

## HR / Workforce Administration Fact Sheet

UCPath is a systemwide project launched by the University of California to modernize its current payroll system. UCPath introduces new technology that will unify and standardize payroll, benefits and human resource (HR) systems for all UC employees. UCPath enables employees to have access to the same system and the ability to view payroll information, enroll in benefits, manage time off and more through the UCPath portal. Employees will also have access to the UCPath Center, the shared services hub which provides dedicated and responsive customer service support.

The UCPath Training Team is offering courses about new features and processes that can make a difference in your daily work. Ask your manager which training courses you should take and be sure to sign up early.

Here's a sneak peek at some, but not all, of the important differences you'll see when UCPath launches at UC ANR

### *Employee Personal Data*

UCPath gives employees greater access to view and update their own personal information.

Employees can log into the UCPath portal to update personal information or download important forms, such as:

- Name\*
- Home and mailing address
- Emergency contacts
- Personal email address
- Honors and degrees
- Licenses and certifications
- Employee disclosures
- Patent acknowledgement and amendment

\*For changes to identifying information, such as legal name, birth date or Social Security numbers, employees can submit a request through the **Ask UCPath** feature in the UCPath portal. The UCPath Center will verify new or updated information with the federal Social Security Administration office before it is saved in the UCPath system.

Department administrators can submit legal name changes on behalf of employees through an HR transaction that is routed electronically to the UCPath Center. Legal name changes initiated by department administrators, and some changes to licenses and certifications, are routed for approvals within UCPath.

### *Employment Verification*

All requests for employment verification are directed to the UCPath Center. Verification requests can be initiated by the employee or a third-party; however, employees cannot print their own verifications. The UCPath Center uses an outside vendor to complete employment verifications.

***Former  
Employee  
Access***

Employees who separate from UC receive special instructions in their separation packets about how to access their W-2s and past paycheck statements through the UCPath portal.

***Getting help from  
the UCPath Center***

The UCPath Center is the first point of contact for many employee and location departmental questions and concerns, including:

- Employment Verification
- Payroll adjustments
- Overpayment and corrections
- Regulatory Reporting
- Deductions and calculations
- Leave balances
- Extended absences
- Benefits billing

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

See [ucpath.ucanr.edu/training](http://ucpath.ucanr.edu/training) resources for information and training. To learn more about the UCPath project, visit [www.ucpath.ucanr.edu](http://www.ucpath.ucanr.edu)