



UCPath = UC Payroll, Academic Personnel, Timekeeping, and Human Resources

UCI's [implementation of UCPath](#) will begin in December 2019. This regular executive sponsor message aims to keep the campus community informed by providing a project status update and employee action items to help prepare for UCPath.

Project Status Update

As we approach our December transition to UCPath, many people are investing their time to learn about UCPath. Every division has a Point of Contact (POC), and POCs are continuing to familiarize themselves with UCPath by practicing transactions and testing processes. More training is being planned for those who are not participating as POCs. Thank you to everyone who is learning about UCPath as we prepare for our December transition and January implementation of this new system.

Members from the UCPath team, Payroll, CPOs, and MAABOs recently met with UCLA's project team to learn about their UCPath implementation. Lessons learned, such as ensuring hands-on experience in the system, having varied and targeted employee communications, and having a "ready-to-go-live" local support system, are being incorporated in UCI's rollout plan.

Employee Action Items

To successfully transition to UCPath, every employee is highly encouraged to complete the action items listed below:

1. Confirm you know your UCInetID and password. Go to [OIT's website](#) for help or contact your supervisor. You will need this information to access the UCPath Portal.
2. Sign up for [DUO multi-factor authentication](#). This second layer of security to protect your information will be required to access the UCPath Portal.
3. Sign up for [direct deposit](#) if you currently receive a paper paycheck. After implementation, paper paychecks will be mailed to home addresses on payday and may take an additional 2 to 5 days for delivery.
4. Verify personal information in [AYSO](#).
 - Home address
 - Phone number
 - Personal email
 - Dependent information for current benefit enrollments

Want to learn more about UCPath? Contact the UCPath team (UCPath@uci.edu) and schedule a presentation for your department. Contact your division's [Chief Personnel Officer](#) if you want to be more involved in preparing your department for UCPath.

Sincerely,

Ronald S. Cortez, JD, MA
Chief Financial Officer
Vice Chancellor, Division of Finance and
Administration

Executive Sponsor

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Stay current on the UCI UCPATH Project
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