

Job Aid: Self Service Employee Actions

Where do I ... ?	Navigation Path
Clear my web browser's cache	Refer to the Clear Your Web Browser's Cache job aid on the UCPath Help site. Note: This job aid includes the steps for clearing the cache in Internet Explorer, Mozilla Firefox and Google Chrome.
Disable my web browser's pop-up blocker so that it doesn't block my access to UCPath	Refer to the Disable Pop-Up Blocker job aid on the UCPath Help site. Note: This job aid includes the steps for disabling the pop-up blocker in Internet Explorer, Mozilla Firefox and Google Chrome.
Personal Information	
Add a name or update my legal name Note: You must update your legal name with the appropriate Federal agencies before you enter your name change in UCPath.	Dashboard Navigation: Personal Information > Personal Information Summary <i>or</i> Menu Navigation: Employee Actions > Personal Information > Personal Information Summary
Enter my disability status (voluntary information)	Dashboard Navigation: Personal Information > Disability Status <i>or</i> Menu Navigation: Employee Actions > Personal Information > Disability Status
Enter my veteran status (voluntary information)	Dashboard Navigation: Personal Information > Veteran Status <i>or</i> Menu Navigation: Employee Actions > Personal Information > Veteran Status
Enter ethnic groups (voluntary information)	Dashboard Navigation: Personal Information > Personal Information Summary <i>or</i> Menu Navigation: Employee Actions > Personal Information > Personal Information Summary



Where do I ... ?	Navigation Path
Generate my employment summary, including dates of employment and earnings	Menu Navigation: Employee Actions > Income and Taxes > Verification of Employment
Opt in to the verification of employment data file Note: This option is only for employees who have previously opted out.	Dashboard Navigation: Personal Information > My Current Profile > Employment Verification <i>or</i> Menu Navigation: Employee Actions > Personal Information > My Current Profile > Employment Verification
Opt out of the verification of employment data file Note: All employees are automatically included in the data file sent to UC's external partner that performs employment verification activities.	Dashboard Navigation: Personal Information > My Current Profile > Employment Verification <i>or</i> Menu Navigation: Employee Actions > Personal Information > My Current Profile > Employment Verification
Submit a case to the UCPath for myself or on behalf of another employee	Dashboard Navigation: Ask UCPath <i>or</i> Menu Navigation: Help / FAQ > Ask UCPath
Reopen a recently closed case I had with UCPath Note: A case can be reopened only once and only within five days of closure.	Dashboard Navigation: Ask UCPath <i>or</i> Menu Navigation: Help / FAQ > Ask UCPath
Review the status of an existing case that I submitted to the UCPath	Dashboard Navigation: Ask UCPath <i>or</i> Menu Navigation: Help / FAQ > Ask UCPath



Where do I ... ?	Navigation Path
Review my online patent acknowledgement	Dashboard Navigation: Employee Actions > Personal Information > Patent Acknowledgement <i>or</i> Menu Navigation: Personal Information > Patent Acknowledgement
Set up security questions and answers for UCPath online	Menu Navigation: Employee Actions > Security Question Setup
Update my address or phone number	Dashboard Navigation: Personal Information > Personal Information Summary <i>or</i> Menu Navigation: Employee Actions > Personal Information > Personal Information Summary
Update my education information	Dashboard Navigation: Personal Information > My Current Profile > Education <i>or</i> Menu Navigation: Employee Actions > Personal Information > My Current Profile > Education
Update my employee disclosure forms	Dashboard Navigation: Personal Information > Employee Disclosures <i>or</i> Menu Navigation: Employee Actions > Personal Information > Employee Disclosures
Update my honors, awards, licenses or certifications	Dashboard Navigation: Personal Information > My Current Profile <i>or</i> Menu Navigation: Employee Actions > Personal Information > My Current Profile

Payroll Information	
Claim tax exemption	Refer to the How to Claim Tax Exemption job aid on the UCPath Help site.
Review my leave balances	Dashboard Navigation: If you have vacation or sick leave balances, your current balances appear in the View Leave Balances widget. <i>or</i> Menu Navigation: Employee Actions > Leave Balances
Review my online paystub	Dashboard Navigation: View Paycheck widget <i>or</i> Income and Taxes > View Paycheck <i>or</i> Menu Navigation: Employee Actions > Income and Taxes > View Paycheck
Enroll to receive my W-2 online in UCPath	Dashboard Navigation: Income and Taxes > Enroll to receive online W-2 <i>or</i> Menu Navigation: Employee Actions > Income and Taxes > Enroll to receive online W-2
Review my online W-2	Dashboard Navigation: Income and Taxes > View Online W-2/W-2C <i>or</i> Menu Navigation: Employee Actions > Income and Taxes > View Online W-2/W-2C
Update my direct deposit information	Dashboard Navigation: Income and Taxes > Direct Deposit <i>or</i> Menu Navigation: Employee Actions > Income and Taxes > Direct Deposit

Update my California tax withholding (DE-4)	Dashboard Navigation: Income and Taxes > CA State Withholding (DE-4) <i>or</i> Menu Navigation: Employee Actions > Income and Taxes > CA State Withholding (DE-4)
Update my Federal withholding (W-4)	Dashboard Navigation: Income and Taxes > Federal Withholding (W-4) <i>or</i> Menu Navigation: Employee Actions > Income and Taxes > Federal Withholding (W-4)
View a refund for Federal tax that was over withheld	Refer to the View a Federal Tax Over Withheld Refund job aid on the UCPath Help site.
Withdraw my consent to receive my W-2 online	Dashboard Navigation: Income and Taxes > Enroll to receive online W-2 <i>or</i> Menu Navigation: Employee Actions > Income and Taxes > Enroll to receive online W-2

Benefits Information

Enroll in benefits	Dashboard Navigation: Health and Welfare > Enroll in Benefits <i>or</i> Menu Navigation: Employee Actions > Health and Welfare > Enroll in Benefits
Submit a benefits change or life event – Marriage, birth, adoption, divorce and benefit changes for AD&D, disability insurance or life insurance	Dashboard Navigation: Health and Welfare > Life Events / Benefit Changes <i>or</i> Menu Navigation: Employee Actions > Health and Welfare > Life Events / Benefit Changes
View and edit dependent summary information	Dashboard Navigation: Health and Welfare > Dependent Coverage <i>or</i> Menu Navigation: Employee Actions > Health and Welfare > Dependent Coverage
View my benefit elections	Dashboard Navigation: View Benefits widget <i>or</i> Health and Welfare > Benefits Summary <i>or</i> Menu Navigation: Employee Actions > Health and Welfare > Benefits Summary