UCPath Is Coming Soon

UC Riverside is set to transition to UCPath for all staff and faculty on January 2, 2018.

What Is UCPath?

- UCPath is a systemwide business transformation initiative launched by the University of California to modernize its current payroll and HR system.
- UCPath introduces new, modern technology on the Oracle PeopleSoft platform that will align payroll, benefits, and personnel transaction processing across all UC locations.
- Employees will also be supported by the UCPath Center, which will process employee payroll and provide dedicated and responsive customer service support.

What You Need to Know

- **Paycheck:** Your paycheck will look different (see the included UCPath Bi-Weekly Paycheck sample). These differences include changes that typically occur at the beginning of each year and changes that will occur as a result of the UCPath implementation (see the included January 2018 Paycheck Changes matrix). Some key changes include:
  - New employee ID numbers, which appear on the UCPath paycheck and in the UCPath portal.
  - Paycheck statements will be available in the UCPath portal two days before pay day.
  - Vacation and sick leave balances will be shown in the UCPath portal, rather than on paychecks. Employees can view their leave balances in the portal.
- **Paper 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 2-3 days after payday.
- **W-2:** Your 2017 W-2 will come from At Your Service Online (AYSO) for the last time. In 2018, your W-2 will come from UCPath.
- **AYSO:** Starting December 5, 2017, AYSO will become view-only for functions that are moving to UCPath.

What You Should Do Now

- If you make the following changes in AYSO now, your information will be up-to-date in UCPath upon go-live.
  - Sign up for an electronic W-2. If you sign up for an electronic W-2 in AYSO by December 4, you will automatically be signed up in UCPath. Sign into your AYSO account and select *W-2 and 1095-C.*
  - Update any life event that may occur during this time period (e.g. marriage, new baby, etc.). Sign into your AYSO account and select *Benefit Changes.*
  - Ensure your home address information is current. Sign into your AYSO account and select *Contact Information.*
NOTE: **PAPER PAYCHECKS** - The deadline for signing up for Direct Deposit via AYSO has passed, which means your first 2018 paycheck will be delivered to your home address. However, you will be able to change your paycheck delivery method via the UCPath Portal once it's available to UCR employees (January 2018). Changes take roughly two weeks to be reflected on paychecks.

**For More Information**

- Visit [www.fomucpath.ucr.edu](http://www.fomucpath.ucr.edu) or email us at fomucpath@ucr.edu
UNDERSTANDING YOUR 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.
### JANUARY 2018 PAYCHECK CHANGES

<table>
<thead>
<tr>
<th>Change</th>
<th>Typical January Changes</th>
<th>UCPath-Related January Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>New tax rate changes at both the federal and state level</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>New rates related to employee paid benefit costs</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Cost changes associated with open enrollment selections</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Reset of the associated OASDI limits</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Benefit coverage changes (e.g., new benefit plan election, marriage, new baby, etc.)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Changes to deduction elections (e.g. 403b, W4 withholding elections, etc.)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Paycheck format (e.g., deductions may be shown in a different order or have different labels)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>New employee ID</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Vacation &amp; sick leave balances are no longer displayed on paychecks</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Direct deposit bank information - You may have up to three direct deposit elections.</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

- **Typical January Changes** = Changes that typically occur at the beginning of each year or in some instances (e.g., life changes, deductions) during the course of the year, but are not a result of the UCPath implementation

- **UCPath-Related Changes** = Changes that are occurring as a result of the UCPath implementation

Every employee will see the **UCPath-Related Changes** on their January paycheck and beyond. However, the **Typical January Changes** will not necessarily impact every employee, as they occur annually and are a result of tax rate changes, OASDI reset, and benefits elections.

**Note:** Employees will continue to be paid on their current paycheck schedule (e.g., bi-weekly and monthly)

Please refer to this document when reviewing your paycheck and contact your supervisor, your unit’s Shared Service Center, the UCR Payroll office, or the UCPath Portal “Ask Us” button.