Learn more at **ucpath.uci.edu**. | Request a presentation or ask questions: **ucpath@uci.edu**

Submit your timecards on time. Starting in January, your current timekeeping system will interface with UCPath, which has firm deadlines.

What to Do in January

1 Log in to UCPath Online to view your pay statement and benefits via ucpath.uci.edu.

2 Click on the UCPath Online button and then enter your UCInetID and password.

3 Continue with the required DUO multi-factor authentication.

4 Answer security set-up questions and government-mandated demographic questions (first-time login only). One of your security questions will be presented when you perform certain tasks, such as opening a pay statement, to ensure your information is secure.

5 Review personal information for accuracy and update if needed.

6 Review your first UCPath pay statement to compare gross pay with previous pay. Review deductions for any differences. Remember in the new year there may be changes due to tax rates and benefit choices.

7 Review your benefits to ensure they reflect your choices.

8 Enter your emergency contact information.

What to Do Now

> Sign up for DUO multi-factor authentication. This second layer of security will be required to access UCPath online.
> oit.uci.edu/mfa

> Know your UCInetID and password. This will be required to log into UCPath Online.
> oit.uci.edu or contact your supervisor.

UCI UCPath

Modern. UC Systemwide. 24/7 Access.
Coming January 2020

Your Pay.
A New Way.

UCPath is a new payroll system coming to UCI.

Find out what's new & how it affects you.

UCI MEDICAL CENTER

ucpath.uci.edu

UCPath Online: Your New Self-Service Portal
For Employees and Managers Starting January 2 via ucpath.uci.edu

1. **View and Print Pay Statements**
2. **Employee Information** — Includes your name, title, service date, and NEW employee ID.
3. **Dashboard** — Provides links to key information and activities for your role.
4. **Vacation & Sick Leave** — Balance accruals will be on the portal - NOT on pay statements.
5. **Notices & Updates** — Key information such as system notices, W-2 reminders, etc.
6. **Navigation Menu** — Access to all UCPath functions based on your role.
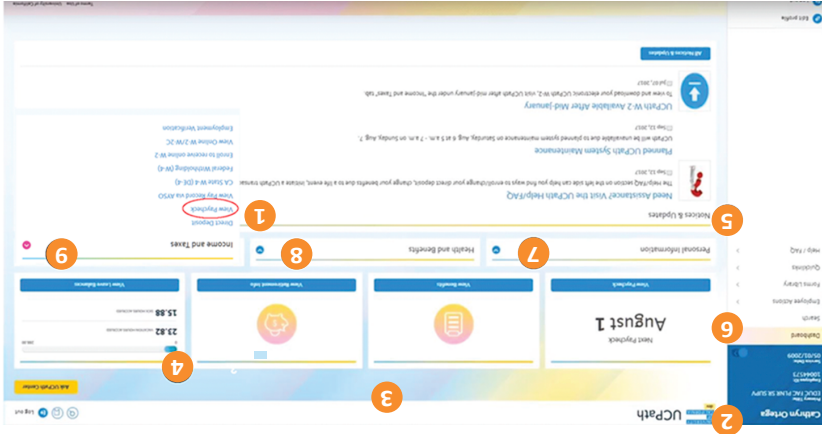7. **Personal Information** — View and update home address, email address, etc.
8. **Health & Benefits** — View and update your health and benefits information.
9. **Income & Taxes** — View and update direct deposit, W-2, tax withholding, etc.

Where to go for help starting January 2

Your Local Payroll Contact
HR, POC, CPOs, MAABO

OR

Employee Experience Center
Local support: Call (949) 824-0500
Online: via ucpath.uci.edu

See what is changing and what is not at ucpath.uci.edu

Two Ways to Get Paid

Direct Deposit
Access your earnings on payday. If you already have Direct Deposit, it will transfer to UCPath automatically. To sign up now, go to ZotPortal. Deadline is Nov. 14 to set up Direct Deposit for January pay. After January 2, you can sign up for and manage Direct Deposit in UCPath Online.

Paper Paycheck
If you still receive a paper paycheck, it will mailed the day before payday to your home address on record and may take 2-4 days for delivery. Verify your home address in AVSO. Sign up for Direct Deposit to avoid pay delays.

Paycheck and Pay Statement Changes
- Pay statements will look different. See a sample at ucpath.uci.edu under Path Guides.
- If you have multiple appointments, only the primary appointment will be listed, but pay will be for all appointments.
- Pay will be processed by the UCPath Center, a UC-shared services and transaction hub in Riverside.
- Paper paychecks and pay statements will no longer be distributed on campus. View pay statements at UCPath Online.

At-a-Glance

UCPath Online	24/7 access to view and manage personnel information and benefits, view pay statements, see leave balances, make life event changes (marriage, birth), manage direct deposit and more. Managers can view job-related information for direct reports.
AVSO	Use AVSO for retirement information plus historical earnings statements and W-2s (pre-2020).
Timekeeping	Use your current system to report work time; it will interface with UCPath.
Pay and Benefits	Will transfer to UCPath.
Personal Data	Home address, etc. will transfer from AVSO to UCPath.
Employee ID	You'll see your new Employee ID on UCPath Online; this will carry with you through your UC career at all UC locations. You don't need to get new ID cards.

First Pay in UCPath
Monthly: January 2, 2020
Bi-Weekly: January 8, 2020

UCPath = UC Payroll, Academic Personnel, Timekeeping and Human Resources
UCPath is the new, modernized payroll system replacing the 35-year-old PPS system at all UC locations. It starts at UC Irvine in January 2020.

Much of what was done from At Your Service Online (AVSO) will move to UCPath Online, a self-service portal with new features, tools and services.