# Job Aid: Self Service Employee Actions

<table>
<thead>
<tr>
<th>Where do I ... ?</th>
<th>Navigation Path</th>
</tr>
</thead>
</table>
| 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 preferred name to my personal information 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**  
**or**  
**Menu Navigation:**  
Employee Actions > Personal Information > **Personal Information Summary**

### Enter my disability status (voluntary information)

**Dashboard Navigation:**  
Personal Information > **Disability Status**  
**or**  
**Menu Navigation:**  
Employee Actions > Personal Information > **Disability Status**

### Enter my veteran status (voluntary information)

**Dashboard Navigation:**  
Personal Information > **Veteran Status**  
**or**  
**Menu Navigation:**  
Employee Actions > Personal Information > **Veteran Status**

### Enter one or more ethnic groups (voluntary information)

**Dashboard Navigation:**  
Personal Information > **Personal Information Summary**  
**or**  
**Menu Navigation:**  
Employee Actions > Personal Information > **Personal Information Summary**
<table>
<thead>
<tr>
<th>Where do I ... ?</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generate my employment summary, including dates of employment and earnings</td>
<td>Menu Navigation: Employee Actions &gt; Income and Taxes &gt; Verification of Employment</td>
</tr>
<tr>
<td>Opt in to the verification of employment data file (for student employees)</td>
<td>Dashboard Navigation: Personal Information &gt; My Current Profile</td>
</tr>
<tr>
<td><strong>Note:</strong> Students are not automatically included in the daily update sent to UC's external partner that performs employment verification activities.</td>
<td>or Menu Navigation: Employee Actions &gt; Personal Information &gt; My Current Profile</td>
</tr>
<tr>
<td>Opt out of the verification of employment data file (for faculty, academic personnel or staff employees)</td>
<td>Dashboard Navigation: Personal Information &gt; My Current Profile</td>
</tr>
<tr>
<td><strong>Note:</strong> Faculty, academic personnel and staff are automatically included in the daily update sent to UC's external partner that performs employment verification activities.</td>
<td>or Menu Navigation: Employee Actions &gt; Personal Information &gt; My Current Profile</td>
</tr>
<tr>
<td>Reopen a recently closed case I had with UCPath Center (UCPC)</td>
<td>Dashboard Navigation: Ask UCPath Center</td>
</tr>
<tr>
<td><strong>Note:</strong> A case can be reopened only once and only within five days of closure.</td>
<td>or Menu Navigation: Help / FAQ &gt; Ask UCPath Center</td>
</tr>
<tr>
<td>Review my online patent acknowledgement</td>
<td>Dashboard Navigation: Employee Actions &gt; Personal Information &gt; Patent Acknowledgement</td>
</tr>
<tr>
<td>Review the status of an existing case that I submitted to the UCPath Center (UCPC)</td>
<td>Dashboard Navigation: Ask UCPath Center</td>
</tr>
<tr>
<td>Set up security questions and answers for UCPath online</td>
<td>Menu Navigation: Employee Actions &gt; Security Question Setup</td>
</tr>
<tr>
<td>Where do I ... ?</td>
<td>Dashboard Navigation:</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Submit a case to the UCpath Center (UCPC) for myself or on behalf of another employee | Ask UCPath Center  
or  
Menu Navigation:  
Help / FAQ > Ask UCPath Center                                                                                                                                       |                                                                                                                                                                    |
| Update my address or phone number                                                | Dashboard Navigation:  
Personal Information > Personal Information Summary  
or  
Menu Navigation:  
Employee Actions > Personal Information > Personal Information Summary                                                                                      |                                                                                                                                                                    |
| Update my education information                                                  | Dashboard Navigation:  
Personal Information > My Current Profile  
or  
Menu Navigation:  
Employee Actions > Personal Information > My Current Profile                                                                                                 |                                                                                                                                                                    |
| Update my employee disclosure forms                                             | Dashboard Navigation:  
Personal Information > Employee Disclosures  
or  
Menu Navigation:  
Employee Actions > Personal Information > Employee Disclosures                                                                                                  |                                                                                                                                                                    |
| Update my honors, awards, licenses or certifications                            | Dashboard Navigation:  
Personal Information > My Current Profile  
or  
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.
<table>
<thead>
<tr>
<th>Where do I ... ?</th>
<th>Navigation Path</th>
</tr>
</thead>
</table>
| Enroll to receive my W-2 online in UCPath            | **Dashboard Navigation:** Income and Taxes > **Enroll to receive online W-2**  
or  
**Menu Navigation:** Employee Actions > Income and Taxes > **Enroll to receive online W-2**  |
| Request the reissue of my paper W-2                  | **Dashboard Navigation:** Income and Taxes > **W-2 Reissue Request**  
or  
**Menu Navigation:** Employee Actions > Income and Taxes > **W-2 Reissue Request**  |
| Review my leave balances                             | **Dashboard Navigation:** If you have vacation or sick leave balances, your current balances appear in the **View Leave Balances** widget.  
or  
**Menu Navigation:** Employee Actions > **Leave Balances**  |
| Review my online paystub                              | **Dashboard Navigation:** **View Paycheck** pane  
or  
Income and Taxes > **View Paycheck**  
or  
**Menu Navigation:** Employee Actions > Income and Taxes > **View Paycheck**  |
| Review my online W-2                                 | **Dashboard Navigation:** Income and Taxes > **View Online W-2/W-2C**  
or  
**Menu Navigation:** Employee Actions > Income and Taxes > **View Online W-2/W-2C**  |
<table>
<thead>
<tr>
<th>Where do I ... ?</th>
<th>Navigation Path</th>
</tr>
</thead>
</table>
| Update my California tax withholding (DE-4)          | **Dashboard Navigation:**
|                                                      | Income and Taxes > **CA State Withholding (DE-4)**
|                                                      | or                                                                                |
|                                                      | **Menu Navigation:**
|                                                      | Employee Actions > Income and Taxes > **CA State Withholding (DE-4)**            |
| Update my direct deposit information                 | **Dashboard Navigation:**
|                                                      | Income and Taxes > **Direct Deposit**                                           |
|                                                      | or                                                                                |
|                                                      | **Menu Navigation:**
|                                                      | Employee Actions > Income and Taxes > **Direct Deposit**                        |
| Update my Federal withholding (W-4)                  | **Dashboard Navigation:**
|                                                      | Income and Taxes > **Federal Withholding (W-4)**                                |
|                                                      | or                                                                                |
|                                                      | **Menu Navigation:**
|                                                      | Employee Actions > Income and Taxes > **Federal Withholding (W-4)**             |
| Update my non-California state withholding           | **Dashboard Navigation:**
|                                                      | Income and Taxes > **Out-of-State Withholding (W-4)**                           |
|                                                      | or                                                                                |
|                                                      | **Menu Navigation:**
|                                                      | Employee Actions > Income and Taxes > **Out-of-State 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**                             |
|                                                      | or                                                                                |
|                                                      | **Menu Navigation:**
|                                                      | Employee Actions > Income and Taxes > **Enroll to receive online W-2**          |

**Benefits Information**
<table>
<thead>
<tr>
<th>Where do I ... ?</th>
<th>Navigation Path</th>
</tr>
</thead>
</table>
| Enroll in benefits                                                             | Dashboard Navigation:  
Health and Welfare > **Enroll in Benefits**  
or  
**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**  
or  
**Menu Navigation:**  
Employee Actions > Health and Welfare > **Life Events / Benefit Changes** |
| View and edit dependent summary information                                     | Dashboard Navigation:  
Health and Welfare > **Dependent Coverage**  
or  
**Menu Navigation:**  
Employee Actions > Health and Welfare > **Dependent Coverage** |
| View my benefit elections                                                       | Dashboard Navigation:  
View Benefits pane  
or  
Health and Welfare > **View Benefits**  
or  
**Menu Navigation:**  
Employee Actions > Health and Welfare > **View Benefits** |