

THE NEW PORTAL WITH UCPATH



UCPath Portal Basics

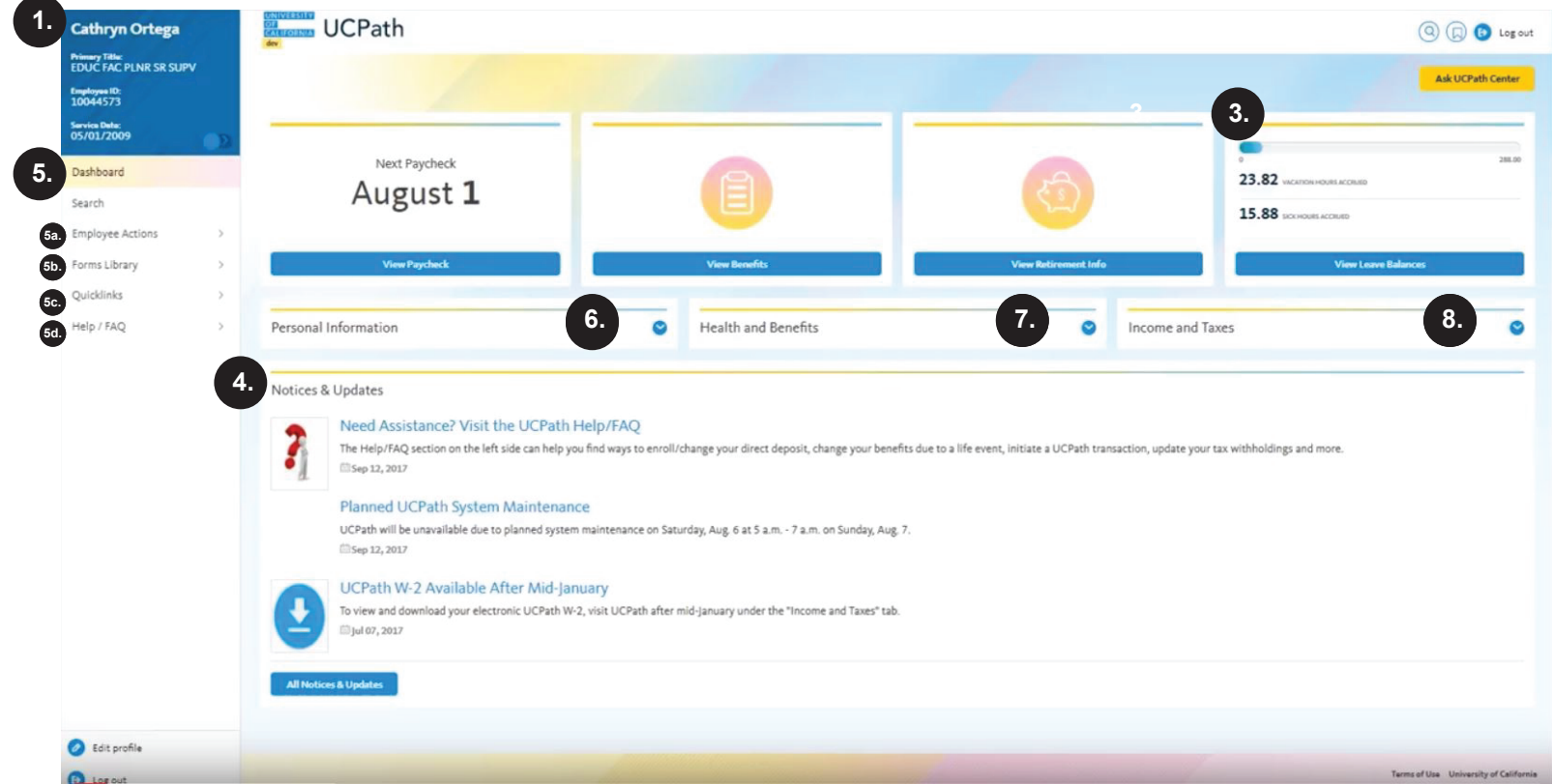
- 1. EMPLOYEE INFORMATION** appears in the upper left corner, including your name, title, **NEW employee ID** and service date.
- 2. DASHBOARD** provides links to key information and activities for your role. The dashboard is based on your system role and differs for managers and super users. The example on this page represents an employee dashboard.
- 3. VACATION & SICK LEAVE** balance accruals 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.
 - 5a.** Employee Actions provides access to all self-service activities, such as updating your address, updating your emergency contacts or setting up direct deposit.
 - 5b.** Forms Library provides access to frequently used documents, such as the Dependent Information Update form.
 - 5c.** Quicklinks provides access to frequently used tools and sites, such as the payroll calendar, holiday schedule, campus websites and more.
 - 5d.** 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.

UCPath Portal

UCPath gives employees greater access to view and update their own personal information, such as home and mailing address, direct deposit and benefits enrollment.

Type ucpath.universityofcalifornia.edu in your browser's address bar to access UCPath.

Portal Employee Dashboard Sample 2.



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.