TOPIC: SELF-SERVICE

Introduction:
This Messaging Guide is a resource of approved content to support local communication efforts. By providing clear, consistent information about UCPath at UC Davis, managers/leaders can help employees and the public understand its purpose and benefits. All content in this document has been approved and is intended for use in UCPath communications. Please use this as a foundation for all outreach and materials.

UCPATH KEY MESSAGES

All Audiences – Overview of the new UCPath Portal
• UCPath Portal is the main access point for all UCPath functions and will replace many At Your Service Online (AYSO) features.
  o Employees will use it to view and update personal information, pay information and manage benefits enrollment.
  o Supervisors will use it to view information about their direct reports.
  o Service Channels will use it for hiring, data changes, pay changes and all HR/AP payroll transactions.

Staff & Academics – What’s moving from AYSO to UCPath?
• UCPath will replace many At Your Service Online (AYSO) functions and deliver mobile-friendly access to new features.
• UCPath will replace AYSO in the following specific ways:
  o View and update personal information (see below for more detail).
  o View and print earnings statements.
  o Change tax withholdings (W-4).
  o View annual wage reports (W-2).
  o View current benefits enrollment.
  o Edit benefits enrollment during open enrollment and life events (marriage, baby, etc.).
  o Monitor leave balances (vacation, sick, paid time off, etc.).
UCPath will deliver the following new features

- Direct access to “Ask UCPath Center” about pay and benefits.
- Access to view and update the Personal and Employment Information fields:
  - Using UCPath Portal *Employee Actions*, you can update:
    - Name: Legal or Preferred
    - Contact Information (Address, Email, Phone)
    - Emergency Contact
    - Education & Qualification
    - Disclosure Forms
    - Direct Deposit Preferences / Accounts, for up to 3 accounts
    - Federal or California Withholding
    - Benefits Enrollment
    - Benefits Changes (Life Event Updates)
  - Using UCPath Portal *Employee Actions*, you can view:
    - Your title, employee ID and service date
    - Paycheck Information
    - Leave Balances for Sick and Vacation, including accrual rate and maximum
    - W-2 Year End Wage & Tax Statement
    - Benefits Selections
    - Employment Verification Summary
    - Notices & Updates with key information for all employees, such as W-2 reminders at year end or planned system outages.

- Until future phases of the UCPath project are implemented, AYSO will still be used to:
  - View and update beneficiary information.
  - Access the retirement estimator.
  - View and print past earnings statements and W-2s.
    - Note: all employees will receive two W-2s for 2019 – one from the PPS system which can be viewed in AYSO, and another from UCPath.
  - View past benefits information.
  - View or change retirement savings account information.
  - View pension distribution information > 1099-R.
Supervisors (Staff & Academics) – What will the new UCPath Portal offer managers?

- Supervisors can view the following employment information for direct reports, and their direct reports.
  - Employment Data such as Employee ID, Position, Job Code, Start Date, Department, and Location
  - Contact information such as Address, Email, Phone, Emergency Contacts & Birthday
  - Absence Balances and accrual rates for Sick, Vacation, Sabbatical
  - Compensation History
  - Note: staff/academics and supervisors at UC Davis Health can already access some of this information via PeopleSoft, which will be replaced with UCPath when it deploys.

All Audiences – Take Action

- Visit the website and tour the new Employee and Supervisor Portals.
- Request a presentation at the website.
- Share information with your colleagues via email and department meetings.
- Send in your questions to ucpath@ucdavis.edu.
- Sign-up for the monthly newsletter at the website.