

UCPath Portal Basics



1 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.

2 EMPLOYEE INFORMATION appears in the upper left corner, including your name, title, **NEW employee ID** and service date.

3 ASK UCPath CENTER - this button enables you to ask a question or request something from the UCPath Center. You can also track your previous inquiries.

4 VACATION & SICK LEAVE balance accruals are now found on the portal and NOT on your paystub.

5 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.

5a Employee Actions provides access to all self-service activities, such as updating your address, updating your emergency contacts or setting up direct deposit.

5b Forms Library provides access to frequently used documents, such as the Dependent Information Update form.

5c Quicklinks provide access to frequently used tools and sites, such as the payroll calendar, holiday schedule, campus websites and more.

5d Help / FAQ provides access to training materials, the Ask UCPath tool and other support links.

6 PERSONAL INFORMATION - this tab allows you to update and view information such as address, patent, etc.

7 HEALTH & BENEFITS - this tab allows you to update and view health and benefits information.

8 INCOME & TAXES - this tab allows you to update and view paycheck information, direct deposit, W-2, etc.

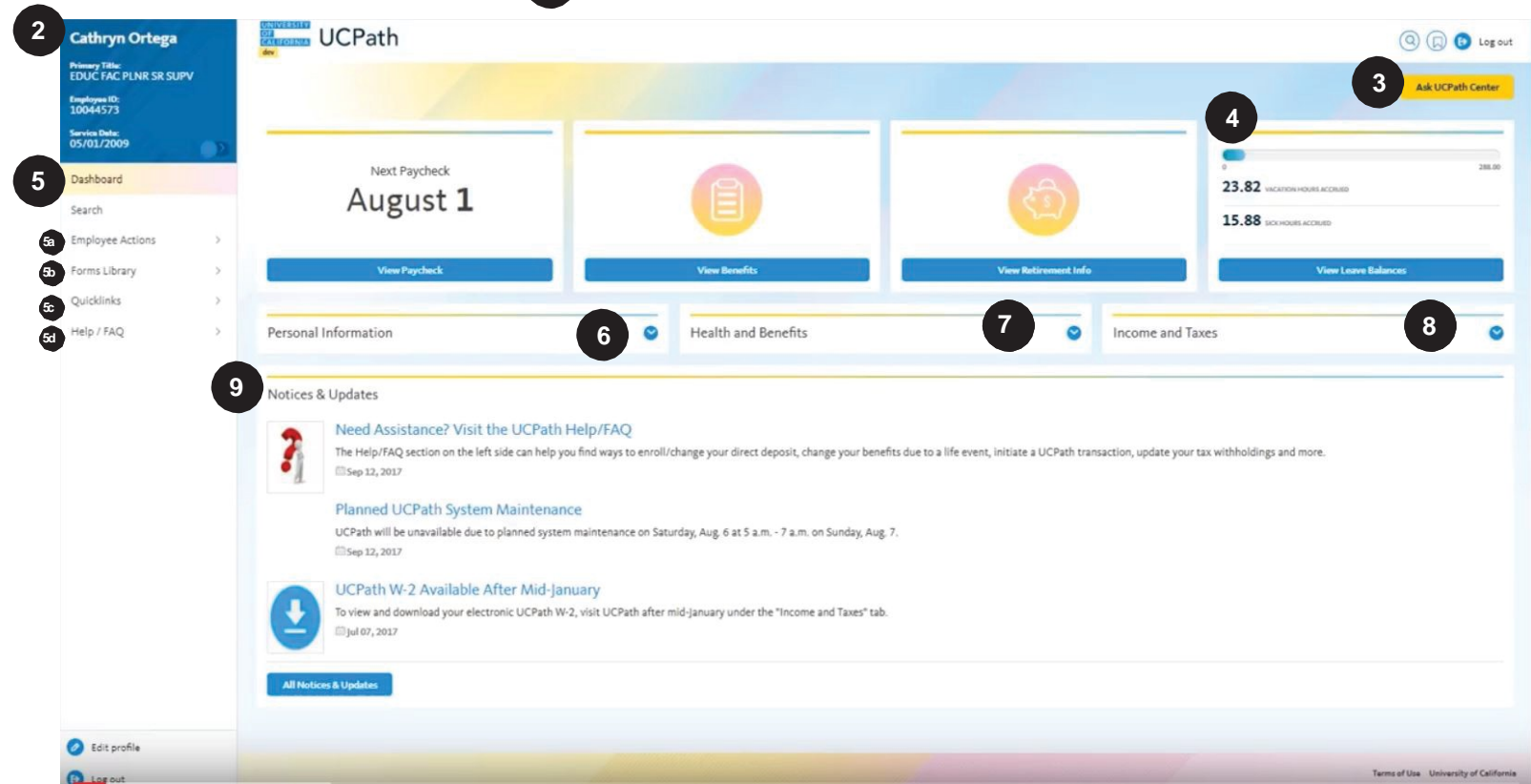
9 NOTICES & UPDATES displays information for all employees, such as W-2 reminders at year end or planned system outages.

UCPath Employee Portal

UCPath provides employees with greater access to view and update their 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.

Portal Employee Dashboard Sample



Always use the buttons and links within the site to navigate. Do not use the **Back** and **Next** buttons in your web browser toolbar. The portal pages automatically resize to fit your computer, tablet or smartphone screen.