

Payroll 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.

Paycheck Changes

UCPath paychecks have a new look and feel. Some key changes include:

- New employee ID numbers, which appear on the UCPath paycheck and in the UCPath portal.
- Paycheck statements are available in the UCPath portal one day before pay day.
- Vacation and sick leave balances are shown in the UCPath portal, rather than on paychecks. Employees can view leave balances in the portal using their computer or mobile device.

Pay Methods

Employees can manage how they receive pay in the UCPath portal. Employees, however, are strongly encouraged to receive their pay via direct deposit. Key changes include:

Coming Soon! Instant Pay Cards

With UCPath, employees will have an option to receive their pay electronically in the form of a pay card. Pay cards will be available to non-represented employees, starting with UCOP employees and then newly migrated employees *after* UCPath goes live. More information coming soon.

Direct Deposit

- Employees can choose to receive paychecks by direct deposit rather than by mail.
- Employees can create up to three direct deposit accounts in the UCPath portal.
- All known U.S. banks are available for UCPath direct deposit.
- Activation of new direct deposit accounts, changes or deletions of existing accounts take up to two pay periods to be completed.
- All paychecks are mailed until the employee establishes direct deposit in the UCPath portal and activation is complete.

If a direct deposit account is set up in PPS prior to the UCPath transition, the employee's first UCPath paycheck will be paid by direct deposit.

Paper Paychecks

- All paper paychecks are delivered to an employee's home address via U.S. Postal Service.
- Paper paychecks are no longer available for pick up at central payroll or department offices.
- Paychecks sent by mail are issued on the pay date and take additional time to arrive at the employee's home address.
- UC is not responsible for mailing delays caused by the U.S. Postal Service.

University Credit Union deductions

Credit union distributions are no longer handled as payroll deductions. With UCPath, employees may set up direct deposits to distribute paycheck funds to a credit union. Employees who currently have credit union deductions must change them to direct deposit accounts in the UCPath portal after go-live.*

*Employees will receive paper paychecks until direct deposit accounts are activated, which may take up to two pay periods.

Systemwide Payroll Calendar

UCPath includes a systemwide payroll calendar that standardizes biweekly and monthly paycheck dates for all UC employees. Previously, UC locations maintained their own payroll calendars.

Calculations and Deductions

The UCPath system uses industry-standard, automated calculations for payroll deductions and withholdings. As a result, some deductions may be shown in a new order or have different names on paychecks.

There may be minor differences in calculations of taxes, voluntary deductions, flexible spending accounts and dependent care deductions. For questions about calculations and deductions, employees should submit a request using the **Ask UCPath Center** feature in the UCPath portal.

W-2s

Employees can view and download their W-2s in the UCPath portal for earnings generated *after* UCPath goes live. For W-2s produced before UCPath, employees will continue to access them through AYSO.

Final Pay

For voluntary separations, and unless otherwise required in collective bargaining agreements, employees are not guaranteed to receive pay within 72-hours. Instead, they receive final pay according to the next regular pay date.

Represented employees will receive final paychecks in accordance with applicable provisions that may be contained in their respective collective-bargaining agreements.

*Getting help from
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.

Questions about UCPath? Email ucpath@ucanr.edu