

Job Aid: Self Service Employee Actions

Where do I ... ?	Navigation Path
Clear my web browser's cache	Refer to the Clear Your Web Browser's Cache job aid on the UCPath Help site. Note: 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 Disable Pop-Up Blocker job aid on the UCPath Help site. Note: This job aid includes the steps for disabling the pop-up blocker in Internet Explorer, Mozilla Firefox and Google Chrome.
Personal Information	
Add a preferred name to my personal information or update my legal name Note: You must update your legal name with the appropriate Federal agencies before you enter your name change in UCPath.	Dashboard Navigation: Personal Information > Personal Information Summary <i>or</i> Menu Navigation: Employee Actions > Personal Information > Personal Information Summary
Enter my disability status (voluntary information)	Dashboard Navigation: Personal Information > Disability Status <i>or</i> Menu Navigation: Employee Actions > Personal Information > Disability Status
Enter my veteran status (voluntary information)	Dashboard Navigation: Personal Information > Veteran Status <i>or</i> Menu Navigation: Employee Actions > Personal Information > Veteran Status
Enter one or more ethnic groups (voluntary information)	Dashboard Navigation: Personal Information > Personal Information Summary <i>or</i> Menu Navigation: Employee Actions > Personal Information > Personal Information Summary

Where do I ... ?

Navigation Path

<p>Generate my employment summary, including dates of employment and earnings</p>	<p>Menu Navigation: Employee Actions > Income and Taxes > Verification of Employment</p>
<p>Opt in to the verification of employment data file (for student employees) Note: Students are not automatically included in the daily update sent to UC's external partner that performs employment verification activities.</p>	<p>Dashboard Navigation: Personal Information > My Current Profile <i>or</i> Menu Navigation: Employee Actions > Personal Information > My Current Profile</p>
<p>Opt out of the verification of employment data file (for faculty, academic personnel or staff employees) Note: 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>Dashboard Navigation: Personal Information > My Current Profile <i>or</i> Menu Navigation: Employee Actions > Personal Information > My Current Profile</p>
<p>Reopen a recently closed case I had with UCPath Center (UCPC) Note: A case can be reopened only once and only within five days of closure.</p>	<p>Dashboard Navigation: Ask UCPath Center <i>or</i> Menu Navigation: Help / FAQ > Ask UCPath Center</p>
<p>Review my online patent acknowledgement</p>	<p>Dashboard Navigation: Employee Actions > Personal Information > Patent Acknowledgement <i>or</i> Menu Navigation: Personal Information > Patent Acknowledgement</p>
<p>Review the status of an existing case that I submitted to the UCPath Center (UCPC)</p>	<p>Dashboard Navigation: Ask UCPath Center <i>or</i> Menu Navigation: Help / FAQ > Ask UCPath Center</p>
<p>Set up security questions and answers for UCPath online</p>	<p>Menu Navigation: Employee Actions > Security Question Setup</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>Dashboard Navigation: Ask UCPath Center <i>or</i> Menu Navigation: Help / FAQ > Ask UCPath Center</p>
<p>Update my address or phone number</p>	<p>Dashboard Navigation: Personal Information > Personal Information Summary <i>or</i> Menu Navigation: Employee Actions > Personal Information > Personal Information Summary</p>
<p>Update my education information</p>	<p>Dashboard Navigation: Personal Information > My Current Profile <i>or</i> Menu Navigation: Employee Actions > Personal Information > My Current Profile</p>
<p>Update my employee disclosure forms</p>	<p>Dashboard Navigation: Personal Information > Employee Disclosures <i>or</i> Menu Navigation: Employee Actions > Personal Information > Employee Disclosures</p>
<p>Update my honors, awards, licenses or certifications</p>	<p>Dashboard Navigation: Personal Information > My Current Profile <i>or</i> Menu Navigation: Employee Actions > Personal Information > My Current Profile</p>
<p>Payroll Information</p>	
<p>Claim tax exemption</p>	<p>Refer to the How to Claim Tax Exemption job aid on the UCPath Help site.</p>

Where do I ... ?

Navigation Path

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

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

Benefits Information

Where do I ... ?

Navigation Path

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