?
3. Is the Final Pay going to be on-cycle or off-cycle?
4. Did the employee enter all hours/usage in timekeeping system?
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 to end it to avoid future overpayments.
3 | Is the Final Pay going to be on-cycle or off-cycle?

<table>
<thead>
<tr>
<th>On Cycle</th>
<th>Off Cycle</th>
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| • 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. |
| • 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.

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.

KBA: Fidelity Deductions 403(b) and 457(b) FAQ
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
UCPath Center Resources | UCPC Knowledge Base

- Search the Knowledge Base
- Filter or enter Keyword
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

https://ucpath.ucsd.edu/
Local Resources | Book a 1:1 Appointment

https://calendly.com/ucpathtransactionsupport
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

https://support.ucsd.edu/
• 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)**