

HAVE YOU HEARD?

When Fall Quarter begins, administrative staff will be immersed in using the new UCPATH system and processes for the first time.

- **Be patient and understanding.** There will be a learning curve for everyone; for some department staff this curve will be particularly steep as they will be implementing the lion's share of the changes.
- **Communicate with your staff well in advance.** Processing of some complex transactions will take longer since they will go through both campus approvals and UCPATH.
- **Keep in mind that UCPATH is not a "one and done" project.** Once the new system is live on our campus, it will take several months for the changes to stabilize. Going forward, we will then have the opportunity to continue to evolve and leverage the new system and processes.

WHAT YOU CAN DO NOW TO PREPARE:

- **Enroll in direct deposit and sign up for electronic delivery of W-2s before July 31st** to avoid having these documents delivered via U.S. mail to your home address on file. Instructions for how to enroll using our current system can be found on the [Business and Financial Services website](#).
- **Review and update your personal information in AYSO**, especially your home address if you receive a paper check.
- **Learn about the changes that will affect you so you are not caught by surprise.** Did you miss or delete previous emails on UCPATH? Find them here:
 - ✓ [Message from the EVC](#)
 - ✓ [The New Personnel System is COMING SOON](#)
 - ✓ [Payroll, Academic Personnel and Human Resource Services](#)
 - ✓ [Changes for Paychecks and W2s](#)
 - ✓ [Changes Supervisors and Pls Need to Know About](#)

HAVE QUESTIONS? Get answers by submitting an email to ucpathhelp@ucsb.edu or by checking the information available on our website, [UCPATH at UCSB](#).

➔ **Be sure to look for more UCPATH communications in the fall.**