

Job Aid: UCPath Basics

UCPath Overview

UCPath online gives employees greater access to view and update their own personal information, such as home and mailing address, direct deposit and benefits enrollment.

Type ucpath.universityofcalifornia.edu in your browser's address bar to access UCPath online.

UCPath Employee Dashboard Sample

The image shows a sample UCPath Employee Dashboard for a user named Ann Toossi. The dashboard is divided into several sections:

- Header:** Includes the University of California logo, the UCPath logo, a "Log out" button, and an "Ask UCPath" button.
- User Profile:** Displays the user's name (Ann Toossi), Primary Title (CUSTOMER SVC REPR 2), Employee ID (10003100), and Service Date (01/30/2017).
- Navigation Menu:** Includes links for Dashboard, Employee Actions, Forms Library, Quicklinks, and Help / FAQ.
- Next Paycheck:** A prominent display for "May 17" with a "View Paycheck" button.
- Quick Actions:** Three buttons for "View Benefits", "View Retirement Info", and "View Paycheck".
- Personal Information:** A section with a dropdown arrow.
- Health and Welfare:** A section with a dropdown arrow.
- Income and Taxes:** A section with a dropdown arrow.
- Notices & Updates:** A section titled "W-2 Reminders" with a date of March 29, 2017.
- Footer:** Includes links for "Edit profile" and "Log out".

Always use the buttons and links within the site to navigate. Do not use the **Back** and **Next** buttons in your web browser toolbar.

UCPath pages automatically resize to fit your computer, tablet or smartphone screen.

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The screenshot shows the UCPath employee dashboard for Ann Toossi. The header includes the University of California logo, the UCPath name, and a 'Log out' button. A yellow 'Ask UCPath' button is in the top right. The left sidebar contains the user's name 'Ann Toossi', their primary title 'CUSTOMER SVC REPR 2', employee ID '10003100', and service date '01/30/2017'. Below this is a navigation menu with 'Dashboard', 'Employee Actions', 'Forms Library', 'Quicklinks', and 'Help / FAQ'. At the bottom of the sidebar are 'Edit profile' and 'Log out' links. The main content area features a 'Next Paycheck' section with 'May 17' and a 'View Paycheck' button. To the right are 'View Benefits' and 'View Retirement Info' buttons. Below these are three expandable sections: 'Personal Information', 'Health and Welfare', and 'Income and Taxes'. At the bottom is a 'Notices & Updates' section with a 'W-2 Reminders' notice dated March 29, 2017.

- ◆ **Employee information** appears in the upper left corner, including your name, title, employee ID and service date.
- ◆ **Dashboard** provides links to key information and activities for your role. The dashboard is based on your system role and differs for managers and super users. The example on this page represents an employee dashboard.
- ◆ **Notices & Updates** provides key information for all employees, such as W-2 reminders at year end or planned system outages.
- ◆ **Navigation menu** provides access to all UCPath activities. The menu options are based on your system role and may differ from the options available to your colleagues.
 - ◆ **Employee Actions** provides access to all self-service activities, such as updating your address, updating your emergency contacts or setting up direct deposit.
 - ◆ **Forms Library** provides access to frequently used documents, such as the **Dependent Information Update** form.
 - ◆ **Quicklinks** provides access to frequently used tools and sites, such as the payroll calendar, holiday schedule, campus websites and more.
 - ◆ **Help / FAQ** provides access to training materials, the **Ask UCPath** tool and other support links.