

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 simulation on the UCPath Help site. Note: This simulation includes the steps for clearing the cache in Edge, Firefox and 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 simulation on the UCPath Help site. Note: This simulation includes the steps for disabling the pop-up blocker in Edge, Firefox and Chrome.
Personal Information	
<p>Add a name or update my legal name</p> <p>Note: You must update your legal name with the appropriate Federal agencies before you enter your name change in UCPath.</p>	<p>Dashboard Navigation: Personal Information > Personal Information Summary</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Personal Information > Personal Information Summary</p> <p>Refer to the Update My Legal Name simulation on the UCPath Help site.</p>
Add or update my Social Security Number	<p>Dashboard Navigation: Personal Information > Personal Information Summary</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Personal Information > Personal Information Summary</p> <p>Refer to the Update My Social Security Number (SSN) simulation on the UCPath Help site.</p>
Add or update my date of birth	<p>Dashboard Navigation: Personal Information > Personal Information Summary</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Personal Information > Personal Information Summary</p> <p>Refer to the Update My Date of Birth simulation on the UCPath Help site.</p>



Where do I ... ?	Navigation Path
Update my address or phone number	<p>Dashboard Navigation: Personal Information > Personal Information Summary</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Personal Information > Personal Information Summary</p> <p>Refer to the Update My Address and the Update My Phone Number simulations on the UCPath Help site.</p>
Add or update my emergency contact(s)	<p>Dashboard Navigation: Personal Information > Personal Information Summary</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Personal Information > Personal Information Summary</p> <p>Refer to the Update My Emergency Contact simulation on the UCPath Help site.</p>
Update or add my email address	<p>Dashboard Navigation: Personal Information > Personal Information Summary</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Personal Information > Personal Information Summary</p> <p>Refer to the Update My Email Address simulation on the UCPath Help site.</p>
Enter ethnic groups (voluntary information)	<p>Dashboard Navigation: Personal Information > Personal Information Summary</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Personal Information > Personal Information Summary</p> <p>Refer to the Enter Voluntary Self-Identification of Ethnic Groups simulation on the UCPath Help site.</p>



Where do I ... ?	Navigation Path
View my other personal information	<p>Dashboard Navigation: Personal Information > Personal Information Summary</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Personal Information > Personal Information Summary</p>
Update my employee disclosure forms	<p>Dashboard Navigation: Personal Information > Employee Disclosures</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Personal Information > Employee Disclosures</p> <p>Refer to the Update Disclosure Forms simulation on the UCPath Help site.</p>
Review my online patent acknowledgement	<p>Dashboard Navigation: Employee Actions > Personal Information > Patent Acknowledgement</p> <p><i>or</i></p> <p>Menu Navigation: Personal Information > Patent Acknowledgement</p> <p>Refer to the Review Patent Acknowledgement and Amendment simulation on the UCPath Help site.</p>
Enter my veteran status (voluntary information)	<p>Dashboard Navigation: Personal Information > Veteran Status</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Personal Information > Veteran Status</p> <p>Refer to the Enter Voluntary Self-Identification of Veteran Status simulation on the UCPath Help site.</p>



Where do I ... ?	Navigation Path
Enter my disability status (voluntary information)	<p>Dashboard Navigation: Personal Information > Disability Status</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Personal Information > Disability Status</p> <p>Refer to the Enter Voluntary Self-Identification of Disability simulation on the UCPath Help site.</p>
Enter my self-identification details	<p>Dashboard Navigation: Personal Information > Self-Identification Details</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Personal Information > Self-Identification Details</p> <p>Refer to the Enter Voluntary Self-Identification Details simulation on the UCPath Help site.</p>
View my current profile	<p>Dashboard Navigation: Personal Information > My Current Profile</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Personal Information > My Current Profile</p>
Update my honors, awards, licenses or certifications	<p>Dashboard Navigation: Personal Information > My Current Profile</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Personal Information > My Current Profile > Qualifications</p> <p>Refer to the Update My Current Profile Qualifications simulation on the UCPath Help site.</p>



Where do I ... ?	Navigation Path
<p>Update my education details</p>	<p>Dashboard Navigation: Personal Information > My Current Profile > Education <i>or</i> Menu Navigation: Employee Actions > Personal Information > My Current Profile > Education</p> <p>Refer to the Enter My Current Profile Education simulation on the UCPath Help site.</p>
<p>View my oath and patent signature date</p>	<p>Dashboard Navigation: Personal Information > My Current Profile > Oath/Patent Signature Date <i>or</i> Menu Navigation: Employee Actions > Personal Information > My Current Profile > Oath/Patent Signature Date</p>
<p>Opt in to the verification of employment data file</p> <p>Note: This option is only for employees who have previously opted out.</p>	<p>Dashboard Navigation: Personal Information > My Current Profile > Employment Verification <i>or</i> Menu Navigation: Employee Actions > Personal Information > My Current Profile > Employment Verification</p> <p>Refer to the Opt In - Verification of Employment Data File simulation on the UCPath Help site.</p>
<p>Opt out of the verification of employment data file</p> <p>Note: All employees are automatically included in the data file sent to UC's external partner that performs employment verification activities.</p>	<p>Dashboard Navigation: Personal Information > My Current Profile > Employment Verification <i>or</i> Menu Navigation: Employee Actions > Personal Information > My Current Profile > Employment Verification</p> <p>Refer to the Opt Out - Verification of Employment Data File simulation on the UCPath Help site.</p>
<p>Accruals and Leave Balances</p>	



Where do I ... ?	Navigation Path
<p>Review my vacation and sick leave balances</p>	<p>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 > Accruals and Leave Balances</p> <p>Refer to the How UCPath Displays Leave Balances job aid on the UCPath Help site.</p>
<p>Health and Welfare</p>	
<p>View my benefit elections</p>	<p>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</p> <p>Refer to the View Benefits Summary simulation on the UCPath Help site.</p>
<p>View and edit dependent summary information</p>	<p>Dashboard Navigation: Health and Welfare > Dependent Coverage <i>or</i> Menu Navigation: Employee Actions > Health and Welfare > Dependent Coverage</p> <p>Refer to the View Dependent Summary simulation on the UCPath Help site.</p>
<p>Submit a benefits change for my: marriage, birth, adoption, divorce, establishment or termination of domestic partnership <i>or</i> Add, change or cancel my AD&D, disability insurance or life insurance plan(s)</p>	<p>Dashboard Navigation: Health and Welfare > Life Events / Benefit Changes <i>or</i> Menu Navigation: Employee Actions > Health and Welfare > Life Events / Benefit Changes</p>



Where do I ... ?	Navigation Path
Enroll in benefits	<p>Dashboard Navigation: Health and Welfare > Enroll in Benefits</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Health and Welfare > Enroll in Benefits</p> <p>Refer to the Enroll in Benefits simulation on the UCPath Help site.</p>
Find information about my benefit plans	<p>Dashboard Navigation: Health and Welfare > Using Your Benefits</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Health and Welfare > Using Your Benefits</p> <p>Note: This navigation will direct you to an external site</p>
Review or update my beneficiaries	<p>Dashboard Navigation: Health and Welfare > Review/Update Your Beneficiary via UCRAYS</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Health and Welfare > Review/Update Your Beneficiary via UCRAYS</p> <p>Note: This navigation will direct you to an external site</p>
Income and Taxes	
Update my direct deposit information	<p>Dashboard Navigation: Income and Taxes > Direct Deposit</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Income and Taxes > Direct Deposit</p> <p>Refer to the Change Direct Deposit simulation on the UCPath Help site.</p>



Where do I ... ?	Navigation Path
<p>Review my online paystub</p>	<p>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</p> <p>Refer to the Review My Online Paystub simulation on the UCPath Help site.</p>
<p>Access my pre-UCPath paystubs and tax statements</p> <p>Note: Historical paystubs and tax statements created prior to UCPath conversion are available on AYSO</p>	<p>Dashboard Navigation: Income and Taxes > View Pay Record via AYSO <i>or</i> Menu Navigation: Employee Actions > Income and Taxes > View Pay Record via AYSO</p> <p>Note: This navigation will direct you to an external site</p>
<p>Update my California state tax withholding (DE-4)</p>	<p>Dashboard Navigation: Income and Taxes > CA State W-4 (DE-4) <i>or</i> Menu Navigation: Employee Actions > Income and Taxes > CA State W-4 (DE-4)</p> <p>Refer to the Update My California Tax Withholding (DE-4) simulation on the UCPath Help site.</p>
<p>Update my Federal tax withholding (W-4)</p>	<p>Dashboard Navigation: Income and Taxes > Federal Withholding (W-4) <i>or</i> Menu Navigation: Employee Actions > Income and Taxes > Federal Withholding (W-4)</p> <p>Refer to the Update My Federal Withholding (W-4) simulation on the UCPath Help site.</p>



Where do I ... ?	Navigation Path
<p>Enroll to receive my W-2 online in UCPath</p>	<p>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</p> <p>Refer to the Enroll to Receive Online W-2 simulation on the UCPath Help site.</p>
<p>Withdraw my consent to receive my W-2 online</p>	<p>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</p> <p>Refer to the Enroll to Receive Online W-2 simulation on the UCPath Help site.</p>
<p>Review my online W-2/W-2C</p>	<p>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</p> <p>Refer to the Review My Online W-2 simulation on the UCPath Help site.</p>
<p>Enroll to receive my 1095-C online in UCPath</p>	<p>Dashboard Navigation: Income and Taxes > Online 1095-C Consent <i>or</i> Menu Navigation: Employee Actions > Income and Taxes > Online 1095-C Consent</p> <p>Refer to the Consent to Paperless Delivery of Form 1095-C job aid on the UCPath Help site.</p>



Where do I ... ?	Navigation Path
View my online 1095-C	<p>Dashboard Navigation: Income and Taxes > View Online 1095-C</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Income and Taxes > View Online 1095-C</p>
Generate my verification of employment summary	<p>Dashboard Navigation: Income and Taxes > Verification of Employment</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Income and Taxes > Verification of Employment</p> <p>Refer to the Generate Employment Verification Summary simulation on the UCPath Help site.</p>
View a refund for Federal tax that was over withheld	<p>Refer to the View a Federal Tax Over Withheld Refund simulation on the UCPath Help site.</p>
Claim tax exemption	<p>Dashboard Navigation: Income and Taxes</p> <p><i>or</i></p> <p>Menu Navigation: Employee Actions > Income and Taxes</p> <p>For Federal exemption, click Federal Withholding (W-4) For CA state exemption, click CA State W-4 (DE-4)</p> <p>Refer to the How to Claim Tax Exemption simulation on the UCPath Help site.</p>
Retirement and Savings	
Enroll in my UC Retirement Plan	<p>Menu Navigation: Employee Actions > Retirement and Savings > Pension Choice or Savings Choice Election</p> <p>Note: This navigation will direct you to an external site</p>



Where do I ... ?	Navigation Path
View my retirement estimates	<p>Menu Navigation: Employee Actions > Retirement and Savings > UC Retirement Estimates via AYSO</p> <p>Note: This navigation will direct you to an external site</p>
View my UC Retirement UCRP/CAP Statement via UCRAYS	<p>Menu Navigation: Employee Actions > Retirement and Savings > UC Retirement UCRP/CAP Statement via UCRAYS</p> <p>Note: This navigation will direct you to an external site</p>
Enroll in or update a voluntary retirement savings plan	<p>Menu Navigation: Employee Actions > Retirement and Savings > Voluntary Retirement Savings Program</p> <p>Note: This navigation will direct you to an external site</p>
Security Questions Setup	
Set up security questions and answers for UCPath online	<p>Menu Navigation: Employee Actions > Security Question Setup</p> <p>Refer to the Set Up Security Questions and Answers job aid on the UCPath Help site.</p>
Ask UCPath	
Submit a case to the UCPath for myself or on behalf of another employee	<p>Dashboard Navigation: Ask UCPath</p> <p><i>or</i></p> <p>Menu Navigation: Help / FAQ > Ask UCPath</p> <p>Refer to the Submit an Inquiry to UCPath simulation on the UCPath Help site.</p>



Where do I ... ?	Navigation Path
<p>Reopen a recently closed case I had with UCPath</p> <p>Note: A case can be reopened only once and only within five days of closure.</p>	<p>Dashboard Navigation: Ask UCPath <i>or</i> Menu Navigation: Help / FAQ > Ask UCPath</p> <p>Refer to the Reopen Closed UCPath Center Case simulation on the UCPath Help site.</p>
<p>Review the status of an existing case that I submitted to the UCPath</p>	<p>Dashboard Navigation: Ask UCPath <i>or</i> Menu Navigation: Help / FAQ > Ask UCPath</p> <p>Refer to the Monitor UCPath Center Case simulation on the UCPath Help site.</p>