

# Your First Time in UCPath



UCPath is our systemwide payroll and personnel system, and you'll have some set-up tasks to complete the first time you log in. All employees use the online portal to access personal information related to pay statements, W2s, health & benefits, retirement, and leave balances. During the fall, the portal is also where employees choose benefits during Open Enrollment.

Once you get through Duo and into UCPath, here's what you'll need to do:



## Update your personal profile (click to see preview)

It's voluntary, allowing you to self-identify as to veteran and disability status, race, ethnicity, gender identity and sexual orientation. You can "decline to state" for any question, though this information provides important data about UC employee diversity and informs UC's efforts to create an inclusive environment.



## Set up five security questions (click to see preview)

This helps verify your identity and prevent unauthorized access or changes to your financial, health benefits, or personal information.

With that out of the way, you are now able to use the new UCPath Online Self-Service Portal and here are some suggested things-to-do:



## Verify your personal information and update if needed

Learn how to navigate the Self-Service UCPath online Dashboard



## Check your vacation and sick leave balances

Understand how leave balances are displayed in UCPath  
Compare them to the balances on your [LASR](#) to ensure they transferred correctly to the new system.



## Sign up for Direct Deposit (click to see preview)

If already signed up, verify the information transferred correctly and update if needed. New in UCPath, you can designate direct deposits to up to three financial institutions (instead of just one).

Earnings statements will generally be available in UCPath the day before payday. For our first payday in UCPath (June 1 for MO paid employees and June 10 for BW paid employees).



## Review your Earnings Statement

Using your last Earnings Statement from AYSO, compare it to the one on UCPath Online

## Visit the UCPath Website to see a breakdown of items to review

<https://ucpath.ucsd.edu/go-live/index.html>