**UCPath Readiness Checklists**

**Pre Go-Live**
Before July 31st

**Direct Deposit**
Enroll in direct deposit—this is a perfect time to sign up! Funds will be directly transferred to your designated direct deposit account on payday.

Sign up for Direct Deposit to be automatically enrolled once UCPath is live.

**Paychecks**
Paychecks are mailed to your home address by the U.S. Postal Service on payday if you have not enrolled in direct deposit. They will arrive after payday.

Review your personal information in AYSO, especially your home address if you receive a paper check.

**W2s**
In 2018 W2s will come from both systems, AYSO and UCPath, due to the cutover in September/October of 2018.

Sign up for electronic W2s in AYSO to be automatically enrolled in UCPath.

W2s from prior to UCPath can be accessed in AYSO. From 2019 forward W2s will be accessible in UCPath.

---

**Post Go-Live**
In October 2018

**Credit Union Deductions**
Post Go-Live Day 1 (ESS)
The credit union deductions from AYSO do not get converted into UCPath.

Log into UCPath employee portal and set up your credit union deductions. If you do not, your credit union deduction will not be taken.

**Personal Information (ESS)**
Review your personal information in UCPath and update any new information.

**Direct Deposit (ESS)**
If you haven't enrolled in direct deposit prior to go-live, you can set it up in UCPath. Allow at least one to two pay cycles for direct deposit to take effect.

You can have up to three direct deposits in UCPath!

**New Employee IDs (ESS)**
Learn your new employee ID number. As part of the transition to UCPath, each employee will receive a new employee ID number. This new ID number will appear in the upper left corner of the UCPath portal when you log in and on your UCPath paycheck. Your new UCPath employee ID will be used wherever employee IDs are typically needed and shown.

**UCPath Payroll Calendar: Portal Quick Links**
UCPath standardizes biweekly and monthly paycheck dates for all UC employees. Previously, UC locations maintained their own payroll calendars. Find the official payroll calendar in the UCPath Portal under the Quick Links section.