The background features a large, light gray watermark of the University of California seal. The seal is circular and contains the text 'UNIVERSITY OF CALIFORNIA' at the top and 'RIVERSIDE' at the bottom. In the center, there is a shield with a book and a star, and a banner below it with the motto 'LET THERE BE LIGHT'.

# FOM | UC PATH

## EMPLOYEE INFORMATION

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



# 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.
  - 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.



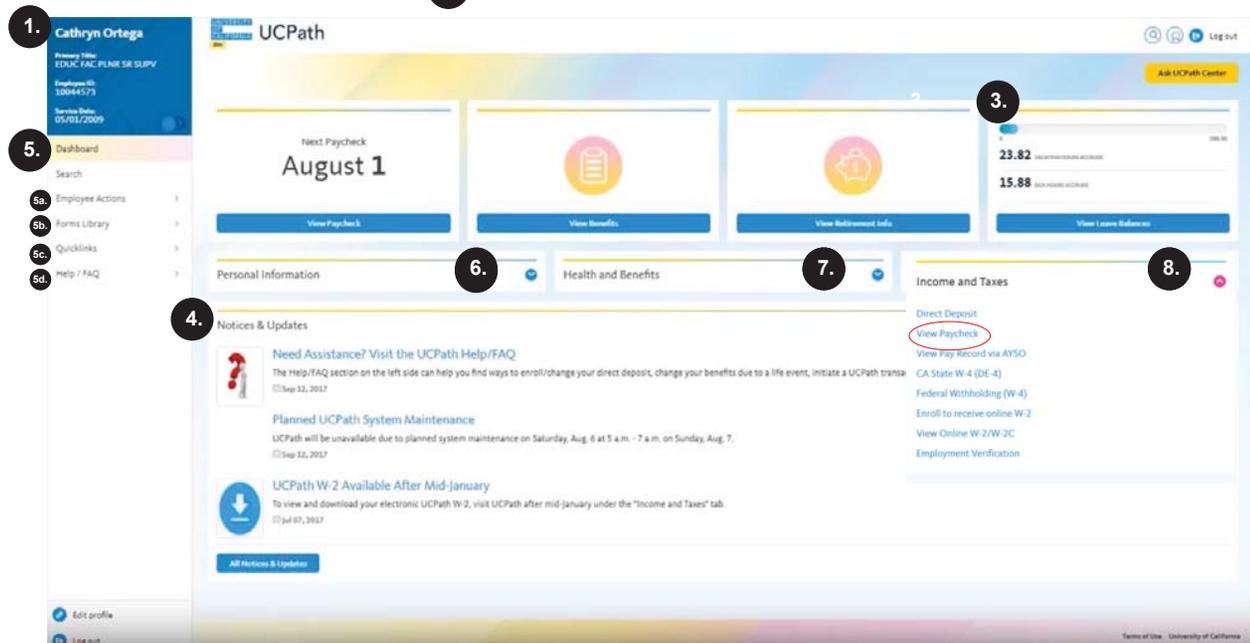
## UCPath Portal Basics

### 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](http://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.

# UNDERSTANDING YOUR PAYCHECK



UCPath

<b>University of California</b> 14350-1 Meridian Parkway Riverside, CA 92518 855/982-7284		Business Unit: UC Office of President Pay Begin Date: 08/13/2017 Pay End Date: 08/26/2017 Advice #: 000000000000459 Advice Date: 09/06/2017																																																																									
<b>John Smith</b> 123 My Street Drive Any town, CA 92501		Employee ID: KU0302 Department: 830300-SAMPLE CHECK Location: UC Location Job Title: MAIL PROCESSOR Pay Rate: \$22.120000 Hourly																																																																									
<b>TAX DATA:</b>		<b>Federal</b> Marital Status: Married Allowances: 0 Addl. Allowances: Addl. Amount:	<b>CA State</b> Married 0																																																																								
<table border="1"> <thead> <tr> <th colspan="6">HOURS AND EARNINGS</th> <th colspan="3">TAXES</th> </tr> <tr> <th>Description</th> <th>Rate</th> <th>Current Hours</th> <th>Earnings</th> <th>Hours</th> <th>Earnings</th> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Regular Pay</td> <td>22.120000</td> <td>38.00</td> <td>840.56</td> <td></td> <td></td> <td>Fed</td> <td>153.85</td> <td>2,817.92</td> </tr> <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>Withholding</td> <td>25.48</td> <td>458.69</td> </tr> <tr> <td>Vacation Leave-Used</td> <td>22.120000</td> <td>10.00</td> <td>221.20</td> <td>384.00</td> <td>8494.08</td> <td>Fed MED/EE</td> <td>108.92</td> <td>1,961.28</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Fed OASDI/EE</td> <td>24.87</td> <td>458.09</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>CA Withholding</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>80.00</td> <td>1,769.60</td> <td>1,440.00</td> <td>31,852.80</td> <td><b>TOTAL:</b></td> <td>313.12</td> <td>5,695.98</td> </tr> </tbody> </table>				HOURS AND EARNINGS						TAXES			Description	Rate	Current Hours	Earnings	Hours	Earnings	Description	Current	YTD	Regular Pay	22.120000	38.00	840.56			Fed	153.85	2,817.92	Regular Pay	22.120000	32.00	707.84	1,056.00	23,358.72	Withholding	25.48	458.69	Vacation Leave-Used	22.120000	10.00	221.20	384.00	8494.08	Fed MED/EE	108.92	1,961.28							Fed OASDI/EE	24.87	458.09							CA Withholding					80.00	1,769.60	1,440.00	31,852.80	<b>TOTAL:</b>	313.12	5,695.98
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			Prudential AD&D Dependent Ins.	0.85	14.31																																																																						
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	Savings XXXXXX6000	90.00																																																																									
	Checking XXXXX8000	1,164.28																																																																									
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## 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.