

## UCPath Overview

UCPath is a UC-wide initiative to implement modern, centralized systems and processes for payroll, benefits, Human Resources and Academic Personnel. In addition to a new technology platform, Oracle’s PeopleSoft HCM system, the initiative introduces a central service center for the processing of payroll, HR and Academic Personnel transactions, the UCPath Center (UCPC). Located in Riverside, UCPC will provide support and assistance to all locations.

## What UCPath Means for You

<b>Self-Service Portal</b>	<p>A new self-service portal, UCPath Online, will be available 24/7 and replace most of the functionality of AYSO. Paychecks and leave balances can be viewed and the following information updated:</p> <ul style="list-style-type: none"> <li>▪ Name, Addresses, Email Address</li> <li>▪ Emergency Contacts</li> <li>▪ Honors, Degrees, Licenses &amp; Certifications</li> <li>▪ Employee Disclosures &amp; Patent Acknowledgements / Amendments</li> </ul>
<b>Paycheck &amp; Direct Deposit</b>	<ul style="list-style-type: none"> <li>▪ New Employee ID numbers printed on your Earnings Statement</li> <li>▪ Paycheck viewable in UCPath Online portal 1 day before payday</li> <li>▪ UC Pay Card added as additional pay distribution option</li> <li>▪ Direct Deposit can be split - up to three accounts, one can be UC Pay Card</li> <li>▪ Paper paychecks mailed to home address (not available for pickup)</li> </ul>
<b>W-2 Access</b>	<ul style="list-style-type: none"> <li>▪ View earnings after UCPath Go-Live: UCPath Online Portal</li> <li>▪ View earnings for prior years: At Your Service Online (AYSO)</li> </ul>
<b>Leave Balances</b>	<p>Leave Balances are displayed in the UCPath Online Portal</p> <ul style="list-style-type: none"> <li>▪ Vacation &amp; Sick Balances, for those who accrue, in UCPath Online and not on paystub</li> <li>▪ Sabbatical credit balances, for eligible Faculty (excluding Health Sciences) viewable</li> </ul>
<b>Benefits Enrollment</b>	<p>Benefits Enrollment for future years will take place via the UCPath Online Portal. Employees can update benefits information for life events (marriage, baby, etc.).</p>
<b>UCPath Center</b>	<p>Administration of HR data, Payroll, and Benefits information will be done for all UC locations by a centralized service group in Riverside – the UCPath Center (UCPC). While local support will still be available, employees are welcome to contact the UCPath Center in Riverside with questions about payroll, benefits, and general HR topics.</p>

## Academic Change Impacts

### Key Considerations

- Some local flexibility will be lost – for example, we are no longer able to issue “on-the-spot” paychecks
- Off-cycle paychecks will be limited to exceptional circumstances; pay corrections will be issued on your next normal pay cycle
- The transaction cycle time for certain transactions, such as hires, leaves, summer salary, and terminations, is longer due to multiple processing points and earlier payroll deadlines. Please provide information to your staff well in advance of the effective date.
- Pay is not dependent on the funding source being defined and UCPath will not automatically end jobs when funds expire. Please proactively communicate with your staff to avoid overpayments.

## Resources for More Information

To assist you during the transition to UCPath, UC San Diego has established a Rapid Response Center (RRC) team. If you need support with UCPath or have a pay-related issue, you can get assistance via live chat, phone, or by submitting a service ticket. Live links will be available on the RRC webpage starting June 1<sup>st</sup>: <https://ucpath.ucsd.edu/need-help/index.html>

UC San Diego UCPath Website: <https://ucpath.ucsd.edu/>

UCPath Center Website: <https://www.ucop.edu/ucpath-center>