WHY FOMIUCPath

With UCPath, we are transforming human resource, benefits and payroll services for more than 200,000 University of California (UC) employees. It is essential as a growing university that we:

- Strengthen our foundation and ability to accommodate future growth while helping us achieve administrative excellence.
- Change the way we do business with upgraded technology, standardized processes and a shared services center.
- Unify our efforts across the UC system, we can achieve greater efficiency and productivity.
- Move towards greater operational freedom to focus on UC’s core mission of teaching, research and public service.

UCPath puts HR, payroll and benefits information at your fingertips.

- **EXPLORE** UCPath’s online portal or get personalized support from the UCPath Center.
- **ACCESS** your payroll, benefits and human resource (HR) information online 24/7 in the UCPath portal.
- **UPDATE** your personal information quickly and easily.
- **VIEW** your paychecks, leave balances and benefit elections.

CONTACT US

Upon completion, UCPath will provide more than 200,000 employees with modern, integrated access to payroll, benefits and HR information through a self-service online portal and shared services center. The UCPath portal will provide employees with 24/7 access to view or update personal employment information, including payroll records, health and retirement benefits and vacation/sick time accruals.

UCPath will bring UC’s payroll, benefits and HR systems up to date to accommodate future growth. UCPath will automate many manual calculations and processes thereby reducing errors and rework. It will support the complexities associated with a broad range of employee populations.

UCPath will standardize roughly 100 UC-wide business processes while improving the quality of employee, job and payroll data. By moving to a unified system, UC is establishing a central data management platform; thus reducing the number of disparate data systems and interfaces. When all campuses complete the transition to UCPath, UC can further streamline business processes and leverage additional efficiencies.

VISIT WWW.FOMUCPATH.UCR.EDU

EMAIL: FOMUCPATH@UCR.EDU
PAYROLL

PAYCHECK CHANGES

- **New employee ID numbers for employees.**
- **Paycheck statements are available in the UCPath portal one day before payment.**
- **Vacation and sick leave balances are shown in the UCPath portal, rather than on paychecks.**

PAPER PAYCHECKS

- **W-2s:** Employees can view and download their W-2s in the UCPath portal for earnings generated after UCPath goes live (in 2018). For W-2s produced before UCPath (2017 and earlier), employees will continue to access them through AYSO.
- **Direct Deposit:** All known U.S. banks are available for direct deposit. Employees can create up to three direct deposit accounts in the UCPath portal. Activation of new direct deposit accounts, changes or deletions of existing accounts take up to two pay periods to be completed.

DIRECT DEPOSIT

- **Employees can log into the UCPath portal to enter and update personal information, or download important forms, such as:**
  1. **Name**
  2. **Home & Mailing Address**
  3. **Emergency Contacts**
  4. **Personal Email Address**
  5. **Honors & Degrees**
  6. **Licenses & Certifications**
  7. **Employee Disclosures**
  8. **Parent Acknowledgement & Amendment**

**HR/WORKFORCE ADMINISTRATOR**

**WHAT YOU NEED TO DO:**

**BEFORE UCPath Launches**

- **Paycheck:** With UCPath, paper paychecks will be sent to your home address by U.S. Postal Service on payday. If you still get a paper paycheck, it will arrive at your home address after payday.
- **Direct Deposit:** If you haven’t signed up for direct deposit, this is a perfect time to sign up. If you sign up before November 8 for monthly and November 10 for bi-weekly, you will automatically be enrolled in direct deposit in UCPath, and your pay will be transferred to your bank account on payday.
- **Current Home Address:** Make sure your home address information is current, especially if you receive a paper paycheck.
- **W-2:** Your 2017 W-2 will come from At Your Service Online (AYSO) for the last time. Beginning in 2018, your W-2 will come from UCPath. This is also a good time to sign up for an electronic W-2. If you sign up for an electronic W-2 in AYSO by November 30, you will automatically be signed up in UCPath.
- **Training:** Sign up and attend training courses relevant to your position.
- **Videos:** View pre-training and informational videos at www.fomucpath.ucr.edu.
- **Information:** Visit FOM|UCPath website to stay updated on upcoming changes and/or email questions or concerns about FOM|UCPath project to fomucpath@ucr.edu email.

**BENEFITS ENROLLMENT**

- **Benefits Enrollment:** To sign up for UC benefits in 2018, employees log into the UCPath portal. Tutorials and web-based trainings are available to employees, and UCPath Center staff can also guide employees through the enrollment processes.

**BENEFIT DEDUCTIONS**

- **Life Events:** All paychecks issued by the UCPath Center list benefit deductions in a consistent order. As a result, some employees may see a change in the order of their deductions. The order of benefit deductions is standard across all UC locations.

**Viewing Vacation and Leave Balances**

- **Employees can view their:**
  1. **Vacation**
  2. **Sick Leave**
  3. **Other Leave Balances**

**Monitoring Leave**

- The UCPath Center monitors employees’ regular vacation and sick leave balances and extended sick leave when it applies. When an employee’s available leave balance is exhausted, the UCPath Center notifies the local leave administrator.

**FMLA Eligibility**

- Local leave administrators can log into the UCPath portal to see if an employee is eligible for FMLA leave. If an employee is not eligible for FMLA, the UCPath system prevents the request. For questions about FMLA leave eligibility, employees should contact department or organizational unit HR/AP staff.

For more detailed information please visit www.fomucpath.ucr.edu under the communication tab.