UCPATH IS COMING TO UC IRVINE IN JANUARY 2020
Let’s get ready together

WHAT IS UCPATH?
• UCPath stands for UC Payroll, Academics, 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 UC IRVINE?
January 2020
First monthly paycheck in UCPath
First bi-weekly paycheck in UCPath

HOW AND WHEN TO ACCESS THE UCPATH ONLINE PORTAL
Beginning January 2, 2020
• Access 24/7 from ucpath.uci.edu.
• Login will require UCnetID 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 update tax forms
- View and print earnings statements
- Sign up for, view and change Direct Deposit options
- Update personal information such as home address
- Make life event changes (marriage, birth of a child, etc.)
- View benefits, plus sick and vacation balances
- 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. 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 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 point of contact if you see unexpected differences in pay.

☐ Review your benefits.

☐ Add emergency contact information.

☐ Contact your division representative or the Employee Experience Center (EEC) at 949-824-0500 if you have questions.

WHERE TO GO FOR QUESTIONS STARTING JANUARY 2020

Your Department Contact
Department payroll or Human Resources representatives, CPOs MAABOs, etc.

Employee Experience Center (EEC)
UCI’s local support center; call 949-824-0500 or go online – the link will be on ucpath.uci.edu.