

Update – Don't Wait

Review and Update Your Personal Information at [UCPath Online](#).

To make sure you receive important pay, benefits, and other critical communications, keep your personal information updated in UCPath.

1. [Login to UCPath Online](#) and go to “My Information” on the home page and look for the appropriate section under the Personal Summary on the right hand column.
2. Review the information below to ensure it is current and correct.
3. If the information is not correct or current, please update it immediately. Click “Save.”
4. Questions? Contact UC Irvine’s [Employee Experience Center \(EEC\)](#).

Your Home Address	<p>Having a valid, current address is critical so UC can send benefits information, paper paychecks (if you are not enrolled in direct deposit) and other essential messages to you. If the home address is not a valid address where you can pick up mail, it can result in a 2+ week delay in getting your paycheck.</p> <p><u>Note:</u> Often the first check for a new employee is a paper paycheck, even if you sign up for Direct Deposit. Paper paychecks are always mailed to the home address, even if you add a mailing address to your personal information.</p> <p>This is also important if you leave UC and choose to keep your retirement plan accumulations in the plan.</p>
Your Secondary Email Address and Mobile – Personal Number (not your UCI email or phone #)	<p>If you retire or leave UC Irvine, UC needs your secondary (personal) address and personal mobile phone to invite you to log into the “UCPath Former Employee Portal,” where you will be able to access your earnings statements, W-2 forms, and other important documentation. These are both located in ‘Contact Details’</p>
Direct Deposit Information	<p>Direct Deposit electronically transfers your payments to your bank account and is significantly faster than getting paid by paper paychecks. To enroll, modify, cancel direct deposit payments, go to the Income & Taxes tab:</p> <ul style="list-style-type: none"> • From the Dashboard: Choose update Direct Deposit • From the Payroll Information >Direct Deposit Job Aid available <p><u>Note:</u> If you leave UC for more than 60 days or do not have an active appointment in UCPath for more than 60 days, Direct Deposit information will be deactivated, and you will need to enter it again when next active in UCPath. This information can be entered starting the first day of the new assignment.</p>
State Tax Information	<p>Verifying your personal email and home address in UCPath Online is important for state taxes but is not the only step for determining correct state tax withholding. In UCPath online, choose Income & Taxes from menu click ‘out- of- state Income tax eForm.’ Complete the required information to ensure correct withholding.</p>

Important Reminder: Remember to update your information with other service providers, too, including Fidelity, your local Human Resources (HR) and Payroll offices, and other service providers, as needed.