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?

Jan. 2, 2020
First
monthly paycheck
in UCPATH

Jan. 8, 2020
First
biweekly paycheck
in UCPATH

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 midnight on Dec. 4, 2019, AYSO will become view-only.
AYSO will be used to access retirement information and view historical (pre-2020) W-2 and earning statements.

WHAT CAN EMPLOYEES DO WITH UCPATH ONLINE?

- View and update tax forms
- View and print earning statements
- Sign up, view, or change pay delivery options: direct deposit, permanent paycard, or paper check
- Update personal information such as home address
- Make life event changes (marriage, birth of a child, etc.)
- View benefits, sick, vacation, and other leave balances
- 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 (AYSO) or UCPath 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 pay delays.

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

Prepare for UCPath — Your Personal Action Items

Before November 15, make sure your personal information is correct in At Your Service Online (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 midnight on Dec. 4, 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
- 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 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