UCPath @ UCSC

GENERAL FACT SHEET
For All UC Santa Cruz Employees

Payroll - Academic Personnel - Timekeeping - Human Resources

UCPath is coming to UC Santa Cruz in January 2020.

WHAT IS UCPATH?

- UCPath is a UC systemwide project to replace the current 35 year old payroll system.
- It will unify and standardize payroll, benefits, and human resources for all UC employees.
- It features UCPath Online—a 24/7 self-service portal for all employees and managers.
- Learn more by visiting ucpath.ucsc.edu.

WHEN DOES UCPATH START AT UCSC?

<table>
<thead>
<tr>
<th>Jan. 2, 2020</th>
<th>Jan. 8, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>First</td>
</tr>
<tr>
<td>monthly paycheck</td>
<td>biweekly paycheck</td>
</tr>
<tr>
<td>in UCPath</td>
<td>in UCPath</td>
</tr>
</tbody>
</table>

HOW AND WHEN TO ACCESS THE UCPATH ONLINE PORTAL?

Beginning January 2, 2020

- Access 24/7
- Login will require CruzID and DUO Multi-Factor Authentication (MFA); sign up for MFA prior to the UCPath launch at its.ucsc.edu/mfa/index.html.

UCPath Online will replace At Your Service Online (AYSO)

https://atyourserviceonline.ucop.edu/ayso/

to view and manage payroll and benefits information, including direct deposit.

At 11:59 p.m. on Dec. 3, 2019, AYSO will become view-only.

AYSO will be used to access retirement information and view historical (pre-2020) W-2 and earning statements.

<table>
<thead>
<tr>
<th>WHAT CAN EMPLOYEES DO WITH UCPATH ONLINE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>View and print earning statements</td>
</tr>
<tr>
<td>Update personal information such as home address</td>
</tr>
<tr>
<td>View benefits, sick, vacation, and other leave balances</td>
</tr>
</tbody>
</table>

View and update tax forms

Sign up, view, or change pay delivery options: direct deposit, permanent paycard, or paper check

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

- **Paper paychecks** will:
  - No longer be distributed to your work location on campus.
  - Be mailed to employee home addresses as noted on [At Your Service Online](https://aysq.ucsc.edu) (AYSO) (or UPath Online after Jan. 2020).
  - Be mailed on payday from a bank in Arizona.
  - May take 2-4 days for delivery depending on U.S. Postal Service.
  - **If possible for you, sign up for direct deposit by Nov. 15 to avoid January pay delays.**

- **Pay statements** will look different.
  - View sample at [https://ucpath.ucsc.edu/images/earningsstatement.png](https://ucpath.ucsc.edu/images/earningsstatement.png).
  - After Jan. 2, 2020 for monthly and Jan. 8 for biweekly, employees can view pay statements at UPath Online and are encouraged to compare with previous statements.

---

**PREPARE FOR UCPath — YOUR PERSONAL ACTION ITEMS**

- Make sure your personal information is correct in [At Your Service Online](https://aysq.ucsc.edu) (AYSO).
  - If you receive a paper paycheck, be sure your home address is current.
  - Paper paychecks will be delivered to your home address via the U.S. Postal Service.
  - **AYSO becomes view-only at 11:59 p.m. on Dec. 3, 2019**

- Not currently using **Direct Deposit**?
  - Avoid paper paycheck mail delays
  - **Sign up by November 15 to ensure it is set up for January pay**
    - Visit [financial.ucsc.edu/Pages/Payroll_Direct_Deposit.aspx](https://financial.ucsc.edu/Pages/Payroll_Direct_Deposit.aspx)

---

**WHAT TO DO IN JANUARY — ON OR AFTER YOUR PAYDAY**

- Review your pay statement and benefits at UCPath Online. If you have questions, contact your staff or academic human resources timekeeper, representative, or payroll.

- Locate your new employee ID number

- Add emergency contact information

**WHERE TO GO FOR QUESTIONS STARTING IN JANUARY 2020**

- Visit [ucpath.ucsc.edu](https://ucpath.ucsc.edu) and research
  - Frequently Asked Questions (FAQs)
  - Resources & Tools
- Contact your representative in
  - Staff Human Resources or
  - Academic Personnel or
  - Payroll

**For additional assistance**

email ucpath@ucsc.edu