

UCPath Website Overview

You will use UCPath for many pay and HR-related activities currently done through At Your Service Online (AYSO) or via paper form, such as:

- updating your personal information
- choosing direct deposit options
- viewing pay stubs and vacation/sick leave balances

UCPath lives at: ucpath.universityofcalifornia.edu

UCPath website interface showing navigation menu, welcome message, and various service links.

Navigation Menu:

- Personal Information
- Benefits
- Income and Taxes
- Retirement and Savings
- Leave Balances
- Manager Self Service
- Ask UCPath Center
- FAQ: How Do I

Forms Library:

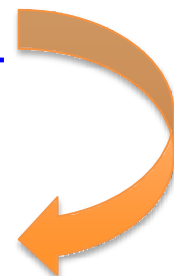
- Absence Management
- Employee Benefits
- General Ledger
- Human Resources
- Request UCPath Access
- Report Request
- Records Request
- Payroll

Quick Links:

- Payroll Calendar 2015
- Payroll Calendar 2016
- Holiday Schedule
- Using Your Benefits
- UCNat
- Time Reporting System
- Job Expense Management
- UCCP
- UCPath Jobs Available

Contact Information:

For help, contact UCPath Center by submitting an inquiry or by calling directly at telephone: (855) 8UCPATH (827284)
Support Hours: 8am-5pm PST M-F



The screenshot shows the UCPath website interface. At the top left, there is a navigation bar with 'Favorites...' and 'Main Menu...'. The main header includes the University of California logo and the 'UCPath' title. On the right side of the header, there are links for 'Home', 'HCM Worklist', 'Add to My Links', and 'Sign out'. Below the header, a 'Welcome' message and the date 'October 23, 2015' are displayed. A large orange arrow points from the right towards the left-hand navigation menu. This menu contains the following items: Personal Information, Benefits, Income and Taxes, Retirement and Savings, Leave Balances, Manager Self Service, Ask UCPath Center, and FAQ: How Do I. Below the menu is a photograph of a person sitting under a tree reading a laptop. Underneath the photo, there is contact information for the UCPath Center, including a phone number and support hours. At the bottom of the page, there are two main sections: 'Forms Library' and 'Quick Links'. The 'Forms Library' section lists: Absence Management, Employee Benefits, General Ledger, Human Resources, Request UCPath Access, Report Request, Records Request, and Payroll. The 'Quick Links' section lists: Payroll Calendar 2015, Payroll Calendar 2016, Holiday Schedule, Using Your Benefits, UCNat, Time Reporting System, Job Expense Management, UCOIP, and UCPath Jobs Available.

The left side of the UCPath website provides access to self-service tasks and FAQs.

UCPath

Personal Information

Benefits

Income and Taxes

Retirement and Savings

Leave Balances

Manager Self Service

Ask UCPath Center

FAQ: How Do I

Welcome to UCPath

Forms Library

Quick Links

- Payroll Calendar 2015
- Payroll Calendar 2016
- Holiday Schedule
- Using Your Benefits
- UCNet
- Time Reporting System
- Job Expense Management
- UCOP
- UCPath Jobs Available

Records Request

Payroll

Support Hours: 8am-5pm PST M-F

The right side provides links to frequently used tools and sites.

The center section provides access to forms in various categories.

UCPath

- Personal Information
- Benefits
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- Retirement and Savings
- Leave Balances
- Manager Self Service
- Ask UCPath Center
- FAQ: How Do I

Forms Library

- Absence Management
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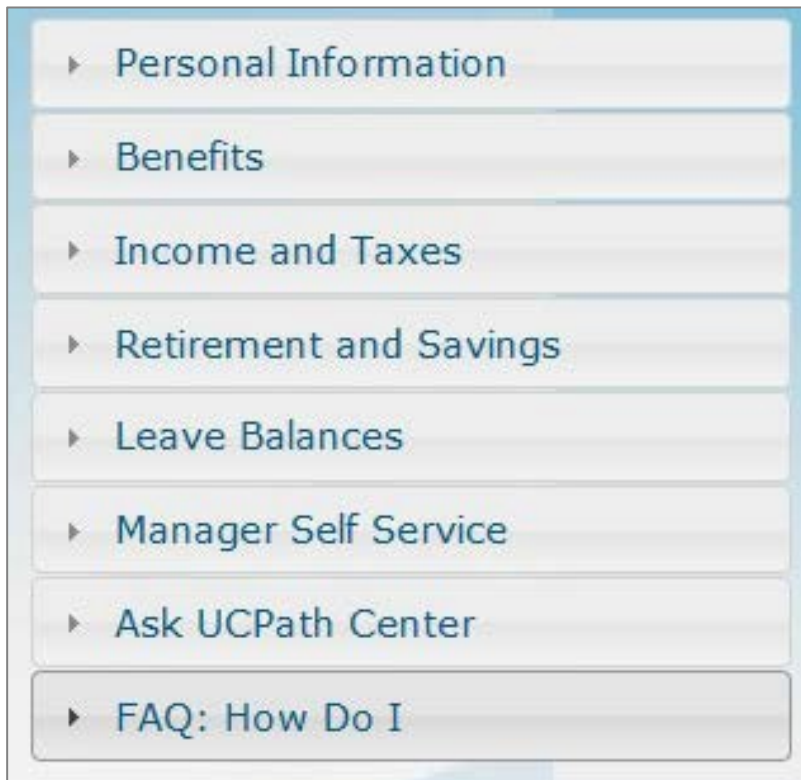
Quick Links

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Employee Self-Service

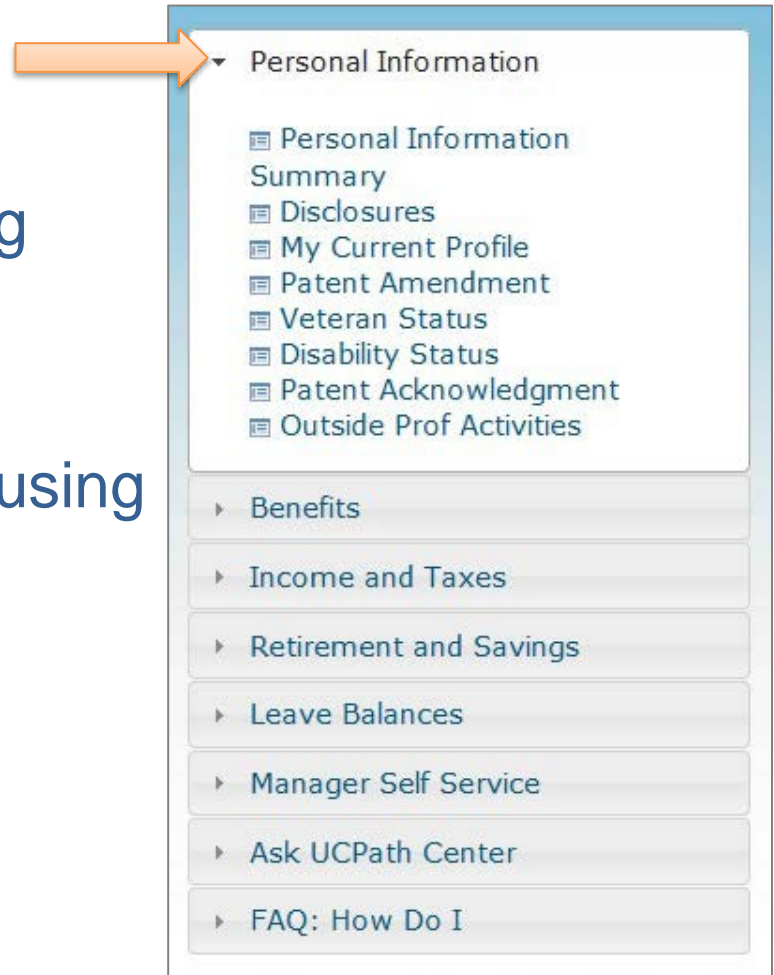
UCPath allows employees to perform a range of self-service tasks, which appear on the left side of the website.



Note: Self-service options are based on your user profile and level of security access. For this reason you may not be able to open all tasks or forms on the site.

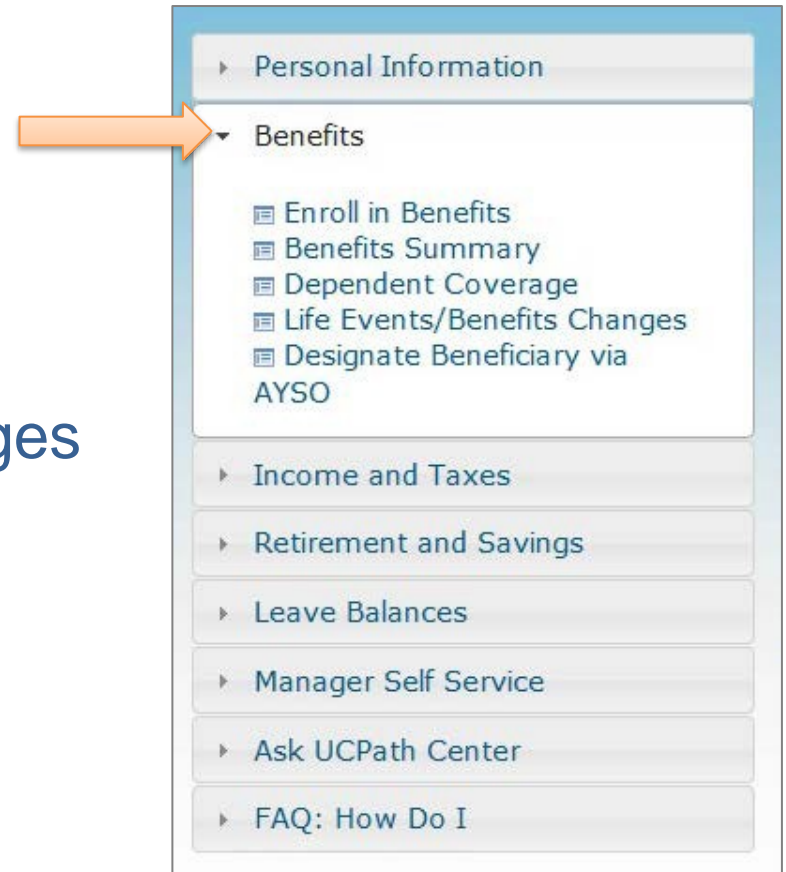
Use the **Personal Information** category to review and update:

- Name, address, and more using Personal Information Summary
- Disclosures
- Education, licenses, and more using My Current Profile
- Patent Amendment
- Veteran status
- Disability status
- Outside professional activities



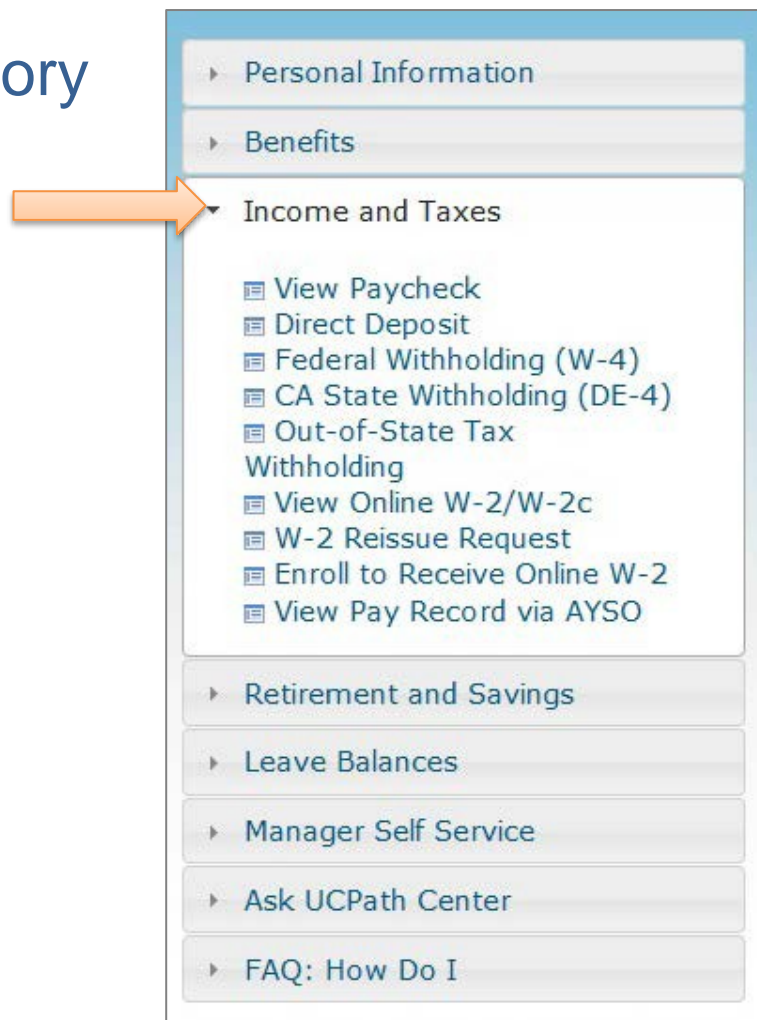
Use the **Benefits** category to:

- Enroll in benefits
- Review your benefits
- Review dependent coverage
- Enter life events/benefits changes
- Designate beneficiaries



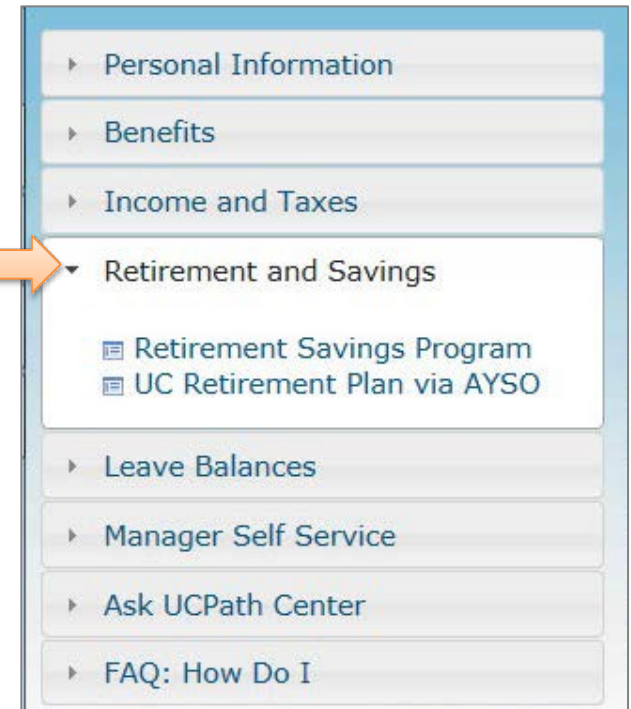
Use the **Income and Taxes** category to:

- View paycheck
- Update direct deposit
- Update withholdings
- View W-2/W-2c history
- Submit W-2 reissue request
- Enroll to receive online W-2
- View pay record

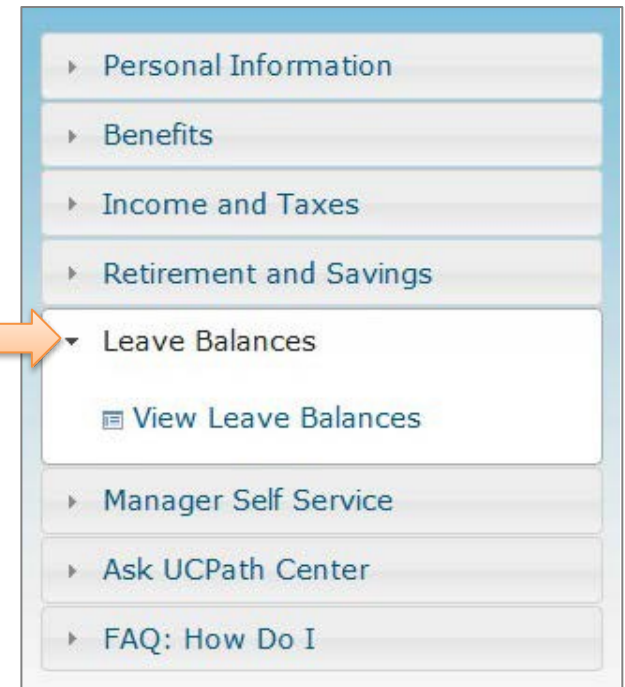


Use the **Retirement and Savings** category to:

- Access the retirement savings website
- Update UC retirement plan choices

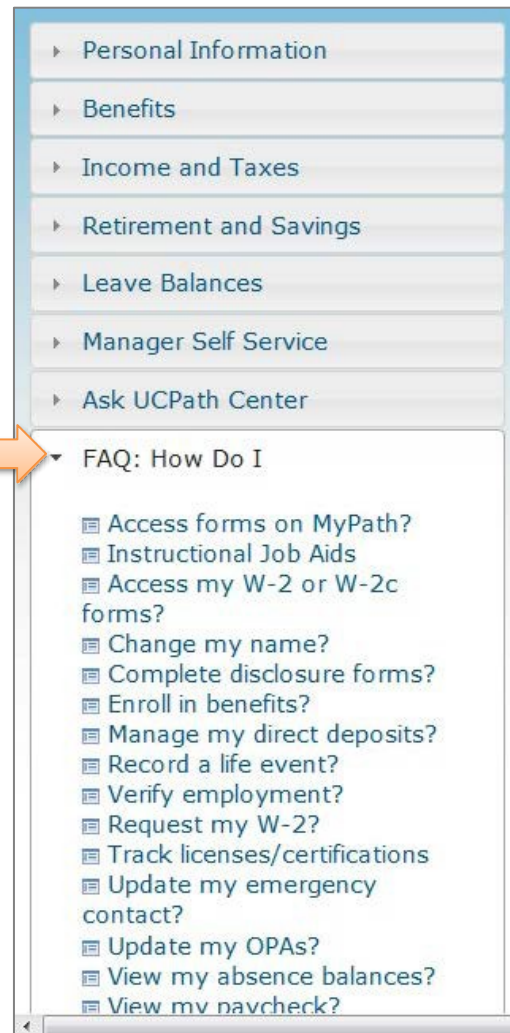


Use the **Leave Balances** category to review vacation/sick leave balances.



FAQs + Getting Help

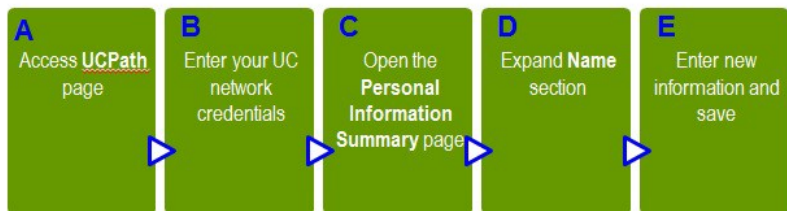
The **FAQ: How Do I** section provides links to step-by-step instructions for frequent self-service tasks.



ESS Submit Name Change in Employee Self Service



Use this procedure to update your name in Employee Self Service.



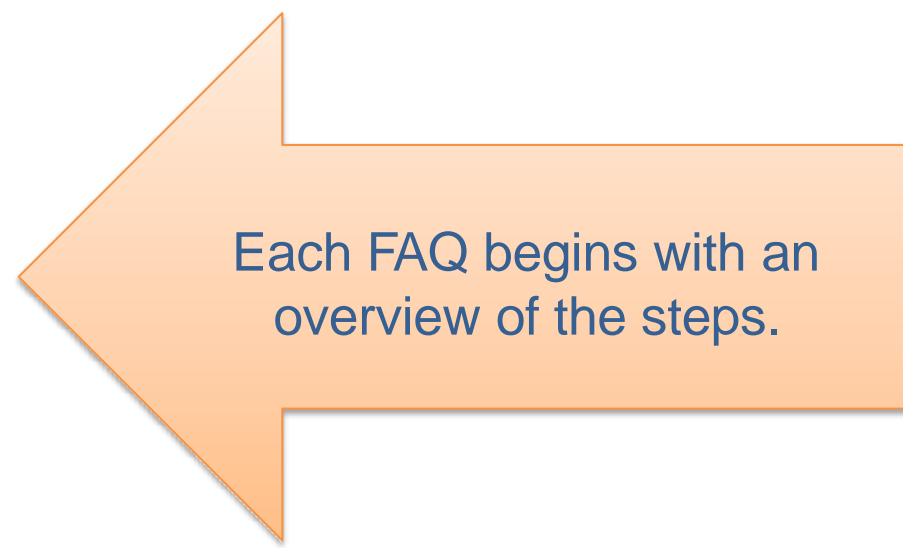
Note: An employee may not submit a name change until the employee has changed their name with the Social Security Administration.

Process Steps:

- A. From the OP Local HR page or the OP Payroll page, click the **UCPath** button.
- B. Enter your UC network single sign-on credentials (username and password).
- C. Click **Personal Information** to expand the list and then click **Personal Information Summary**.
- D. Expand the **Name** section.
- E. Enter the new information and save the record.

Proceed to **A**.

Legend: Not Started Current Completed



Each FAQ begins with an overview of the steps.

Subsequent pages provide screen shots and detailed step-by-step guidance.

ESS Submit Name Change in Employee Self Service



E. Enter new information and save. (1 of 4)

Personal Information

Name Change

Kitty Clark

Enter your new name and select **Submit**.

Note: You may be required to send proof of the name change to Human Resources.

US Employees: All name changes must match the name provided on your social security card.

Current Name

Kitty Clark

New Name

8

Change As Of (example: 12/31/2000)

*Name Format

9

Name Kitty Clark

* Required Field

[Return to Personal Information](#)

8. In the **Change As Of** field, enter the date of your name change. Use the format mm/dd/yyyy.

9. Click the **Edit Name** button.

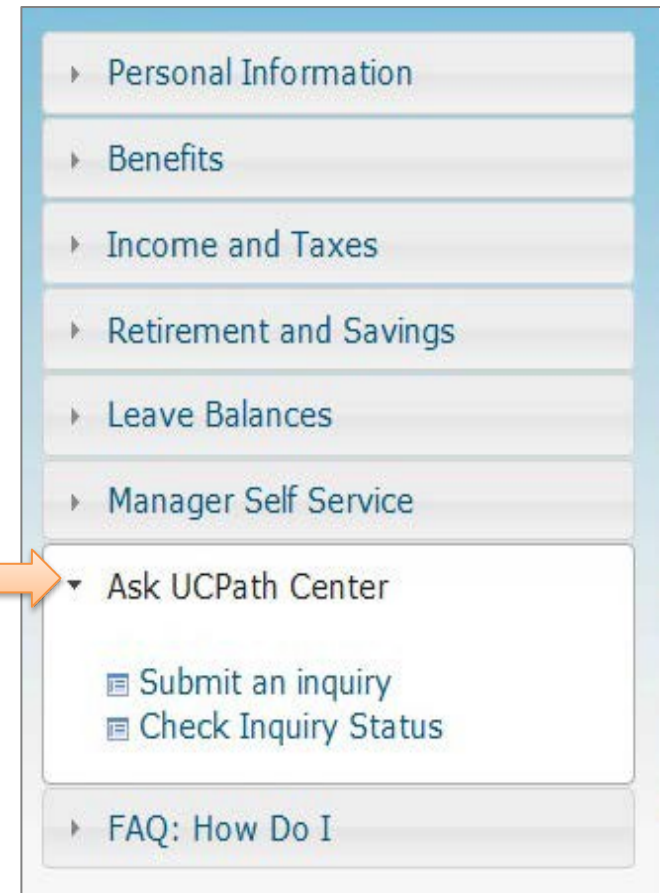
Continue to the next page.



Getting Help

You can contact UCPath Center staff via the UCPath website or by phone for help with pay and benefit-related transactions.

The **Ask UCPath Center** category enables you to submit and monitor online inquiries.



Submit Case Step 2

Subject

Description

Requested By

Topic

Category

To submit an inquiry, start by entering a subject and a short description.

Submit Case Step 2

| = Required Information


Subject

Description


Requested By

Topic

Category



Type the text

[Privacy & Terms](#) 

Enter your name and specify the topic and category.

Submit Case Step 2

| = Required Information


Subject: FAU Account Update

Description: Update interface submitted on 7/17/2015 for FAU 21-123456. Transfer entire balance to FAU 41-678091.

Requested By: Location Central Office

Topic: Payroll

Category: Processing - Error/Reconciliation



Type the text

Privacy & Terms

Verify Image

Enter the text shown in the CAPTCHA image and click the **Verify Image** button.

Submit Case Step 2

| = Required Information

Subject

Description

Requested By

Topic

Category

Upload Attachments

Maximum file size for a single attachment cannot exceed 5 MB.

File No file selected.

File No file selected.

File No file selected.

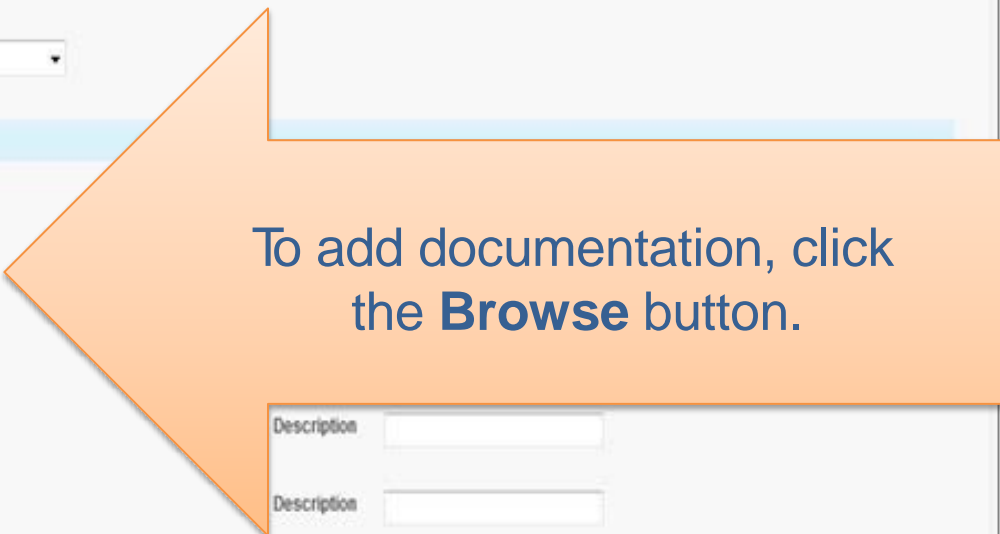
File No file selected.

File No file selected.

Description

Description

Description



To add documentation, click the **Browse** button.

Submit Case Step 2 Submit

| = Required Information

Subject:

Description:

Requested By:

Topic:

Category:

File No file selected.

File No file selected.

File No file selected.

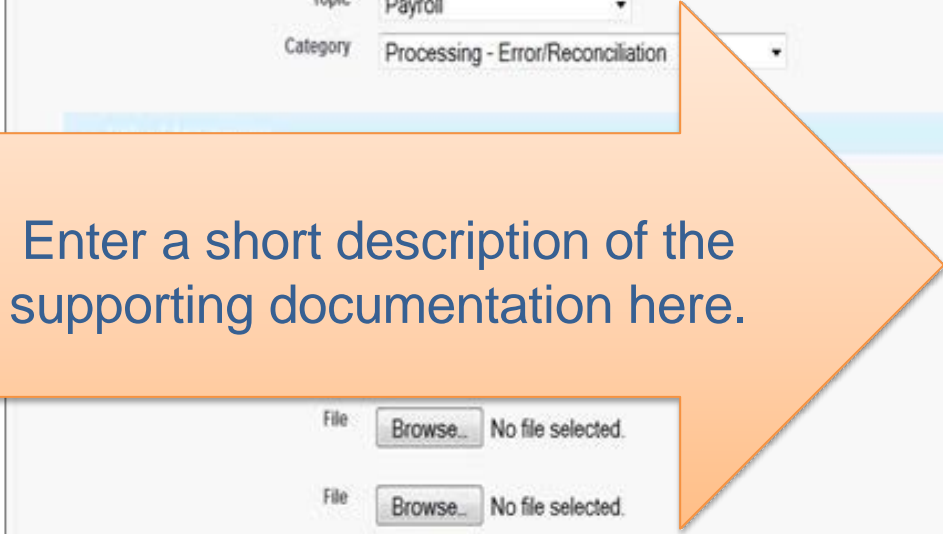
Description

Description

Description

Description

Description



Enter a short description of the supporting documentation here.

Then click the **Submit** button.
An email confirmation is sent to you.

Submit Case Step 2

Subject:

Description:

Requested By:

Topic:

Category:

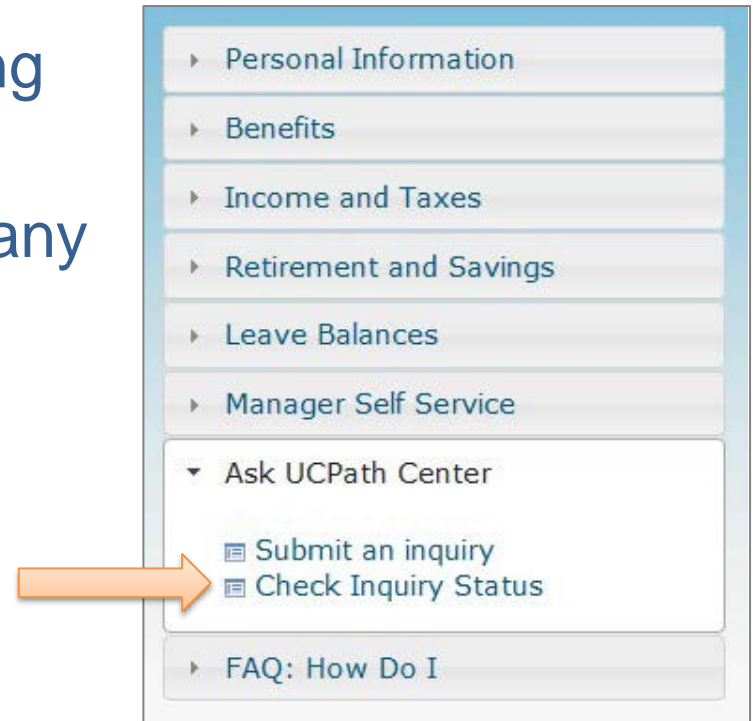
[Upload Attachments](#)

Maximum file size for a single attachment cannot exceed 5 MB.

File	<input type="button" value="Browse..."/> No file selected.	Description	<input type="text"/>
File	<input type="button" value="Browse..."/> No file selected.	Description	<input type="text"/>
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File	<input type="button" value="Browse..."/> No file selected.	Description	<input type="text"/>

You can monitor your inquiries using the **Check Inquiry Status** link.

- From your list of inquiries, click any case number for details.
- If necessary, you can add attachments or comments.



Forms + Quick Links

The **Forms Library** provides access to online forms. Categories include benefits, payroll, human resources, and more.

The screenshot displays the UCPath website interface. At the top left, there are links for 'Favorites...' and 'Main Menu...'. The 'UNIVERSITY OF CALIFORNIA' logo and 'UCPath' title are prominent. A navigation menu on the left lists categories such as Personal Information, Benefits, Income and Taxes, Retirement and Savings, Leave Balances, Manager Self Service, Ask UCPath Center, and FAQ: How Do I... Below this menu is a photograph of a person sitting under a tree reading a laptop. Text below the photo provides contact information for the UCPath Center, including a phone number (855) 9UCPATH (827264) and support hours (8am-5pm PST M-F). On the right side, there are links for Home, HCM Worklist, Add to My Links, and Sign out, along with a 'Welcome' message and the date October 23, 2015. A large blue box with the 'UCPath' logo is overlaid on the right. At the bottom, there are two main sections: 'Forms Library' and 'Quick Links'. The 'Forms Library' section lists: Absence Management, Employee Benefits, General Ledger, Human Resources, Request UCPath Access, Report Request, Records Request, and Payroll. The 'Quick Links' section lists: Payroll Calendar 2015, Payroll Calendar 2016, Holiday Schedule, Using Your Benefits, UCNet, Time Reporting System, Job Expense Management, UCOIP, and UCPath Jobs Available.

UNIVERSITY OF CALIFORNIA UCPath

Home HCM Worklist Add to My Links Sign out

Welcome October 23, 2015

- Personal Information
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- Retirement and Savings
- Leave Balances
- Manager Self Service
- Ask UCPath Center
- FAQ: How Do I

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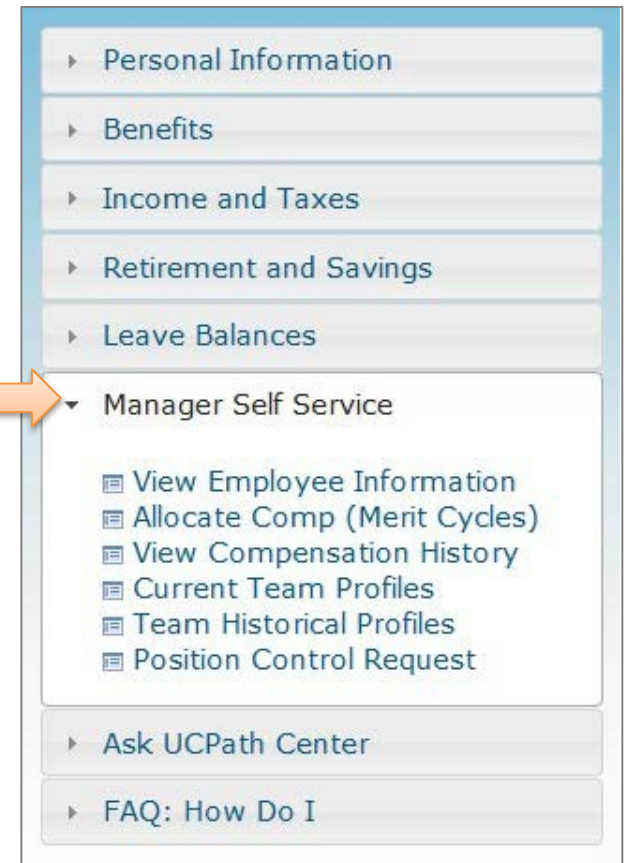
- Report Request
- Records Request
- Payroll

The **Quick Links** section provides access to frequently used tools and sites, such as the payroll calendar, Time Reporting System, and more.

Manager Self-Service

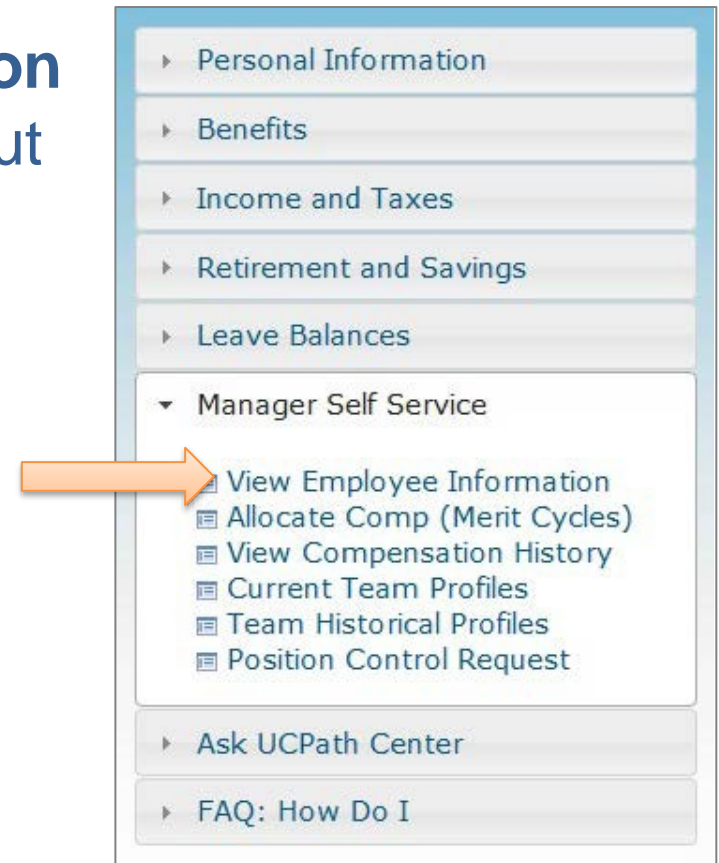
Managers can use the **Manager Self Service** section to review information about their direct reports and lower-level staff, if applicable.

Note: As you review the self-service tasks, remember that your user security controls access to these tasks.

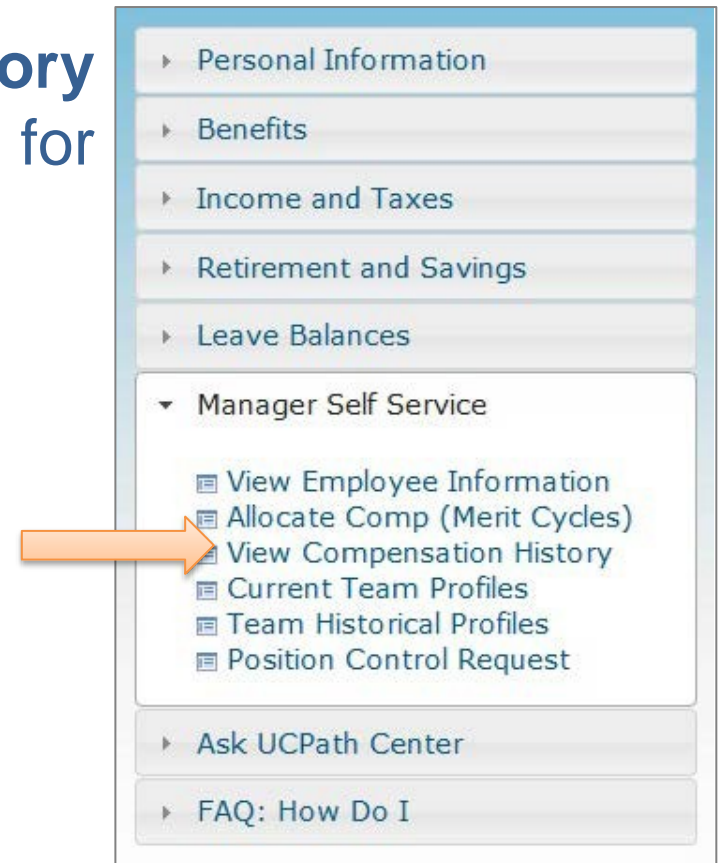


Use the **View Employee Information** link to review basic information about your direct reports, including:

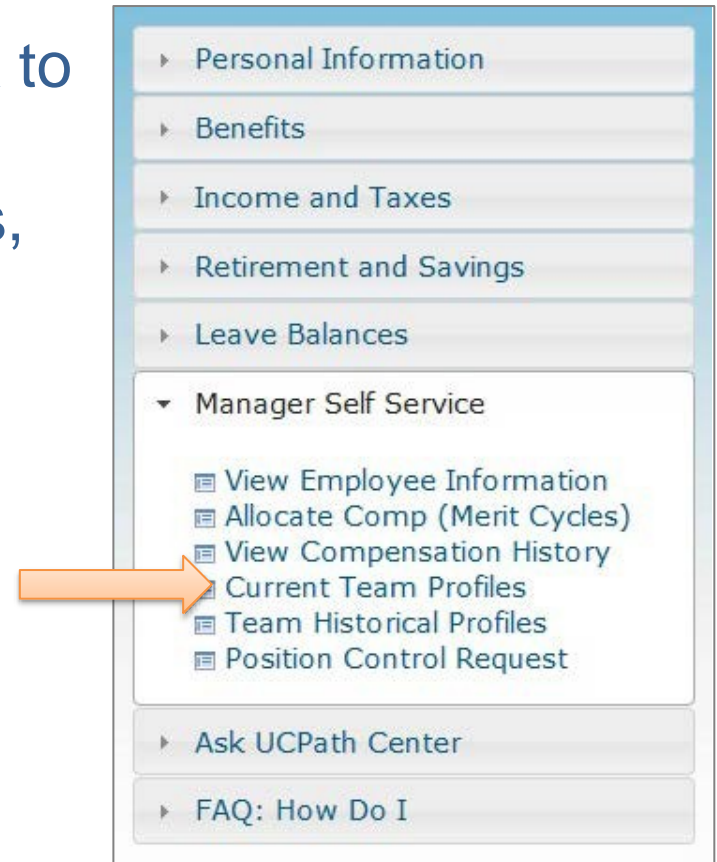
- Current position and job code
- Addresses
- Emergency contacts



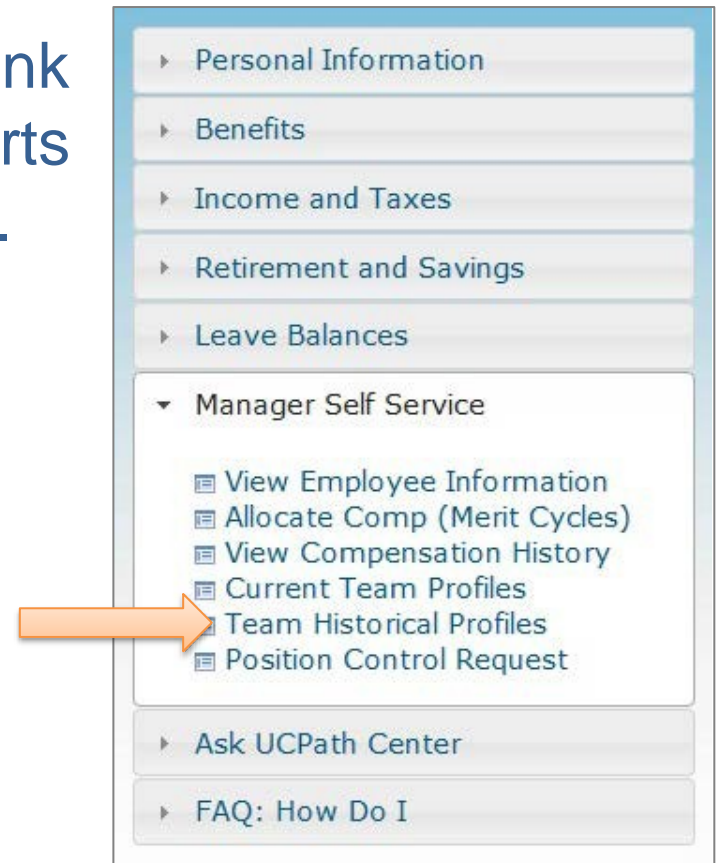
Use the **View Compensation History** link to review compensation actions for your direct reports.



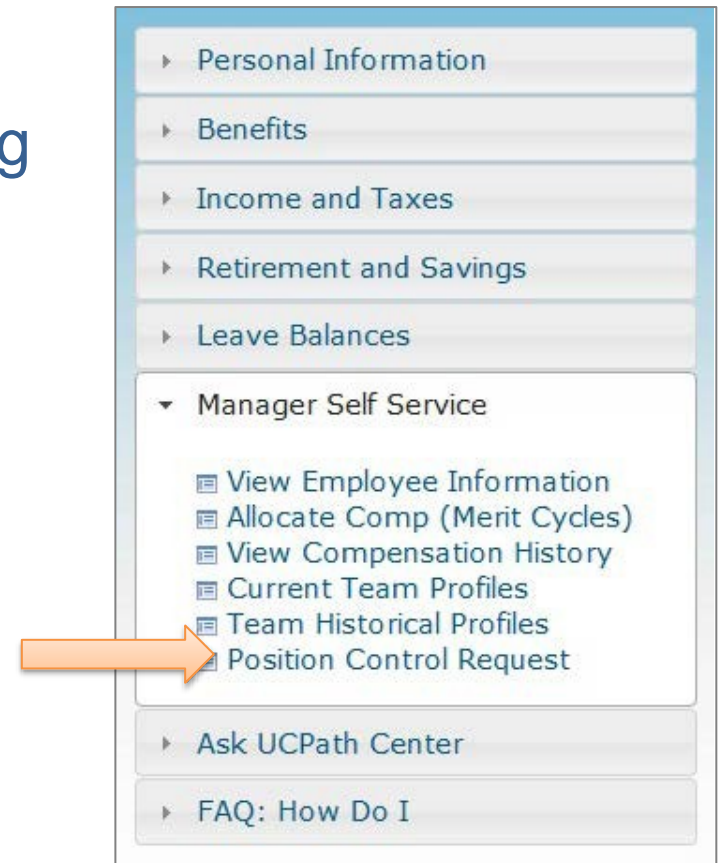
Use the **Current Team Profiles** link to review details about your direct reports, such as education, licenses, and certifications.



Use the **Team Historical Profiles** link to review details for your direct reports and their direct reports, if applicable.



Use the **Position Control Request** link to request to fill new and existing positions.



Here's a short recap:

- UCPath link ucpath.universityofcalifornia.edu
- Both employees and managers will use UCPath for a wide range of self-service tasks.
- You have access to a wealth of useful information and resources via the **Forms Library** and **Quick Links**.
- If you need help:
 - FAQs provide step-by-step instructions for many tasks.
 - You can submit/monitor inquiries online or call the UCPath Center.