UCI UCPath

Your pay. A new way. UCPath is coming to UCI in January 2020.

What is UCPath?

- UCPath stands for **UC P**ayroll, **A**cademic Personnel, **T**imekeeping & **H**uman Resources

- A UC systemwide project to modernize its current 35-year-old payroll system. UCPath will unify and standardize payroll, benefits and human resources for all UC employees.

- UCPath Online is a 24/7 self-service portal for UC employees to view pay statements and benefits, update personal information and tax forms, sign up for and manage Direct Deposit, and make life event changes (such as marriage); managers can view job-related information for direct reports.

- To see what is changing and not changing, visit **ucpath.uci.edu**.

When does UCPath start at UCI?

▶ **Access to UCPath Online:**   **January 2, 2020**
   via ucpath.uci.edu

▶ **First monthly paycheck:**   **January 2, 2020**

▶ **First bi-weekly paycheck:**   **January 8, 2020**

What do I need to know?

- UCPath Online will replace At Your Service Online (AYSO) to view/manage payroll, benefits, and Direct Deposit. AYSO will be used for retirement information plus historical W-2 and earnings statements (pre-2020).

- Timesheets will not move to UCPath; they remain in the current system and interface with UCPath.

- Know your current UCInetID and how to use DUO Multifactor Authentication - **oit.uci.edu/mfa**.

- Employees will have a new ID number that will remain throughout their UC careers at all UC locations. No need to get new ID cards, however.

What do I need to do?

By November 14

Last day to sign up for or make changes to Direct Deposit to ensure it is set up for January pay. Employees who currently use Direct Deposit don't need to do anything — it will transfer to UCPath.

By December 1

Employees who receive a paper paycheck should verify or update their home address in AYSO, as this will transfer to UCPath as the place to mail paychecks.

December 1 – 31

Cutover from our current payroll system to UCPath. This is a "freeze" time for payroll actions; your payroll processor won't have the ability to make any payroll changes during this time (e.g. hires, terminations, salary, percent time changes, etc.). Make payroll and hiring actions, when possible, before Dec. 1 in the current system or after Jan. 2 in UCPath. Alert your local CPO if you have a December hire.

In January

- Starting January 2, access UCPath Online via **ucpath.uci.edu**; click the UCPath Online button.

- Login will require UCInetID authentication and Duo Multifactor Authentication (**oit.uci.edu/mfa**)

- First login requires a set-up of security and government-mandated demographic questions.

- Review your benefits and pay statement. Note new year tax rate and benefit choice changes. If you see unexpected differences, contact your department's payroll/personnel staff or UCI's local Employee Experience Center (EEC) — call at **949-824-0500** or visit **eec.hr.uci.edu**.

- Review your personal information to be sure it's current; update if needed.

- Add emergency contact information.

Paycheck and Pay Statement Changes

- Pay statements will look different – see a sample at **ucpath.uci.edu** under Path Guides. For anyone with multiple appointments, only one will show — but pay will be for all appointments.

- Paper paychecks will no longer be available for on-campus pickup. They will be mailed to home addresses from a bank the day before payday and may take 2-4 days for delivery. Sign up for Direct Deposit via ZotPortal (**portal.uci.edu**) to avoid pay delays.

- One-time payments such as housing allowances or retroactive summer compensation will now be paid with the next regular paycheck.

Hiring

- Under UCPath, the hiring process will take longer, so add time to the hiring process.

- To ensure a new hire will have access to their netID and email on "day one," new hire paperwork will need to be started earlier for the new approval process (2-3 weeks before the new hire's start date).

- UCPath will limit expedited payments if employees are not in the system, so communicate information early.

UCPath Changes of Special Interest to Academics

Funding Timelines – UCPath will not end a position when a fund expires, so carefully monitor funds.

Plan Ahead & Communicate – Staff will be learning new systems that can be complex and some transactions must now go through the UCPath Center in Riverside to be processed, so be patient. Communicate well in advance and realize some processes will take longer to complete.

Types of Graduate Student Pay Issued from UCPath – Teaching Assistants/Associates, Readers, Tutors, and Grad Student Researchers/Assistant Researchers

Types of Graduate Student Pay NOT Issued from UCPath – Fellowship Stipends (i.e. from school/ department fellowships, Graduate Division fellowships, external awards such as NSF GRFT, etc.). Most of these are issued through the SBS (Student Billing System).

What to do if an ASE or GSR appointment fee/tuition remission is not paid – Remission issues from previous UC campus rollouts have been resolved. If remissions are absent on a Student Billing Services (SBS) account, the graduate student should ensure they are enrolled in units and have paid past due charges and remaining fees not covered by remission (i.e. campus fees or nonresident supplemental tuition). If those are resolved, contact the hiring department.

Changes Impacting Current Processes

UC Systemwide = greater efficiencies with some reduced flexibility

- New hires later in the month may not receive a first paycheck until the following month.

- Deadlines will be shorter and more firm for payroll transactions.

- Transactions require approval at UCI before being finalized in the system, adding to processing time.

Composite Benefit Rates (CBR) will be implemented with UCPath

- Many components of total benefits cost previously charged individually will be combined into a single CBR rate; this will improve the ability to plan for the costs that will be charged to grants.

- The CBR will be consistent for each year, with the actual charges equal to planned charges.

- Consistent method of charging benefits costs common in most other institutions and agencies.

- Not included in CBR: vacation leave, sabbatical, tuition remission, GSHIP (grad student tuition & fees), and EPL (employee practice liability).

Where to Go for Questions and Help

- **Your current department payroll or personnel representatives, CPOs, MAABOs, etc.**

- **Employee Experience Center (EEC)**
  UCI's local support center; call **949-824-0500** or visit **eec.hr.uci.edu**.