UCPath Is Coming Soon

UCR’s deployment of UCPath is scheduled to begin in early December. This transition will continue throughout December and will result in the delivery of the initial UCPath monthly & biweekly paychecks in early January 2018. UCR faculty, staff & student employees should be aware of the following key dates & required actions associated with the UCPath implementation:

Key Dates for All Employees?

- **Dec. 5 – At Your Service Online (AYSO) Blocked for Transactional Activity:** After this date, AYSO will be blocked for transactions such as personal address changes, beneficiary changes, tax withholding changes, etc. However, AYSO will continue to be available throughout the month of December for read-only activities such as viewing earning statements. For more information on AYSO & the UCPath Portal, please click here.
- **Jan. 2 – UCPath Portal and Employee Self-Service (ESS) Available to Campus:** The UCPath Portal and ESS will be available to all campus employees on this date. The UCPath Portal is the gateway into UCPath for all employees. The UCPath ESS replaces many of the functions of AYSO for employees (such as viewing earning statements, view or update of W-2s, etc.), and allows employees to view & manage key information in UCPath.

Key Dates for Departments/Org Units:

- **Dec. 5 – Last Day for Monthly Employee PPS Data Entry:** Following this date, changes for monthly employees will be unavailable within PPS. Campus departments will be able to begin entering transactions for monthly employees into ServiceLink on Dec. 18.
- **Dec. 18 – ServiceLink UCPath Functionality Deployed for Monthly Employees:** On this date new forms & workflows for all UCPath functionality will be deployed within ServiceLink, UCR’s new service request tool, and transactions can be entered for monthly employees on this date.
- **Dec. 20 – Last Day for Bi-Weekly Employee PPS Data Entry:** Following this date, changes for bi-weekly employees will be unavailable within PPS. Campus departments will be able to begin entering transactions for bi-weekly employees into ServiceLink on Jan. 2.

FAQs Submitted from Last Week’s FOM|UCPath email

- **Q:** Will employees who currently have direct deposit have their direct deposit information transferred over to UCPath automatically?
  
  **A:** Yes.

- **Q:** I do not receive a paper check – what do I need to do?

  **A:** If you have already signed up for direct deposit, there is no further action for you to take. When UCPath goes live, your direct deposit information will transfer to UCPath. At that time, you will also have the option to add two additional banks for direct deposit for a total of three accounts.
Q: What is going to happen to AYSO?
A: We will be moving to UCPath Portal for most activities, however AYSO will still be the place to go for beneficiary designations, W2’s (before 2018) and retirement benefit questions. For more information click here.

Q: Can I print my paystub when AYSO is view only?
A: Yes. You can view and print your paystub.

Q: Who are we supposed to contact for any issues (e.g. paycheck, portal)?
A: Contact your supervisor/department support personnel, your unit’s Shared Service Center, or the UCR Payroll office.

For More Information

To see all FAQ’s please visit: http://fomucpath.ucr.edu/faq.html

Visit www.fomucpath.ucr.edu or email us at fomucpath@ucr.edu for more information.