

# UCI PATH GUIDES 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.

The screenshot shows the UCPath portal interface for Cathryn Ortega. The top left corner (1) displays the user's name, title (EDUC FAC PLNR SR SUPV), employee ID (10044573), and service date (05/01/2009). The top right (2) features the UCPath logo and a 'Log out' button. The main dashboard (3) includes a 'Next Paycheck August 1' section with a 'View Paycheck' button, a 'View Benefits' button, a 'View Retirement Info' button, and a 'View Loans Balance' button. The left navigation menu (5) contains 'Dashboard', 'Employee Actions', 'Forms Library', 'Quicklinks', and 'Help / FAQ'. The 'Notices & Updates' section (4) lists items like 'Need Assistance? Visit the UCPath Help/FAQ', 'Planned UCPath System Maintenance', and 'UCPath W-2 Available After Mid-January'. The bottom section (6, 7, 8) is divided into 'Personal Information', 'Health and Benefits', and 'Income and Taxes' tabs. The 'Income and Taxes' tab (8) includes links for 'Direct Deposit', 'View Paycheck' (circled in red), 'View Pay Record via AYSO', 'CA State W-4 (DE-4)', 'Federal Withholding (W-4)', 'Enroll to receive online W-2', 'View Online W-2/W-2C', and 'Employment Verification'.

- 1 **EMPLOYEE INFORMATION** appears in the upper left corner, including your name, title, **NEW employee ID**, and service date.
- 2 **DASHBOARD** links to key information and activities for your role. The dashboard is based on your system role and differs for managers and transaction processes. The example on the page represents and employee dashboard.
- 3 **VACATION & SICK LEAVE** will now be found in the portal and NOT on your paystub.
- 4 **NOTICES & UPDATES** key information for all employees, such as W-2 reminders at year end or planned system outages.
- 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 ACTION** provides access to all self-service activities, such as updating your address, updating your emergency contacts, or setting up direct deposit.
  - 5b **FORMS LIBRARY** access to frequently and one off forms, such as request to exceed vacation max., benefits, and payroll forms
  - 5c **QUICKLINKS** access to frequently used tools and sites, such as the payroll calendar, holiday schedule, campus websites, and more.
  - 5d **HELP/FAQ** access to training materials, the Ask UCPath tool and other support links.
- 6 **PERSONAL INFORMATION** - update and view information such as address, emergency contact, etc.
- 7 **HEALTH & BENEFITS** - update and view health and benefits information.
- 8 **INCOME & TAXES** - update and view paycheck info, direct deposit, W-2, etc.