## Are you a new student employee?

# Here are some steps to get you started!

### **Complete your onboarding process**

- Wait to be cleared before starting work.
- Check with your supervisor to get a confirmed start date.

#### Access UCPath

UCPath is UC San Diego's human resources and payroll system.

- Using your Employee AD Account, log in to UCPath
- Review your personal information
- Enroll in direct deposit
- · You can also view your earning statements

Questions about your Employee AD Account? Ask your supervisor.

#### Access Ecotime

Ecotime is UC San Diego's timekeeping system.

• Log in to Ecotime with your Employee AD Account to **submit your timecards**.

#### **Avoid Payment Delays**

- Sign up for direct deposit
- Always submit your timecards before the deadline!



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#### For more information visit ucpath.ucsd.edu