

**DATE:** September 5, 2018

**AUDIENCE:** Graduate Students

**SUBJECT LINE:** UCPATH: The New Payroll/Personnel System is COMING SOON

UCPATH—our new system for Payroll, Academic Personnel, Timekeeping and Human Resources—goes live at UCSB in September. Following are important reminders and information regarding this implementation.

#### WHAT GRADUATE STUDENT EMPLOYEES NEED TO KNOW:

- Our campus **transition will take place during September**. This is a particularly busy time for the start of graduate student employment. Academic Personnel, Human Resources, and Payroll are working diligently to create processes for handling fall student hiring and other critical activity during September. In most cases returning student employees will be entered into the payroll system prior to the conversion and will not need to take any further action. Your departmental Graduate Advisor and Business Officer/MSO will let you know if any departmental process are changing.
- Staff in the Graduate Division, Academic Personnel and the Payroll office will continue to be available to assist you if you experience problems with your pay. Please see the “who to contact” information at the end of this announcement.
- **Paychecks will no longer be issued on or delivered to campus**. If you are already signed up for direct deposit, your UCPATH generated pay will continue to go to your bank. If you receive a paper check, please be sure your correct home delivery address is in the payroll system. You can do this via AYSO at <https://atyourserviceonline.ucop.edu/ayso/> or you may ask the appropriate individual in your department to assist you in the verification.
- **Your paycheck and pay notices will look different**. The UCPATH system uses industry-standard, automated calculations for deductions and withholdings, making them consistent across all UC locations. Because of this, your before- and after-tax deductions may be shown in a new order or be named differently. Your net pay may also vary by a few cents.

#### WHO TO CONTACT IF YOU HAVE QUESTIONS

Always start with your department Business Officer or Graduate Advisor. If they are not able to resolve the issue, you or your department should contact the following:

Significant problems with paychecks: Academic Personnel x4441

Fee remission: Graduate Division x4342

General questions about paychecks: UCPATH Center via Employee Self-Service