FOM|UCPATH
EMPLOYEE INFORMATION

A quick-review guide with resources that help direct employees to key resources, UCPath portal and paycheck statement information
Navigating the FOM|UCPath Website

www.fomucpath.ucr.edu

- All handouts, presentations, videos, pictures
- SSC Information
- How to contact us
- Links to UCPath & AYSO
- Training resources including job aids, guides, etc.
- Videos and links to all training available
- The communications page has a variety of resources including emails, newsletters, informational handouts, videos, pictures and more.

WHAT'S NEW?
Up-to-date information

WHAT YOU NEED TO KNOW
Information for employees & managers

Monthly sponsor message

Message From Our Sponsors

“New” button on website to indicate new content

Updated with new additions to the website

Training links, videos, job aids, resources

Academic Website with applicable content

All “Paycheck” related information (videos and flyers)

All “Portal” related information (videos and flyers)

All informational flyers that inform employees of the benefits of the project, fact sheets and brochures

Link to UCPath & AYSO

Videos and links to all training available

Contact information

Training resources including job aids, guides, etc.

Hands on resources

The communications page has a variety of resources including emails, newsletters, informational handouts, videos, pictures and more.

Academic Website

Training links, videos, job aids, resources

Academic Website with applicable content

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UCPATH Portal Basics

1. **EMPLOYEE INFORMATION** appears in the upper left corner, including your name, title, **NEW** employee ID and service date.

2. **DASHBOARD** provides links to key information and activities for your role. The dashboard is based on your system role and differs for managers and super users. The example on this page represents an employee dashboard.

3. **VACATION & SICK LEAVE** will now be found in the portal and NOT on your paystub.

4. **NOTICES & UPDATES** provides key information for all employees, such as W-2 reminders at year end or planned system outages.

5. **NAVIGATION MENU** provides access to all UCPATH activities. The menu options are based on your system role and may differ from the options available to your colleagues.
   - Employee Actions provides access to all self-service activities, such as updating your address, updating your emergency contacts or setting up direct deposit.
   - Forms Library provides access to frequently used documents, such as the Dependent Information Update form.
   - Quicklinks provides access to frequently used tools and sites, such as the payroll calendar, holiday schedule, campus websites and more.
   - Help / FAQ provides access to training materials, the Ask UCPATH tool and other support links.

6. **PERSONAL INFORMATION** - this tab will allow you to update and view information such as address, patent, etc.

7. **HEALTH & BENEFITS** - this tab will allow you to update and view health and benefits information.

8. **INCOME & TAXES** - this tab will allow you to update and view paycheck information, direct deposit, W-2, etc.

Always use the buttons and links within the site to navigate. Do not use the Back and Next buttons in your web browser toolbar. The portal pages automatically resize to fit your computer, tablet or smartphone screen.

Type [ucpath.universityofcalifornia.edu](http://ucpath.universityofcalifornia.edu) in your browser’s address bar to access UCPATH.
# UNDERSTANDING YOUR PAYCHECK

**Employee Actions > Income and Taxes > View Paycheck**

1. Current name and address in UCPath.
2. Newly assigned Employee ID number.
3. Filing status and allowances for state and federal tax forms.
4. Earnings displayed in work week increments. Vacation and sick time used are included in the hours and earning display.
5. Federal and state tax withholdings for the current pay period and the year to date.
6. Before tax and after tax deductions are displayed separately.
7. All contributions UC pays on your behalf to health and welfare plans and retirement.
8. OASDI (Social Security) and MED (Medicare) gross amounts are included in current year and year-to-date display.
9. Check (advice) number, account type, and total amount of pay deposited to accounts. You may have up to three direct deposit elections.

## Hours and Earnings

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Hours</th>
<th>Earnings</th>
<th>Description</th>
<th>Rate</th>
<th>Hours</th>
<th>Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Pay</td>
<td>22.120000</td>
<td>32.00</td>
<td>707.84</td>
<td>1,056.00</td>
<td>23.358.72</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacation Leave-Used</td>
<td>22.120000</td>
<td>10.00</td>
<td>221.20</td>
<td>284.00</td>
<td>449.08</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Taxes

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income (current)</td>
<td>1,769.60</td>
<td>1,440.00</td>
</tr>
<tr>
<td>Federal Income</td>
<td>31,852.80</td>
<td>29,078.08</td>
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<tr>
<td>County Income</td>
<td>83.12</td>
<td>720.90</td>
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<tr>
<td>State Income</td>
<td>620.01</td>
<td>1,053.77</td>
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<tr>
<td>Federal withh.</td>
<td>25.48</td>
<td>458.69</td>
</tr>
<tr>
<td>Fed med/tee</td>
<td>108.92</td>
<td>1,061.28</td>
</tr>
<tr>
<td>Fed OASDI/EE</td>
<td>24.87</td>
<td>458.09</td>
</tr>
<tr>
<td>CA Withholding</td>
<td>1,364.38</td>
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</tbody>
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## Before-Tax Deductions

<table>
<thead>
<tr>
<th>Description</th>
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<th>YTD</th>
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</thead>
<tbody>
<tr>
<td>Kaiser Perm S/C</td>
<td>12.80</td>
<td>278.30</td>
</tr>
<tr>
<td>UC Retirement Plan</td>
<td>159.26</td>
<td>2,555.42</td>
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</tbody>
</table>

## After-Tax Deductions

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
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</thead>
<tbody>
<tr>
<td>Kaiser Perm S/C</td>
<td>12.06</td>
<td>244.41</td>
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<tr>
<td>Prudential A&amp;D &amp; Dependent Ins.</td>
<td>0.85</td>
<td>14.51</td>
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<tr>
<td>Delta Dental (PPO)</td>
<td>80.10</td>
<td>720.90</td>
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<tr>
<td>Vision Service Plan</td>
<td>12.75</td>
<td>114.75</td>
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<tr>
<td>Basic Life</td>
<td>4.34</td>
<td>39.90</td>
</tr>
<tr>
<td>Basic Disability</td>
<td>8.04</td>
<td>64.32</td>
</tr>
<tr>
<td>UC Retirement Plan</td>
<td>247.74</td>
<td>4,211.54</td>
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<tr>
<td>Employment Assist. Proj.</td>
<td>1.09</td>
<td>18.53</td>
</tr>
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## Net Pay Distribution

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Account Number</th>
<th>Deposit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td>XXXXXXXXXXXX5000</td>
<td>10.00</td>
</tr>
<tr>
<td>Savings</td>
<td>XXXXXXXXXXXX6000</td>
<td>90.00</td>
</tr>
<tr>
<td>Checking</td>
<td>XXXXXXXXXXXX9990</td>
<td>1,64.28</td>
</tr>
</tbody>
</table>

**TOTAL:** 1,264.28