

## Job Aid: Self Service Employee Actions

Where do I ... ?	Navigation Path
Clear my web browser's cache	Refer to the <b>Clear Your Web Browser's Cache</b> job aid on the <b>UCPath Help</b> site. <b>Note:</b> This job aid includes the steps for clearing the cache in Internet Explorer, Mozilla Firefox and Google Chrome.
Disable my web browser's pop-up blocker so that it doesn't block my access to UCPath	Refer to the <b>Disable Pop-Up Blocker</b> job aid on the <b>UCPath Help</b> site. <b>Note:</b> This job aid includes the steps for disabling the pop-up blocker in Internet Explorer, Mozilla Firefox and Google Chrome.
<b>Personal Information</b>	
Add a preferred name to my personal information or update my legal name <b>Note:</b> You must update your legal name with the appropriate Federal agencies before you enter your name change in UCPath.	<b>Dashboard Navigation:</b> Personal Information > <b>Personal Information Summary</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions > Personal Information > <b>Personal Information Summary</b>
Enter my disability status (voluntary information)	<b>Dashboard Navigation:</b> Personal Information > <b>Disability Status</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions > Personal Information > <b>Disability Status</b>
Enter my veteran status (voluntary information)	<b>Dashboard Navigation:</b> Personal Information > <b>Veteran Status</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions > Personal Information > <b>Veteran Status</b>
Enter one or more ethnic groups (voluntary information)	<b>Dashboard Navigation:</b> Personal Information > <b>Personal Information Summary</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions > Personal Information > <b>Personal Information Summary</b>

Where do I ... ?

Navigation Path

<p>Generate my employment summary, including dates of employment and earnings</p>	<p><b>Menu Navigation:</b> Employee Actions &gt; Income and Taxes &gt; <b>Verification of Employment</b></p>
<p>Opt in to the verification of employment data file (for student employees) <b>Note:</b> Students are not automatically included in the daily update sent to UC's external partner that performs employment verification activities.</p>	<p><b>Dashboard Navigation:</b> Personal Information &gt; <b>My Current Profile</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions &gt; Personal Information &gt; <b>My Current Profile</b></p>
<p>Opt out of the verification of employment data file (for faculty, academic personnel or staff employees) <b>Note:</b> Faculty, academic personnel and staff are automatically included in the daily update sent to UC's external partner that performs employment verification activities.</p>	<p><b>Dashboard Navigation:</b> Personal Information &gt; <b>My Current Profile</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions &gt; Personal Information &gt; <b>My Current Profile</b></p>
<p>Reopen a recently closed case I had with UCPath Center (UCPC) <b>Note:</b> A case can be reopened only once and only within five days of closure.</p>	<p><b>Dashboard Navigation:</b> <b>Ask UCPath Center</b> <i>or</i> <b>Menu Navigation:</b> Help / FAQ &gt; <b>Ask UCPath Center</b></p>
<p>Review my online patent acknowledgement</p>	<p><b>Dashboard Navigation:</b> Employee Actions &gt; Personal Information &gt; <b>Patent Acknowledgement</b> <i>or</i> <b>Menu Navigation:</b> Personal Information &gt; <b>Patent Acknowledgement</b></p>
<p>Review the status of an existing case that I submitted to the UCPath Center (UCPC)</p>	<p><b>Dashboard Navigation:</b> <b>Ask UCPath Center</b> <i>or</i> <b>Menu Navigation:</b> Help / FAQ &gt; <b>Ask UCPath Center</b></p>
<p>Set up security questions and answers for UCPath online</p>	<p><b>Menu Navigation:</b> Employee Actions &gt; <b>Security Question Setup</b></p>

Where do I ... ?

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<p>Submit a case to the UCpath Center (UCPC) for myself or on behalf of another employee</p>	<p><b>Dashboard Navigation:</b>  <b>Ask UCPath Center</b>  <i>or</i>  <b>Menu Navigation:</b>                  Help / FAQ &gt; <b>Ask UCPath Center</b></p>
<p>Update my address or phone number</p>	<p><b>Dashboard Navigation:</b>                  Personal Information &gt; <b>Personal Information Summary</b>  <i>or</i>  <b>Menu Navigation:</b>                  Employee Actions &gt; Personal Information &gt; <b>Personal Information Summary</b></p>
<p>Update my education information</p>	<p><b>Dashboard Navigation:</b>                  Personal Information &gt; <b>My Current Profile</b>  <i>or</i>  <b>Menu Navigation:</b>                  Employee Actions &gt; Personal Information &gt; <b>My Current Profile</b></p>
<p>Update my employee disclosure forms</p>	<p><b>Dashboard Navigation:</b>                  Personal Information &gt; <b>Employee Disclosures</b>  <i>or</i>  <b>Menu Navigation:</b>                  Employee Actions &gt; Personal Information &gt; <b>Employee Disclosures</b></p>
<p>Update my honors, awards, licenses or certifications</p>	<p><b>Dashboard Navigation:</b>                  Personal Information &gt; <b>My Current Profile</b>  <i>or</i>  <b>Menu Navigation:</b>                  Employee Actions &gt; Personal Information &gt; <b>My Current Profile</b></p>
<p><b>Payroll Information</b></p>	
<p>Claim tax exemption</p>	<p>Refer to the <b>How to Claim Tax Exemption</b> job aid on the <b>UCPath Help</b> site.</p>

Where do I ... ?

Navigation Path

<p>Enroll to receive my W-2 online in UCPath</p>	<p><b>Dashboard Navigation:</b> Income and Taxes &gt; <b>Enroll to receive online W-2</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions &gt; Income and Taxes &gt; <b>Enroll to receive online W-2</b></p>
<p>Request the reissue of my paper W-2</p>	<p><b>Dashboard Navigation:</b> Income and Taxes &gt; <b>W-2 Reissue Request</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions &gt; Income and Taxes &gt; <b>W-2 Reissue Request</b></p>
<p>Review my leave balances</p>	<p><b>Dashboard Navigation:</b> If you have vacation or sick leave balances, your current balances appear in the <b>View Leave Balances</b> widget. <i>or</i> <b>Menu Navigation:</b> Employee Actions &gt; <b>Leave Balances</b></p>
<p>Review my online paystub</p>	<p><b>Dashboard Navigation:</b> <b>View Paycheck</b> pane <i>or</i> Income and Taxes &gt; <b>View Paycheck</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions &gt; Income and Taxes &gt; <b>View Paycheck</b></p>
<p>Review my online W-2</p>	<p><b>Dashboard Navigation:</b> Income and Taxes &gt; <b>View Online W-2/W-2C</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions &gt; Income and Taxes &gt; <b>View Online W-2/W-2C</b></p>

Where do I ... ?

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<p>Update my California tax withholding (DE-4)</p>	<p><b>Dashboard Navigation:</b> Income and Taxes &gt; <b>CA State Withholding (DE-4)</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions &gt; Income and Taxes &gt; <b>CA State Withholding (DE-4)</b></p>
<p>Update my direct deposit information</p>	<p><b>Dashboard Navigation:</b> Income and Taxes &gt; <b>Direct Deposit</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions &gt; Income and Taxes &gt; <b>Direct Deposit</b></p>
<p>Update my Federal withholding (W-4)</p>	<p><b>Dashboard Navigation:</b> Income and Taxes &gt; <b>Federal Withholding (W-4)</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions &gt; Income and Taxes &gt; <b>Federal Withholding (W-4)</b></p>
<p>Update my non-California state withholding</p>	<p><b>Dashboard Navigation:</b> Income and Taxes &gt; <b>Out-of-State Withholding (W-4)</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions &gt; Income and Taxes &gt; <b>Out-of-State Withholding (W-4)</b></p>
<p>View a refund for Federal tax that was over withheld</p>	<p>Refer to the <b>View a Federal Tax Over Withheld Refund</b> job aid on the <b>UCPath Help</b> site.</p>
<p>Withdraw my consent to receive my W-2 online</p>	<p><b>Dashboard Navigation:</b> Income and Taxes &gt; <b>Enroll to receive online W-2</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions &gt; Income and Taxes &gt; <b>Enroll to receive online W-2</b></p>

Benefits Information

Where do I ... ?

Navigation Path

<p>Enroll in benefits</p>	<p><b>Dashboard Navigation:</b> Health and Welfare &gt; <b>Enroll in Benefits</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Employee Actions &gt; Health and Welfare &gt; <b>Enroll in Benefits</b></p>
<p>Submit a benefits change or life event – Marriage, birth, adoption, divorce and benefit changes for AD&amp;D, disability insurance or life insurance</p>	<p><b>Dashboard Navigation:</b> Health and Welfare &gt; <b>Life Events / Benefit Changes</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Employee Actions &gt; Health and Welfare &gt; <b>Life Events / Benefit Changes</b></p>
<p>View and edit dependent summary information</p>	<p><b>Dashboard Navigation:</b> Health and Welfare &gt; <b>Dependent Coverage</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Employee Actions &gt; Health and Welfare &gt; <b>Dependent Coverage</b></p>
<p>View my benefit elections</p>	<p><b>Dashboard Navigation:</b> <b>View Benefits</b> pane</p> <p><i>or</i></p> <p>Health and Welfare &gt; <b>View Benefits</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Employee Actions &gt; Health and Welfare &gt; <b>View Benefits</b></p>