UCPath Website Overview

[Click anywhere to continue.]
Complete this tutorial at your own pace.

- When you finish a slide, click anywhere to continue.

- To move backward, right-click the slide and then select the **Previous** option.

- Press **Esc** on your keyboard to exit the tutorial. If you leave before the end, you will return to the beginning the next time you open the tutorial.
This tutorial gives you an overview of the UCPath self-service site, which goes live for UCOP on November 30.

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
Getting Started
UCPath lives at: ucpath.universityofcalifornia.edu
The left side of the UCPath website provides access to self-service tasks and FAQs.
The right side provides links to frequently used tools and sites.
The center section provides access to forms in various categories.
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

**Note:** All W-2 activities coming January 2016.
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.
Each FAQ begins with an overview of the steps.
Subsequent pages provide screen shots and detailed step-by-step guidance.

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.
To submit an inquiry, start by entering a subject and a short description.
Enter your name and specify the topic and category.
Enter the text shown in the CAPTCHA image and click the Verify Image button.
To add documentation, click the **Browse** button.
Enter a short description of the supporting documentation here.
Then click the **Submit** button. An email confirmation is sent to you.
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 **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 of this tutorial:

• UCPath goes live for UCOP on November 30 at: [ucpath.universityofcalifornia.edu](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.
Thank You