

UCPath Online: Your Self Service Portal

Portal for SELF-SERVICE Activities
Winter 2019

UCPath Change Management

UCPath Is Coming to Berkeley...



Ready....January 2019



Set....February 2019



Go!....March 2019



Succeed....April 2019

Go to the website to learn more!

<https://ucpath.berkeley.edu/home>

What is UCPath?

- A single payroll, benefits, HR, and Academic Personnel business system for all campuses in the UC System
 - Replaces current HR and Payroll systems
 - Provides one-stop employee self-service (UCPath Online)
 - Delivers improved online access to personal information & leave accruals for employees
 - Offers Manager self-service (*NEW*)

Going live at UC Berkeley in March 2019



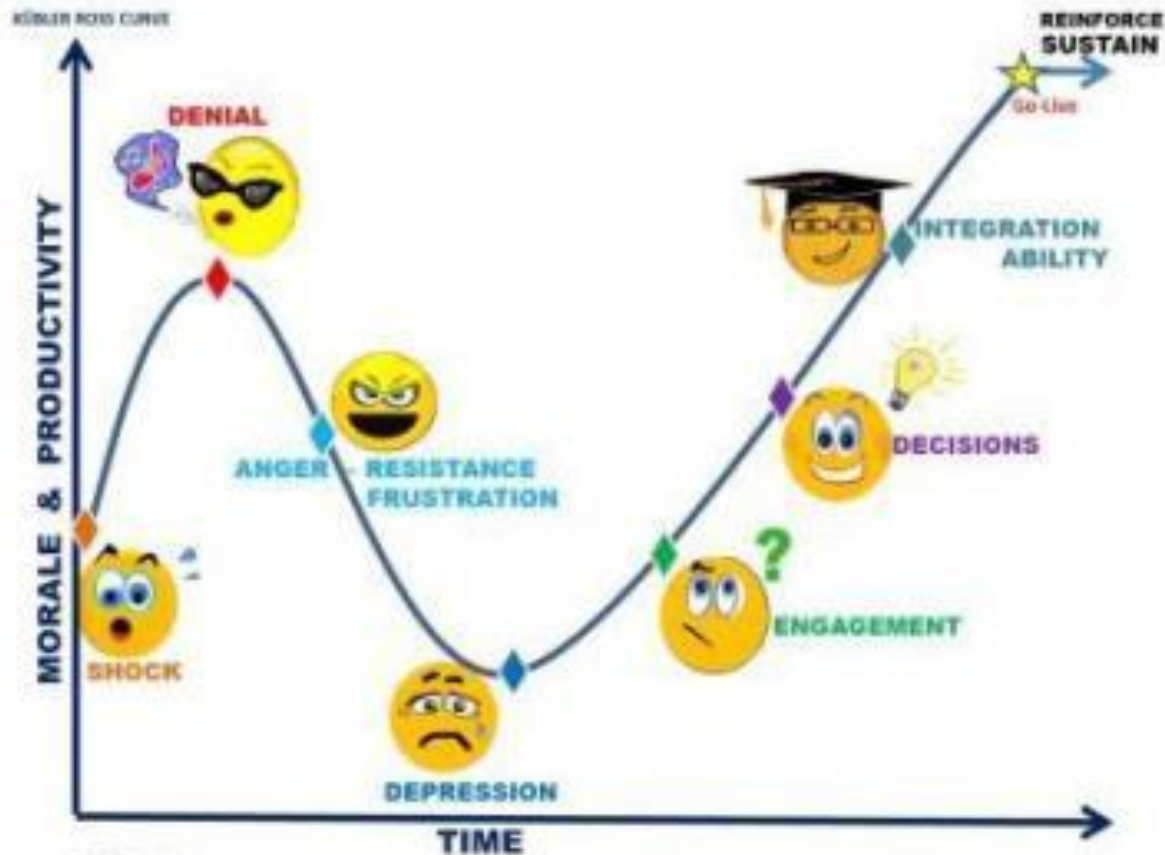
Guiding Principles for Change

- **Ensure** leadership and operational staff are prepared to support others through the transition
- **Work collectively** to understand and address unique challenges or changes
- **Encourage** those involved to take ownership of new business process and the new system
- **Be Open** to change at the individual level and choose your path...



What change feels like

INDIVIDUAL RESPONSE TO CHANGE



We've Got This!

The UCPATH Project team has strategically implemented and rigorously executed the following plans to support Go-Live.

Berkeley's UCPATH Project Activities include:

- **Data Clean Up in existing systems**
- **Multiple Rounds of System Functionality Testing**
- **Taking Advantage of Lessons Learned and System Fixes from other UC Locations**
- **Actively Engaging in Change Management**
- **Requiring User Training for Transactional Users**
- **Familiarity with PeopleSoft HR system**
- **Operational Alignment with UCPATH Center**





What will UCPath Online mean for all UC Berkeley Employees?

Employee Benefits from UCPATH

- New **UCPath Online** portal for employee's information
- Expanded Manager Self Service
- Dedicated customer service support through UCPATH Center (UCPC)
- Improved access to leave accruals
- Direct Deposit – up to 3 accounts!

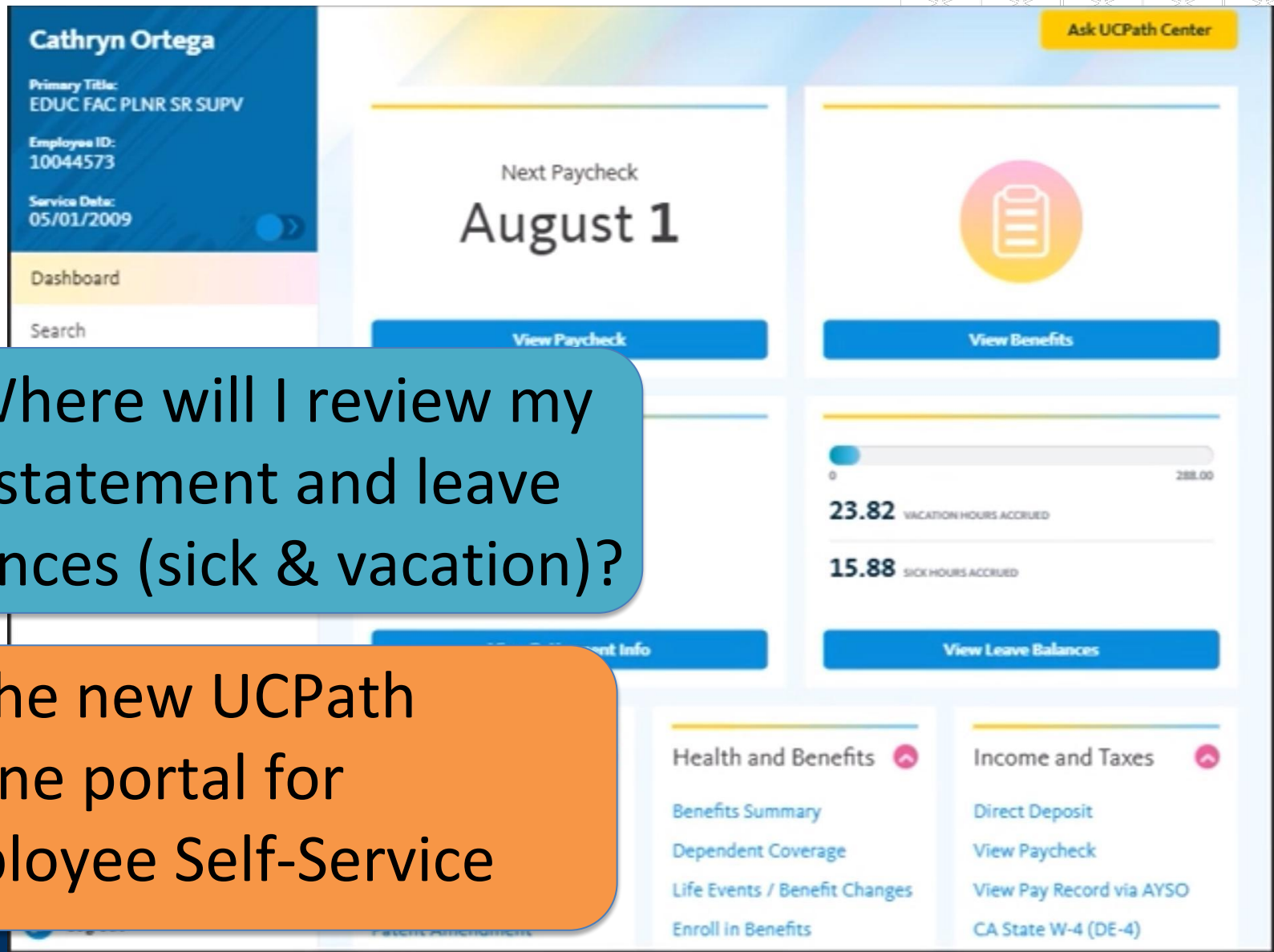


Time Sheet

HOURS	Regular	Overtime	Double time	Per Diem	Misc
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Q: Will I still enter my time in CalTime?

A: YES! CalTime is sent directly to UCPath for payroll processing.



Q: Where will I review my pay statement and leave balances (sick & vacation)?

A: The new UCPath Online portal for employee Self-Service

Q: Will I use At Your Service Online (AYSO)?

- My Security Preferences
- My Patent Amendment
- Delta Dental PPO
- Vision Service Plan
- Health and Insurance


Income & Taxes

- Earnings Statement
- Tax Withholding
- W-2 and 1095-C
- Employment Verification
- Internal Revenue Service
- California Franchise Tax Board

A: Only for retirement information and prior years W-2s.

But, a link to AYSO is on the new UCPath Online!

- ScholarShare, California's 529 Plan



Q: Who will I call when I need help with something?

A: Generally the same people you call now, but there is also an “Ask UCPath Center” button!



What will UCPath offer UC Berkeley?

UCPath Offers System-wide Benefits

- A single payroll, benefits, HR, and Academic Personnel business system for all UC employees
- Ability to offer a sophisticated Employee Experience
- Improved reporting on employee data across the UC System
- Common practices across UC locations in payroll, benefits, HR and Academic Personnel

UCPath is Going Live at UC Berkeley in March 2019

- First Pay for Monthly Employees April 1
- First Pay for Biweekly Employees April 3

What is NOT changing?



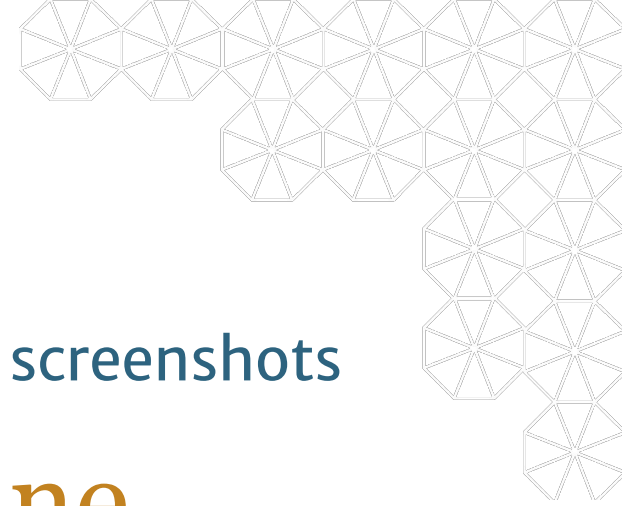
- Regions, Regional Managers, HR Partners
- ServiceNow
- CalTime for timecards and leave accrual balances*
- Bear Buy
- Cal Answers
- Travel Reimbursement
- AYSO – for former employees

*Leave accrual balances also available in UCPath Online

What IS New and Changing?



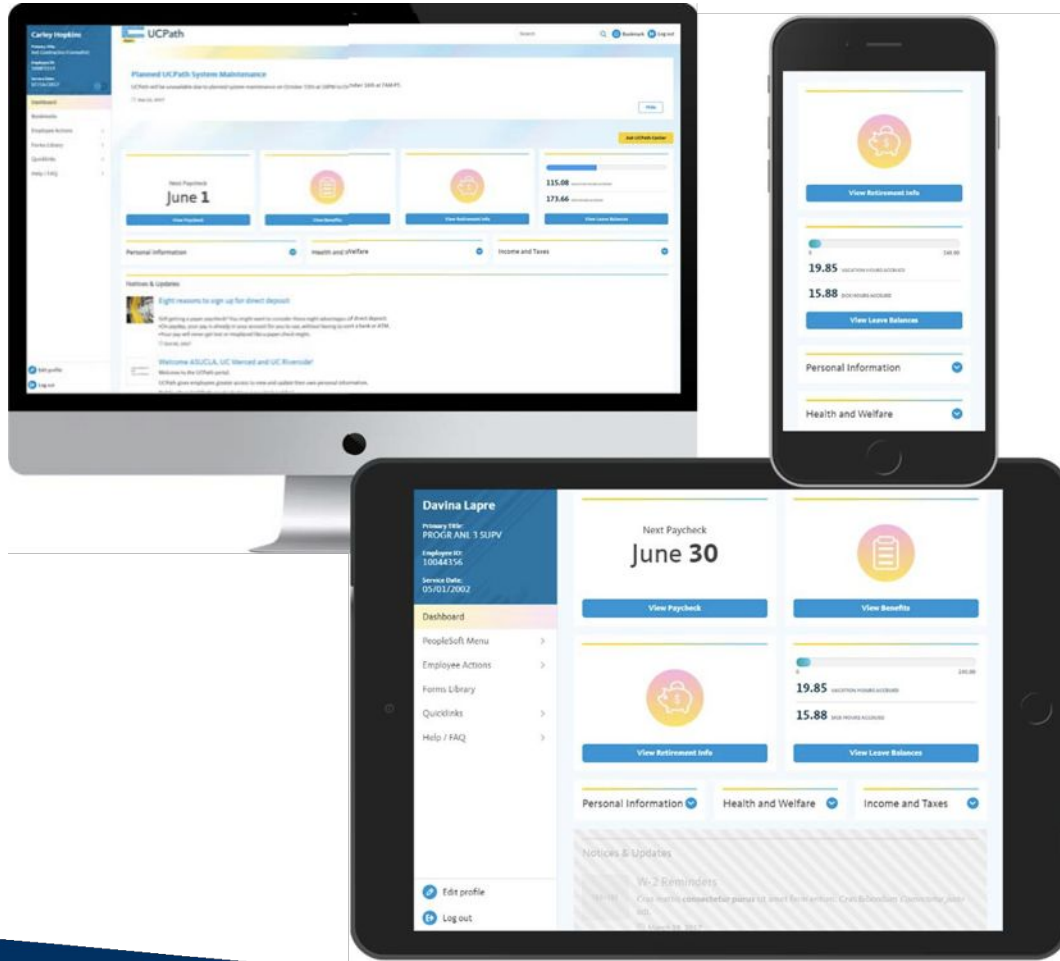
- AYSO – for current employees will now only have Beneficiaries and Retirement/Pension information
- You can always access your earnings statements through UCPATH Online. No automatic notification about your earnings statements.
- New employee ID numbers will appear on the UCPATH paycheck and in UCPATH Online.



Self-Service: Employee video & Manager screenshots

Preview of UCPath Online

UCPath Online: Employees



- Link to [Employee Self-Service video](#)

UCPath Online: Managers

UNIVERSITY OF CALIFORNIA UCPath

09/22/2017 REFRESH EMPLOYEES ADMIN ANL SR

FIND EMPLOYEE

Ask UCPath Center

VIEW EMPLOYEE PERSONAL INFORMATION

Select the employee whose job and personal information you want to review. You will be able to process only those employees that report to you as of the date entered on this page.

Elizabeth AJTESTCigar-Richards's employees

Andrew Brillo Empl ID: 10042434 Job: 0 Empl Status: Active HR Status: Active Position: 40098545	SELECT
Hsuan Ortega Empl ID: 18225182 Job: 0 Empl Status: Active HR Status: Active Position: 40000604	SELECT
Bruno AA Mars Empl ID: 90000398 Job: 0 Empl Status: Active HR Status: Active Position: 40160266	SELECT

What to expect with Paper Paycheck

- Paper paychecks will be mailed to your home address on file, on pay day via the U.S. Postal Service
- Employees are **strongly discouraged from using campus office addresses** due to delays in receiving mail



Enroll in Direct Deposit

- Employees are encouraged to enroll in Direct Deposit prior to the transition to UCPATH
- Visit the Blu portal to **enroll in Direct Deposit** to ensure your account is set-up prior to go-live
- If you are currently enrolled in Direct Deposit, **you will not need to re-enroll**. Your current Direct Deposit will automatically convert over to UCPATH
- After go-live, you can elect up to **three (3) Direct Deposit** accounts at the same or **different financial institutions**

ORACLE

My Blu People Buying Finance Help

Exempt Status

7583U - Business Systems Analyst 2, Non-Exempt
Leave code: A
Vacation Rate: 0.057692 or 10 hrs
Sick Leave Rate: 0.046154 or 8hrs
1

Self Service

[BearBuy](#)

[Careers - View Jobs](#)

[Direct Deposit](#)

Next Steps

What should you do next to prepare?

- **Confirm your personal data in Blu**
- **Sign up for Direct Deposit in Blu**
- **Sign up for online trainings** (required for transactional users)
- Meet your departmental Pathfinder
- Visit the UCPath website
- Subscribe to the UCPath newsletter
- Keep Calm and Carry On



Connect with UCB UCPath



- Go to our website: <https://ucpath.berkeley.edu>
- Sign up for *CalPath Connect* Newsletter: [Subscribe](#) from the website, newsletter page
- Send us an email for general or functional items: ucpathberkeleyinfo@berkeley.edu



Questions and Answers



Thank you!



Berkeley UCPath