UCPath represents a significant transformation in the way UC works and handles human resource administration and payroll services.
Employee Personal Data
Employees can log into the UCPath portal to update personal information or download important forms.

Employment Verification
All requests for employment verification should be directed to the UCPath Center since they use a third party vendor. You can request this through the Ask UCPath Center.

Employee Access
Employees will be able to use their UCSBNetID to access and log into the UCPath Portal.

Former Employee Access
Separated UC employees will receive special instructions in their separation packets on how to access their W2s and past paycheck statements through the UCPath portal.

Rehires and Transfers
Employees who have been rehired or transferred between UC locations can contact the UCPath Center for any help with personal data, benefits, and other information. To open a request, employees should use the portal’s Ask UCPath Center feature.

Final Pay
For separations and unless otherwise required in collective bargaining agreements, employees are not guaranteed to receive pay within 72 hours. Instead, they will receive final pay according to the next regular pay date.

New Employee IDs
All employees will get a new Employee ID, shown on your earnings statements and in the portal.
Benefits

Change Impacts

Benefits Deductions
All paychecks issued by the UCPath Center list benefit deductions in a consistent order. As a result, some employees may see a change in the order of their deductions. The order of benefit deductions is standard across all UC locations.

Vacation and Sick Leave Balances
View your leave balances through the UCPath portal in Employee Self Service.

Benefits Administration
Routine benefits activities are managed by the UCPath Center, such as enrollment and claims submissions.

Employees can also find benefits information in the portal or get help using the Ask UCPath feature.

Employees who have questions or need help with benefits should work directly with the UCPath Center. Local benefits teams no longer process enrollments, resolve enrollment issues, or request benefits transfers or reinstatements.

Access to a computer
For those employees without ready access to a computer, a computer kiosk is available in HR and may also be available in your home department.

Benefits Enrollment
To sign up for UC benefits, employees log into the UCPath portal. Tutorials and web-based trainings are available to employees. UCPath Center staff can also guide employees through the enrollment processes.

During the open enrollment period, benefit elections can be changed once per day until the period ends.

During the period of initial eligibility (PIE), employees must be certain about their benefit elections before clicking the Submit button in the UCPath portal.

When PIE benefit elections are submitted in UCPath, the elections cannot be changed until the next open enrollment period.

Life Events
Employees who have a life event, such as marriage, a new dependent, etc. can log into the UCPath portal and follow the steps to update benefits information. They may also be directed to update additional information, such as tax withholdings.

Benefit Claims
The claims process is managed by the UCPath Center and can vary based on type of insurance and vendor. Local benefits teams no longer submit or process employee benefit claims.

To submit life insurance claims, employees can log into the UCPath portal while surviving family members can contact the UCPath Center by phone.

UCPath Center staff is available to provide employees with assistance. Local benefits teams can help by directing employees to the portal.

Disability Claims
Employees will submit claims to the vendor. The vendor evaluates the claim and manages the process directly with the UCPath Center.
Payroll
Change Impacts

First UCPath Paychecks
Monthly is 10/1 (pay period 9/1 to 9/30).
Biweekly is 10/3 (pay period 9/9 to 9/22).

Paycheck Changes
UCPath paychecks have a new look and feel. Some key changes include:
New employee ID numbers, which appear on the UCPath paycheck and in the UCPath portal.
Paycheck statements are available in the UCPath portal one day before pay day.
Vacation and sick leave balances will be shown in the UCPath portal.
Employees can view leave balances in the portal using their computer or mobile device.

Access to a computer
For employees without ready access to a computer or mobile device, a computer kiosk is available in HR and may also be available in your home department.

Pay Methods
Employees can manage how they receive pay in the UCPath portal. Employees are strongly encouraged to receive their pay via direct deposit. Key changes include:

Direct Deposit
Employees can create up to three direct deposit accounts in the UCPath portal. All known U.S. banks are available for UCPath direct deposit.
All paychecks are mailed to the employee’s home address until the employee establishes direct deposit in the UCPath portal and activation is complete.
If a direct deposit account is set up in PPS prior to the UCPath transition (no later than July 31st), the employee’s first UCPath paycheck may be paid by direct deposit depending on when the direct deposit is set-up in PPS.

Paper Paychecks
All paper paychecks are delivered to an employee’s designated home address via U.S. Postal Service.

Paper paychecks will no longer available (after September 2018) for pick up at central payroll or department offices.
Paychecks sent by mail are issued on the pay date and take additional time to arrive at the employee’s designated home address. UC is not responsible for mailing delays caused by the U.S. Postal Service.
Payroll (continued)
Change Impacts

Credit Union Deductions
With UCPath, employees will need to set up credit union direct deposits to distribute funds to a credit union. Employees may set up credit union deduction in UCPath through employee self-service after go-live.

If an employee does not take action, they will receive a full pay via regular pay until their direct deposit accounts are activated in UCPath, which may take up to two pay periods.

Benefit Deduction Holiday
For bi-weekly paid employees, there are two times a year when flat dollar deductions are not deducted from paychecks.

Specifically, there are normally twenty-six (26) bi-weekly paydays per year, with two bi-weekly paydays each year (referred to as deduction holidays) which have no flat dollar deductions taken from paychecks.

These deduction holidays are identified on the Biweekly Payroll Calendar and the Payday Calendar.

The Benefit Deduction Holiday scheduled for July 11, 2018 is being deferred to the UCPath scheduled deduction holiday for paychecks issued on October 31, 2018.

This impacts bi-weekly paid employees and results in the same number of deduction holidays as in PPS for 2018.

Systemwide Payroll Calendar
UCPath includes a systemwide payroll calendar that standardizes biweekly and monthly paycheck dates for all UC employees. Previously, UC locations maintained their own payroll calendars.

Calculations and Deductions
The UCPath system uses industry-standard, automated calculations for payroll deductions and withholdings. As a result, some deductions may be shown in a new order or have different names on paychecks.

There may be minor differences in calculations of taxes, voluntary deductions, flexible spending accounts and dependent care deductions.

For questions about calculations and deductions, employees should submit a request using the Ask UCPath Center feature in the UCPath portal.

W-2s
Employees can expect to receive two (2) W-2s for 2018. Employees can view and download their W-2s in the UCPath portal for earnings generated after UCPath goes live.

For W-2s produced before UCPath, employees will continue to access them through AYSO.

Instant Pay cards (coming soon!)
With UCPath, employees will have an option to receive their pay electronically in the form of a pay card.

Pay cards will be available to non-represented employees, and then newly migrated employees after UCPath goes live. For represented employees, the pay card option is subject to collective bargaining.
Absence Management
Change Impacts

Viewing Vacation Leave Balances
Employees can view their vacation, sick leave, family medical leave (FMLA) and other leave balances by logging into the UCPath portal.

Vacation and Leave Tracking
UCPath tracks vacation, paid time off, and sick leave balances. Local administrators have role-based access to pull reports on employee leave balances.

Over Maximum Vacation Accruals
Employees will no longer accrue vacation/paid time off beyond the maximum time allowed in policy.

Hours over and above the accrued maximum will be handled by exception requests through the local department, for approval by Campus Human Resources and the UCPath Center.

All hours currently over the maximum will be converted into UCPath at Go-Live. Collective bargaining agreements are applicable to represented employees.

Managing Accruals
Employees who have questions about vacation/paid time off and sick leave accrual balances or usage should submit a request through the UCPath portal’s Ask UCPath Center feature.

The UCPath Center team can explain or initiate changes and corrections as needed.

Family Medical Leave (FMLA)
Local leave administrators can log into the UCPath portal to see if an employee is eligible for FMLA leave. If an employee is not FMLA eligible, the UCPath system does not process the request.

For questions about FMLA leave eligibility, staff employees should contact the Human Resources office and academic employees should contact the Academic Personnel Office on the UCSB campus.
General Information

Change Impacts

Getting Help from the UCPath Center
The UCPath Center is the first point of contact for many employee questions and concerns, including:

- Employment Verification
- Payroll adjustments
- Overpayment collections
- FICA processing and corrections
- Regulatory reporting
- Deductions and calculations
- Leave balances
- Benefits billing

The UCPath Center coordinates across relevant departments as needed and tracks the resolution process through closure.

Email Requirements for Accessing UCPath Portal
All employees will be required to have a UCSB domain email address to access the UCPath Portal. Organizations and departments will work to ensure all employees have a UCSB domain email address prior to the UCPath Go-Live.

Computer Access
For those employees without ready access to a computer, a computer kiosk is available in HR and may also be available in your home department.