UCPATH IS COMING TO UCI IN JANUARY 2020
Let's get ready together

WHAT IS UCPATH?

- UCPath stands for UC Payroll, Academic Personnel, Timekeeping, Human 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 features UCPath Online, a 24/7 self-service portal for all employees and managers.
- See what's changing and not changing at **ucpath.uci.edu**.

WHEN DOES UCPATH START AT UCI?

January 2020

First monthly paycheck in UCPath

First bi-weekly paycheck in UCPath

JANUARY 02 2020

JANUARY 08 2020

HOW AND WHEN TO ACCESS THE UCPATH ONLINE PORTAL

Beginning January 2, 2020

- Access 24/7 from **ucpath.uci.edu**.
- Login will require UCInetID authentication and Duo Multifactor Authentication; sign up for DUO at **oit.uci.edu/mfa** prior to the UCPath launch.

UCPath Online will replace AYSO to view and manage payroll and benefits information, including direct deposit. AYSO will be used for retirement information and historical W-2 and earnings statements (pre-2020).

WHAT CAN EMPLOYEES DO WITH UCPATH ONLINE ?

View and print earnings statements

Update personal information such as home address

View benefits, plus sick and vacation balances

View and update tax forms

Sign up for, view and change Direct Deposit options

Make life event changes (marriage, birth of a child, etc.)

Managers/Supervisors can see job-related information for direct reports

UCPATH PAYCHECK AND PAY STATEMENT CHANGES

- Pay statements will look different. See a sample at **ucpath.uci.edu** under Path Guides. (Note: For academics or anyone with multiple appointments, only the primary appointment will be listed, but pay will be for all appointments.)
- Paper paychecks and pay statements will no longer be distributed on campus.
- Paper paychecks 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 to avoid pay delays.
- Employees can review pay statements at UCPath Online and are encouraged to compare with previous statements.

PREPARE FOR UCPATH — YOUR PERSONAL ACTION ITEMS

- ☐ Attend a Roadshow about UCPath in October and November. There will be multiple sessions at campus and Orange locations. See the schedule at **ucpath.uci.edu/roadshow**.

- ☐ Make sure your personal information is correct in **At Your Service Online** (**atyourserviceonline.ucop.edu**). If you still receive a paper paycheck, be sure your home address is current, since this will be the mail destination for checks.

- ☐ If you don't currently use Direct Deposit, sign up for it now on **ZotPortal** (**portal.uci.edu**) for access to your earnings on payday. Sign up by November 14 to ensure it is set up for January pay.

- ☐ Confirm that you know your UCInetID, which you will need to login to UCPath Online. Visit **oit.uci.edu** or contact your supervisor with UCInetID questions.

- ☐ Sign up for DUO Multi-Factor Authentication. This second layer of security to protect your information will be required to access the UCPath portal. Sign up at **oit.uci.edu/mfa**.

WHAT TO DO IN JANUARY

- ☐ Review your pay statement details at UCPath Online. Contact your division representative or the Employee Experience Center (EEC) at 949-824-0500 if you see any unexpected differences in pay.

- ☐ Review your benefits.

- ☐ Add emergency contact information.

WHERE TO GO FOR QUESTIONS STARTING JANUARY 2020

Your Department Contact
Department payroll, HRBP, CPO, CAO, ASM, MAABO, etc.

If you need additional help contact the Employee Experience Center.

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