

## Job Aid: UCPath Portal Basics

### UCPath Portal

UCPath 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](http://ucpath.universityofcalifornia.edu) in your browser's address bar to access UCPath.

### Portal Employee Dashboard Sample

The screenshot displays the UCPath Employee Dashboard for Ann Toossi. The user's name, primary title (CUSTOMER SVC REPR 2), employee ID (10003100), and service date (01/30/2017) are shown in the top left. A navigation menu on the left includes Dashboard, Employee Actions, Forms Library, Quicklinks, and Help / FAQ. The main content area features a 'Next Paycheck' section with the date 'May 17' and buttons for 'View Paycheck', 'View Benefits', and 'View Retirement Info'. Below this are sections for 'Personal Information', 'Health and Welfare', and 'Income and Taxes', each with a dropdown arrow. A 'Notices & Updates' section contains a 'W-2 Reminders' notice dated March 29, 2017. The bottom left corner has 'Edit profile' and 'Log out' buttons.

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.

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The screenshot shows the UCPath portal dashboard for Ann Toossi. The user's name, title (CUSTOMER SVC REPR 2), employee ID (10003100), and service date (01/30/2017) are displayed in the top left. A navigation menu on the left includes Dashboard, Employee Actions, Forms Library, Quicklinks, and Help / FAQ. The main content area features a 'Next Paycheck' section with a date of May 17 and buttons for 'View Paycheck', 'View Benefits', and 'View Retirement Info'. Below this are sections for 'Personal Information', 'Health and Welfare', and 'Income and Taxes', each with a dropdown arrow. A 'Notices & Updates' section contains a 'W-2 Reminders' notice dated March 29, 2017. The bottom left of the dashboard has 'Edit profile' and 'Log out' links. The top right of the dashboard has a 'Log out' link and an 'Ask UCPath' button.

- ◆ **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.