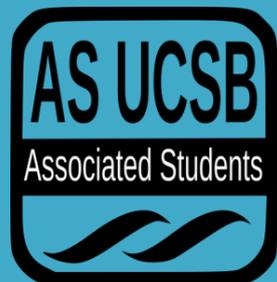


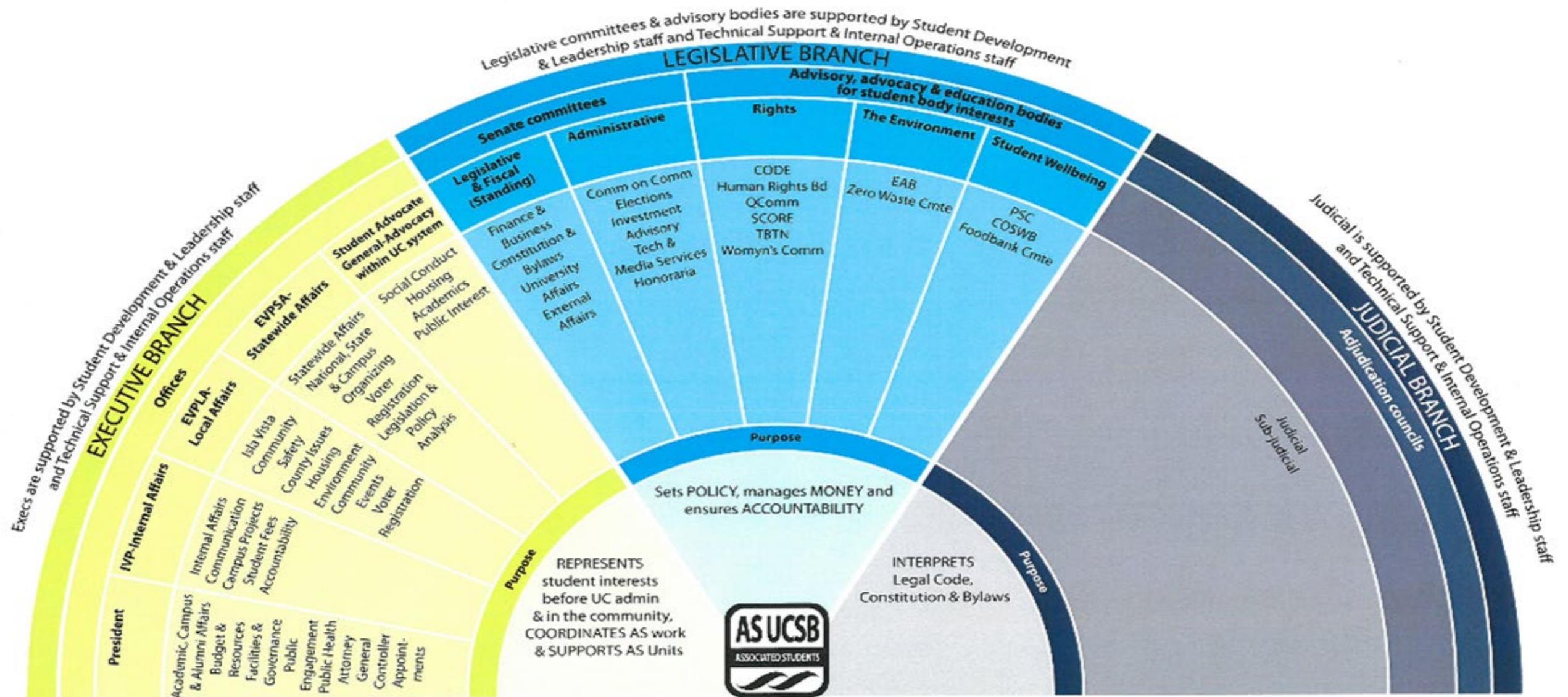
# UCSB ASSOCIATED STUDENTS



## New Student Staff Employee Orientation



# Associated Students Organization Structure



## UNITS

The President, Controller or IVP supervise/support the Unit operations

Philanthropy	Events & Media	Business Enterprises	Advocacy outside UC System
Provide volunteers and funds to campus and the community	Provide media & event services to campus & the community	Provide goods & services to campus & the community	Provide advocacy services to students and AS groups
CAB CAB Foundation Coastal Fund EAB Comm Financial Fund	BIKES IVCRC SIRRC America Reads/Counts	KCSB The Bottom Line Program Board Creative Media Rally	Legal Resource Center Lobby Corp VTU

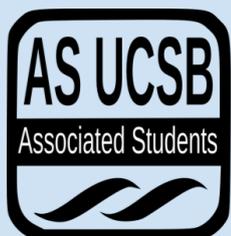
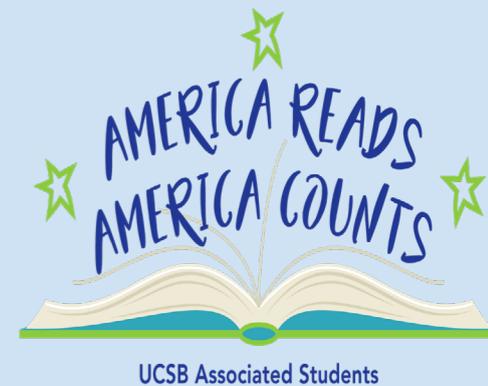
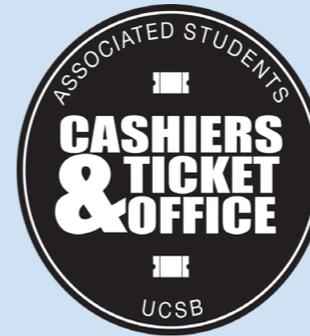
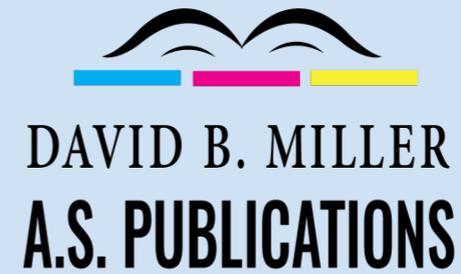
The Senate oversees Units by approving their budgets, spending, purpose and long-term plans

### Purpose

SERVE the needs of students, campus & the association

Units are supported by Student Engagement, Businesses & Services staff and Technical Support & Internal Operations staff

# Associated Students Services



# After New Hire Confirmation Email Received:

1. Once the Google Forms "UCSB AS Student Staff Personnel Information '20 - '21" and "New Employee Payroll Orientation Sign-up '20-'21" are completed you will receive a confirmation email from Lili and Katherine within 24 -48 hours.

## 2. Enter New Hire in UCPATH

- Hire information will be entered into UCPATH (UC's Payroll System). UCPATH Center hire approvals will take 7 -10 days.



## 3. On your first day of employment :

- If you have never worked on Campus you must complete your Employment Verification: USCIS regulations state that Section 1 of the I-9 is required by the employees first day of work. Their Section 2 documentation ID is required no later than their third day of work.



## 4. On your first day of employment:

- **Employment Verification I-9 Section 1:** You will receive an email from: [employment.authorization@universityofcalifornia.edu](mailto:employment.authorization@universityofcalifornia.edu) <[i9complete@trackercorp.com](mailto:i9complete@trackercorp.com)> to your UCSB email account from I-9 Tracker to fill out section 1 of the I-9. Must be completed no later than first day of employment.
- **Employment Verification I-9 section 2:** You must bring in your original valid identification. Please see the lists of acceptable documents [LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED.](#) The employee will present the original documents in person to a remote verifier for Section 2 of the I-9. Must be completed no later than the third day of work.
- Complete State Oath of Allegiance. Students will receive the State Oath of Allegiance form via DocuSign prior to or no later than your first day of employment. [Where and how do I sign in to DocuSign? | DocuSign - UC Santa Barbara](#)

**\*\*IMPORTANT: ONCE NORMAL OPERATIONS RESUME, BFS WILL CONTACT THOSE WHO COMPLETED THEIR I-9 VERIFICATION VIA ZOOM TO SCHEDULE A TIME TO COME IN WITH THEIR ORIGINAL DOCUMENTS FOR REVERIFICATION. THIS MUST BE COMPLETED.\*\***

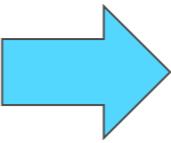
# Student Responsibility After Orientation: I-9 Employment Verification

## Employment Verification I -9 Tracker

### I-9 Section 1:

- Employment Verification I-9 Section 1: You will receive an email on your UCSB email account from I-9 Tracker to fill out section 1 of the I-9. before you can begin working, you will need to complete your I-9.

*Please Note: There are 2 sections. For Section 1 of your I-9: You will receive an email from: [employment.authorization@universityofcalifornia.edu](mailto:employment.authorization@universityofcalifornia.edu) <[i9complete@trackercorp.com](mailto:i9complete@trackercorp.com)>*



*USCIS regulations state that Section 1 of the I-9 is required by the employees first day of work.*

### I-9 section 2:

- Employment Verification I-9 section 2: You must bring in your **original** valid identification. All documents must be UNEXPIRED. The employee will present the original documents in person to a remote verifier for Section 2 of the I-9.

*Section 2 documentation ID is required no later than the third day of work.*



### LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport, and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	7. U.S. Coast Guard Merchant Mariner Card	7. Employment authorization document issued by the Department of Homeland Security		
	8. Native American tribal document			
	9. Driver's license issued by a Canadian government authority			
	For persons under age 18 who are unable to present a document listed above:			
	10. School record or report card			
	11. Clinic, doctor, or hospital record			
	12. Day-care or nursery school record			

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.



# Google Forms for I9 Section 2

Must Complete ASAP

- ONLY IF YOU **LIVE AROUND THE UCSB COMMUNITY**  
PLEASE FILL OUT THIS LINK:  
<https://forms.gle/XMwkWS5nyerHVYiw7>
- ONLY IF YOU **DO NOT LIVE AROUND UCSB COMMUNITY**  
PLEASE FILL OUT THIS LINK: [UCSB A.S. New Student Staff Remote Employment Verification I -9 Section 2\\_ Does Not Live Around UCSB Community](#)



# University of California State Oath of Allegiance

Complete State Oath of Allegiance Google Form. [UCSB A.S. Student Staff State Oath of Allegiance\\_'20 -'21](#)

Oath Process: The Oath must be completed on or before the employee's first day of work (US Citizens only). You will need to schedule a time you are available. This process will only take 15 minutes. Associated Students staff member, Katherine Kosearas will confirm your availability and send a calendar invite with the Zoom link.

**IMPORTANT** : This must be complete no later than Your start date.

As soon as UCPath has completed your hire transaction you will receive an email to set up a Zoom meeting to complete the Oath of Allegiance.

# Financial Aid Work-Study

## OFFICE OF FINANCIAL AID AND SCHOLARSHIPS

SANTA BARBARA, CA 93106-3180 (805) 893-2432 SCHOOL CODE #001320

### What is Work-Study?

- The intent of the Work-Study Program is to encourage your part-time employment and reduce the amount of loan debt incurred while attending college.
- Work-Study begins in the Fall 2020

[Federal Work-Study Program - UCSB Office of Financial Aid and Scholarships](#)

UNIVERSITY OF CALIFORNIA, SANTA BARBARA  
OFFICE OF FINANCIAL AID AND SCHOLARSHIPS  
2101 SAASB, SANTA BARBARA, CA 93106-3180 TELEPHONE (805) 893-2067

### WORK-STUDY PROGRAM 2017-2018 ON-CAMPUS REFERRAL

REFERRAL DATE:

STUDENT'S NAME:

PERM NUMBER:

WORK-STUDY AWARD: \$

THIS AWARD REFLECTS:

The maximum allowable gross Work-Study wages.

The combined Departmental AND the Work-Study Shares.

The Work-Study Program (WSP) Office will formally notify employers of any revisions to this allocation in writing.

#### INSTRUCTIONS TO EMPLOYER:

1. Review the 2017-2018 Work-Study Program (WSP) Employer's Handbook for all rights and responsibilities, policies and procedures regarding participation as a WSP employer and the employment of this student on WSP funds:  
<https://www.finaid.ucsb.edu/federal-work-study-employers>

2. Update this student's 2016-2017 WSP employment record in PPS, and remember that:

UC Student Status:

Registered Student Status Code: Must be "3" (Undergraduate) or "4" (Graduate)

Appointment Line:

Personnel Program Code: Must be "1" (Staff) or "A" (Academic)

Appointment Type Code: Must be "4" (Casual/Restricted) or "5" (Academic)

WSP Distribution Line:

LOC/ACCOUNT/FUND/SUB: Account number may NEVER begin with an "8" (e.g. 8-806021-12345-2).

LOC/ACCOUNT/FUND/SUB: Fund number is NEVER 20092, 20093, 23495, 23497, 23499 (e.g., 8-680108-23499-2).

DOS Code: May only be REG (Regular); never BYA, STP, etc.

WSP Code: WSP Code is "A", "C", "F", or "W" (Please see handbook for description).

3. Complete the section below. Include the Dept. Code and Dist. Number from the student's WSP Dist. Line in PPS.

Employee ID: _____	Dept. Code: _____
Dept. LAFS Number: _____	Dist. No.: _____
Start Date: _____ (Referral date or later)	End Date: June 2, 2018 or before
PPS Preparer's Name: _____	Phone Ext.: _____
Authorized Signature*: _____	E-Mail Address: _____
Print Name: _____	Date: _____

\*I hereby acknowledge that the student and I have both signed and retained a detailed job description for this appointment and have verified the student's department code and Work-Study Distribution Number.

Photocopy this Referral and retain with auditable WSP employment/payroll records, which must include a signed job description.

Return original Referral to the Work-Study Program Office. Mail Code 3180

Failure to return this Referral in a timely manner may result in a delayed use of WSP funds or loss of the award altogether.

For WSP Office use 1.  Set WS Limit in PPS 2.  Enter employment information in ProSAM

# Student Responsibility After Orientation: UCPath Actions

## Important Checklist for UCPath Actions:

- Direct Deposit



**UCPath Task:**  
Add or Delete Direct Deposit

- Patent Acknowledgement



**UCPath Task:**  
Review Patent Acknowledgement and  
Amendment

- Tax Withholdings



**UCPath Task:**  
Update My California Tax Withholding (DE-4)



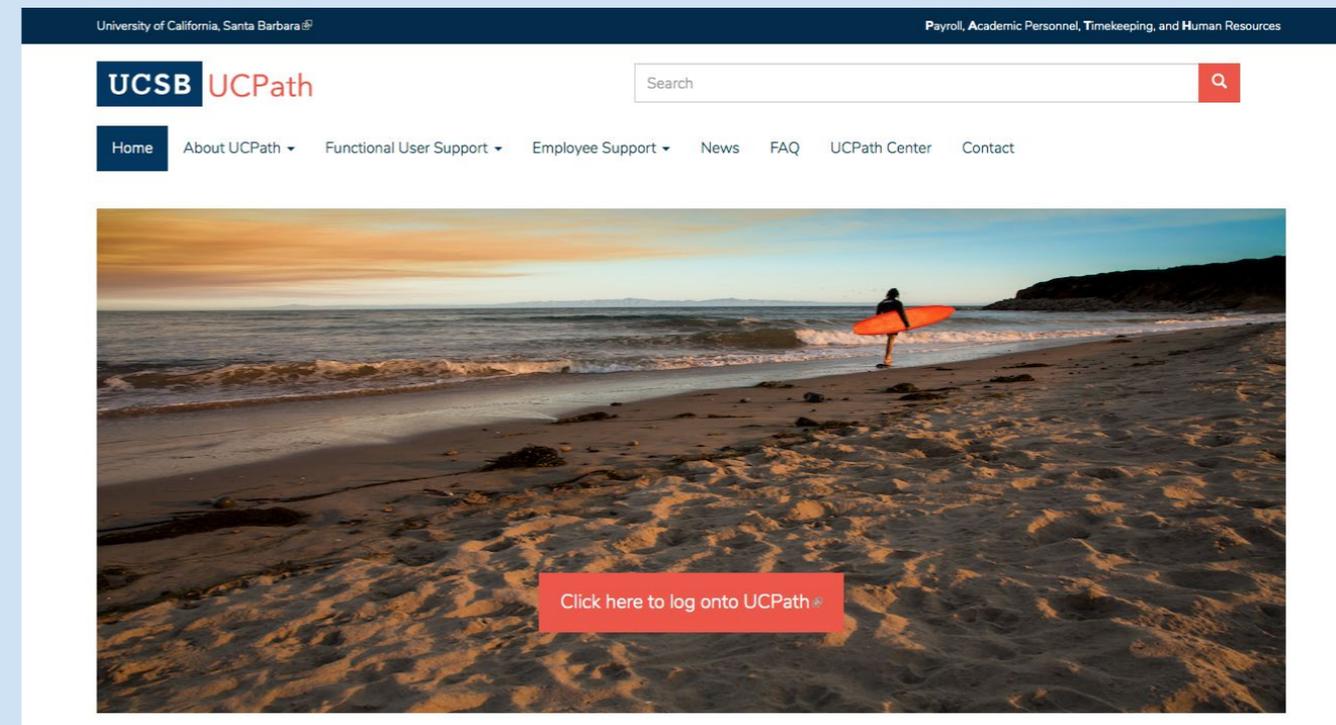
**UCPath Task:**  
Update My Federal Withholding (W-4)

- Enroll to receive your W2 online



**UCPath Task:**  
Enroll to Receive Online W-2

Log into: [ucpath.ucsb.edu](https://ucpath.ucsb.edu)



# Student Responsibility After Orientation: UCPath Portal Basics

## Job Aid: UCPath 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.

Type [ucpath.universityofcalifornia.edu](http://ucpath.universityofcalifornia.edu) in your browser's address bar to access UCPath.

#### Portal Employee Dashboard Sample

The screenshot shows the UCPath portal interface for an employee named Ann Toossi. The header includes the University of California logo and the UCPath name. The main content area features a navigation menu on the left with options like Dashboard, Employee Actions, Forms Library, Quicklinks, and Help / FAQ. The central dashboard displays key information: 'Next Paycheck May 17' with a 'View Paycheck' button, 'View Benefits' button, and 'View Retirement Info' button. Below this are sections for 'Personal Information', 'Health and Welfare', and 'Income and Taxes', each with a dropdown arrow. A 'Notices & Updates' section at the bottom shows a 'W-2 Reminders' notice dated March 28, 2017. The top right corner has a 'Log out' button and an 'Ask UCPath' button.

Always use the buttons and links within the site to navigate. Do not use the Back and Next buttons in your web browser toolbar.

The portal pages automatically resize to fit your computer, tablet or smartphone screen.

## Job Aid: UCPath Portal Basics

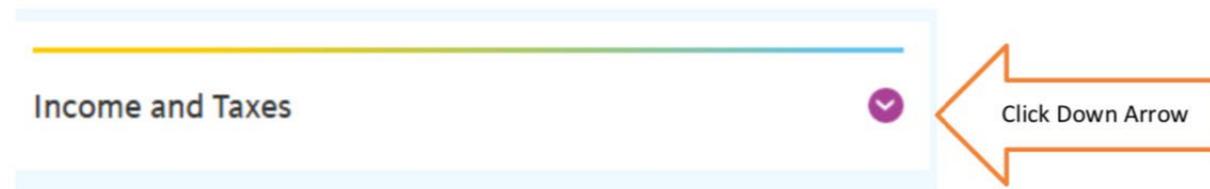
This is a more detailed screenshot of the UCPath portal interface for Ann Toossi. It shows the same layout as the previous screenshot but with more visible details. The navigation menu on the left includes 'Employee Actions', 'Forms Library', 'Quicklinks', and 'Help / FAQ'. The central dashboard displays 'Next Paycheck May 17' with buttons for 'View Paycheck', 'View Benefits', and 'View Retirement Info'. Below this are sections for 'Personal Information', 'Health and Welfare', and 'Income and Taxes', each with a dropdown arrow. A 'Notices & Updates' section at the bottom shows a 'W-2 Reminders' notice dated March 28, 2017. The top right corner has a 'Log out' button and an 'Ask UCPath' button. The bottom left corner has 'Edit profile' and 'Log out' buttons.

- ◆ **Employee information** appears in the upper left corner, including your name, title, employee ID and service date.
- ◆ **Dashboard** provides links to key information and activities for your role. The dashboard is based on your system role and differs for managers and super users. The example on this page represents an employee dashboard.
- ◆ **Notices & Updates** provides key information for all employees, such as W-2 reminders at year end or planned system outages.
- ◆ **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.
  - ◆ **Employee Actions** provides access to all self-service activities, such as updating your address, updating your emergency contacts or setting up direct deposit.
  - ◆ **Forms Library** provides access to frequently used documents, such as the Dependent Information Update form.
  - ◆ **Quicklinks** provides access to frequently used tools and sites, such as the payroll calendar, holiday schedule, campus websites and more.
  - ◆ **Help / FAQ** provides access to training materials, the Ask UCPath tool and other support links.

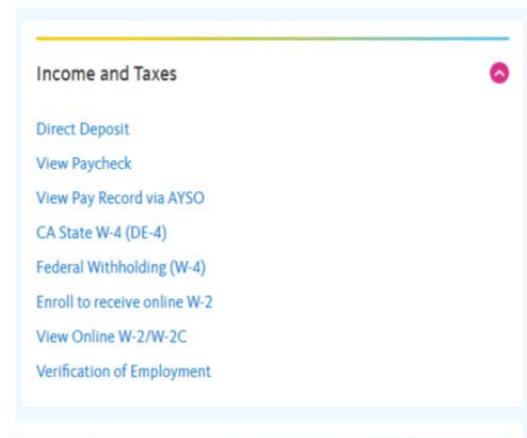
# Student Responsibility After Orientation: UCPath Direct Deposit

## How to Setup Direct deposit in UCPath

1. Go to UC Path at : [ucpath.univeristyofcalifornia.edu](http://ucpath.univeristyofcalifornia.edu). From the dashboard look for “Income and Taxes”.



2. Select Direct Deposit



3. Answer your Security Question



4. Choose Add Account

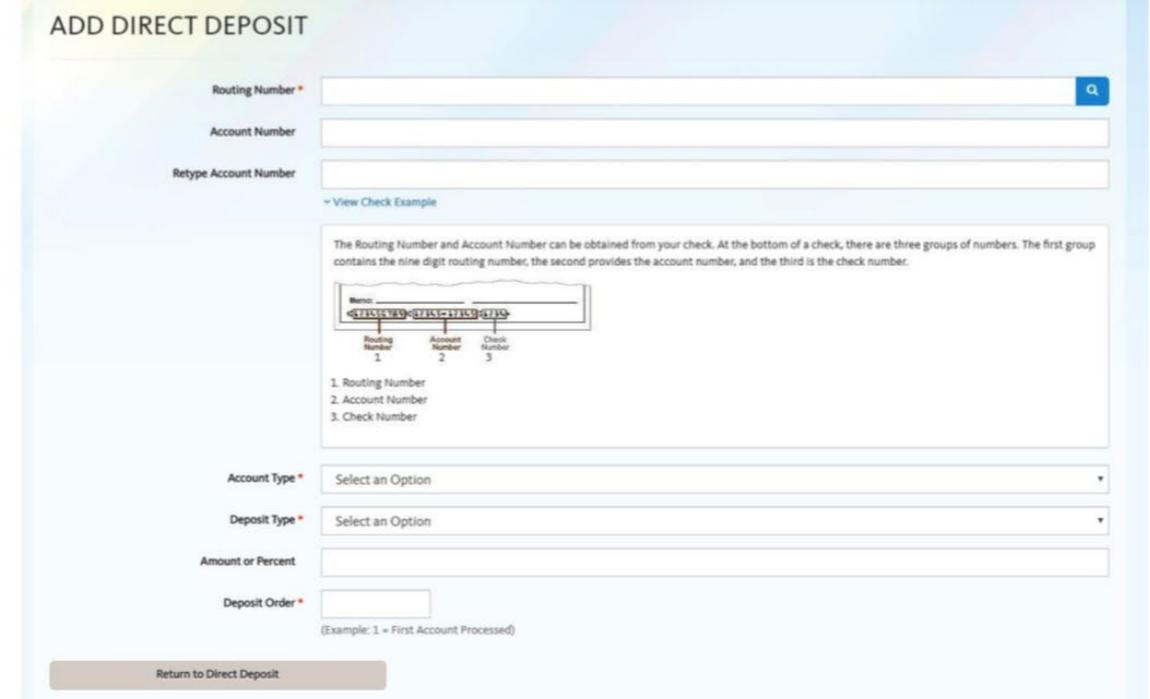
## DIRECT DEPOSIT

Add Account

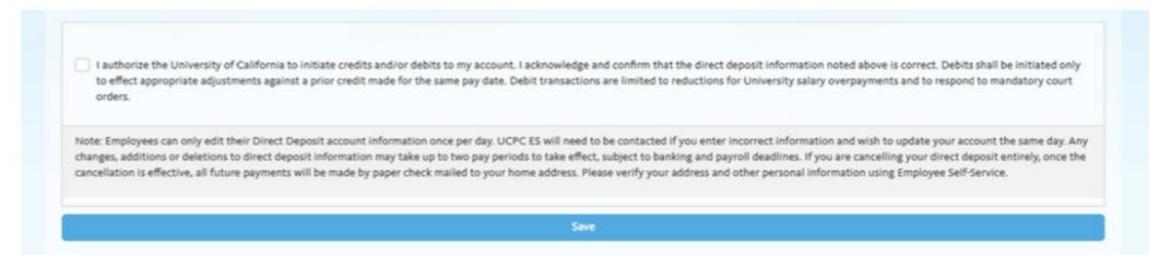
5. Enter in your account information, including Routing Number, Account Number, Account Type (Checking or Savings), and Deposit Type (Amount, Percentage of Pay or Balance of Net Pay) and the Amount or Percent.

Lastly, you will need to select the deposit order.

Note: You can have your check deposited in up to 3 different accounts



6. Once entered select the authorization box and choose “Save”. Please note that the prenote process can take 1 – 2 checks before your first deposit is made.



For any questions, please contact the UC Path Center at 1-855-982-7284 M-F 8am – 5pm.

# Student Responsibility After Orientation: UCPath Patent Acknowledgement



## UCPath Task: Review Patent Acknowledgement and Amendment

The Patent Acknowledgment requires individual to disclose to UC licensing offices potentially patentable inventions.

Use this task to review your patent acknowledgement in UCPATH online.

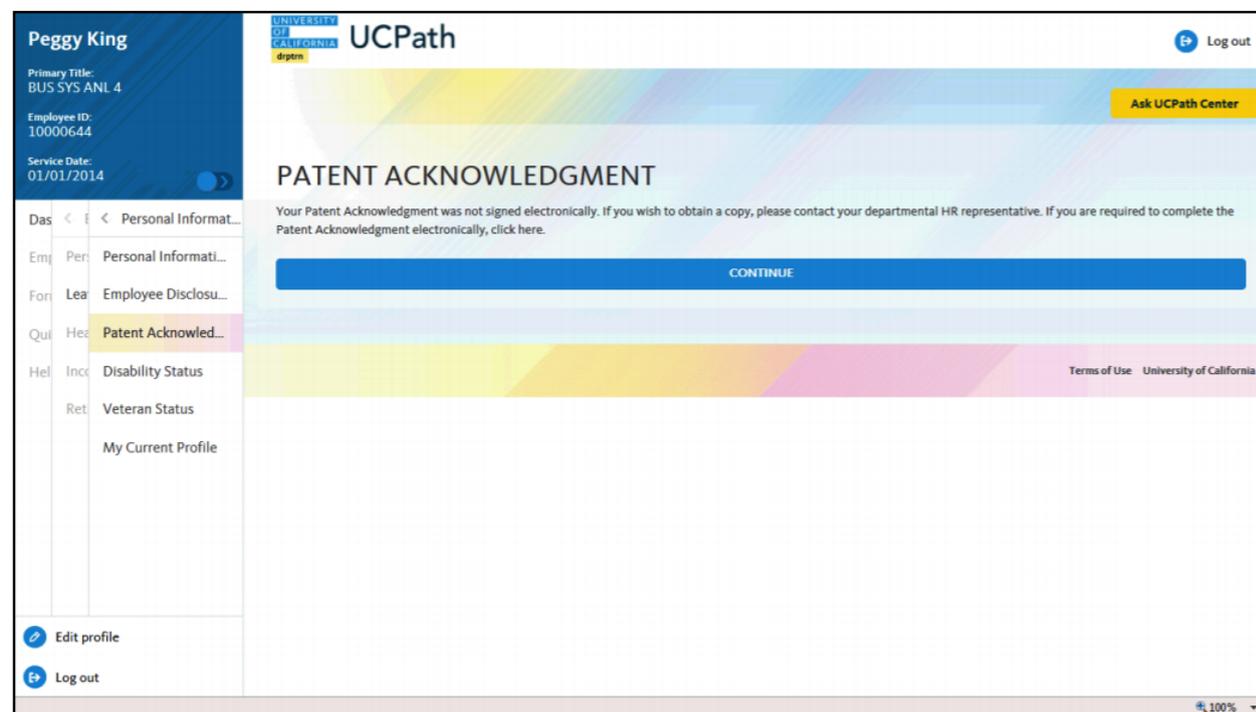
### Dashboard Navigation:

Employee Actions > Personal Information > **Patent Acknowledgement**

OR

### Menu Navigation:

Personal Information > **Patent Acknowledgement**



Step	Action
1.	Click the <b>Continue</b> button to view your <b>Patent Acknowledgement</b> .

# Student Responsibility After Orientation: UCPath Tax Withholdings

The screenshot shows the UCPath interface for Christopher Phan, an Admin MGR 1. The page is titled 'FEDERAL W-4 TAX INFORMATION' and includes fields for 'Enter total number of Allowances you are claiming' (set to 0) and 'Enter Additional Amount, if any, you want withheld from each paycheck'. It also contains explanatory text about Form W-4 and a 'Log out' button.

This form is your Withholding Allowance Certificate. The way you fill out this form determines how much tax is withheld from your paycheck.

From the IRS page:

“If you are a student, you are not automatically exempt. If you work only part-time or only during the summer, you may qualify for exemption from withholding.”

To help determine what you’re withholding should be, use The Withholding Calculator as a tool on IRS.gov. When you use the [Withholding Calculator](#), it will help you determine if you need to adjust your withholding and submit a new Form W-4 to your employer.

The screenshot shows the UCPath interface for Christopher Phan, an Admin MGR 1. The page is titled 'CA STATE W-4 TAX INFORMATION' and includes a 'Copy Federal W-4' section with a checkbox and an 'Indicate Tax Status' section with buttons for 'SINGLE', 'MARRIED', and 'HEAD OF HOUSEHOLD'. It also contains explanatory text about the CA DE4 Form and a 'Log out' button.

Your status as a full-time student doesn’t exempt you from federal income taxes.

You can update your W-4 form when you want through the year on UCPath. If you claim Federal Tax Exemption, remember to fill out a new W-4 at every beginning of the year.

[Tax information](#)

[Form W-4, Excess FICA, Students, Withholding](#)

# Student Responsibility After Orientation: UCPath Enroll to receive your W2 online



## UCPath Task: Enroll to Receive Online W-2

Use this task to submit or withdraw your consent to receive an electronic W-2 or W-2C form.

### Dashboard Navigation:

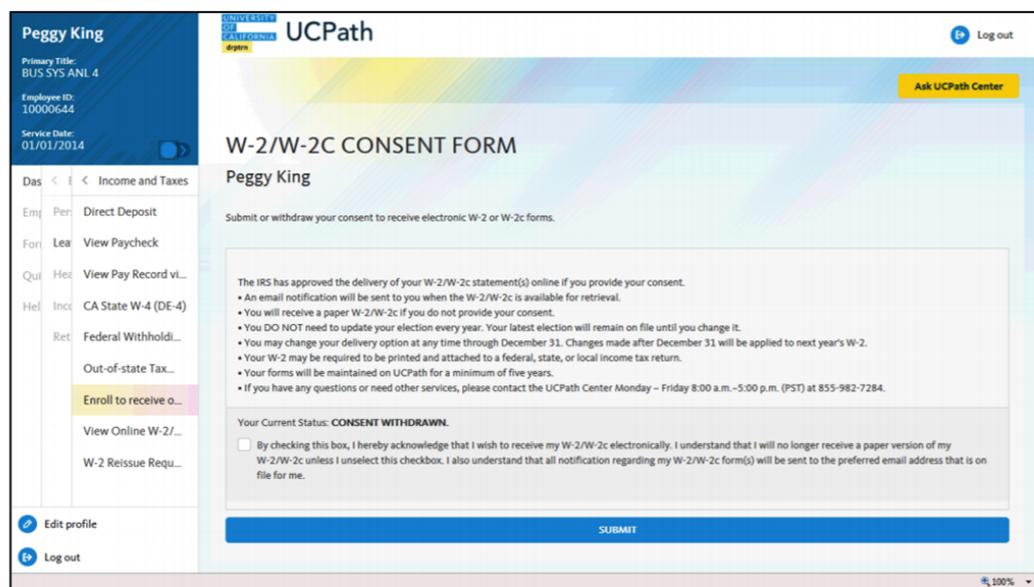
Income and Taxes > **Enroll to receive online W-2**

or

### Menu Navigation:

Employee Actions > Income and Taxes > **Enroll to receive online W-2**

**Note:** This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.



Employees have the option to receive their W-2 form electronically, rather than receiving a paper statement. (If you choose to have your W2 mailed make sure your current address is up-to-date.)

Employees who wish to receive their W-2 electronically will need to enroll.

Step	Action
1.	The current status of your consent appears on the page.  To receive your W-2/W-2C electronically, click the <b>Consent</b> option.  <input type="checkbox"/>
2.	Click the <b>Submit</b> button.

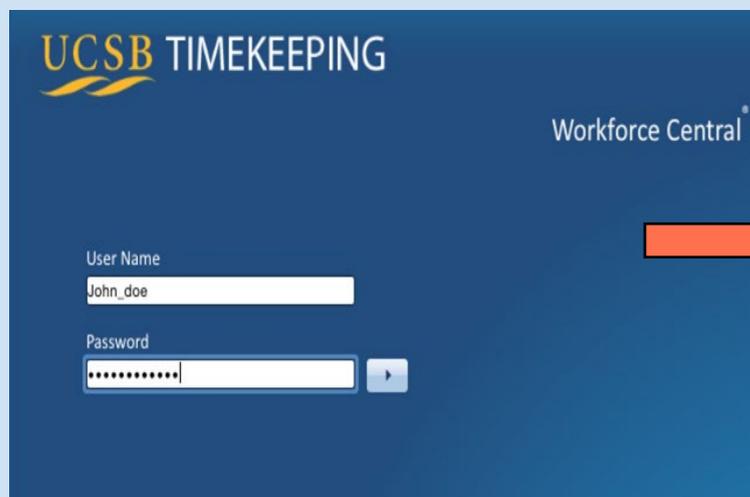
# Kronos

## Electronic Timecard



# Kronos Electronic Timecard

- Access Kronos via the Portal page, **Timekeeping Login** link: [timekeeping.ucsb.edu](http://timekeeping.ucsb.edu)
- Log in with your UCSBNet ID and password.



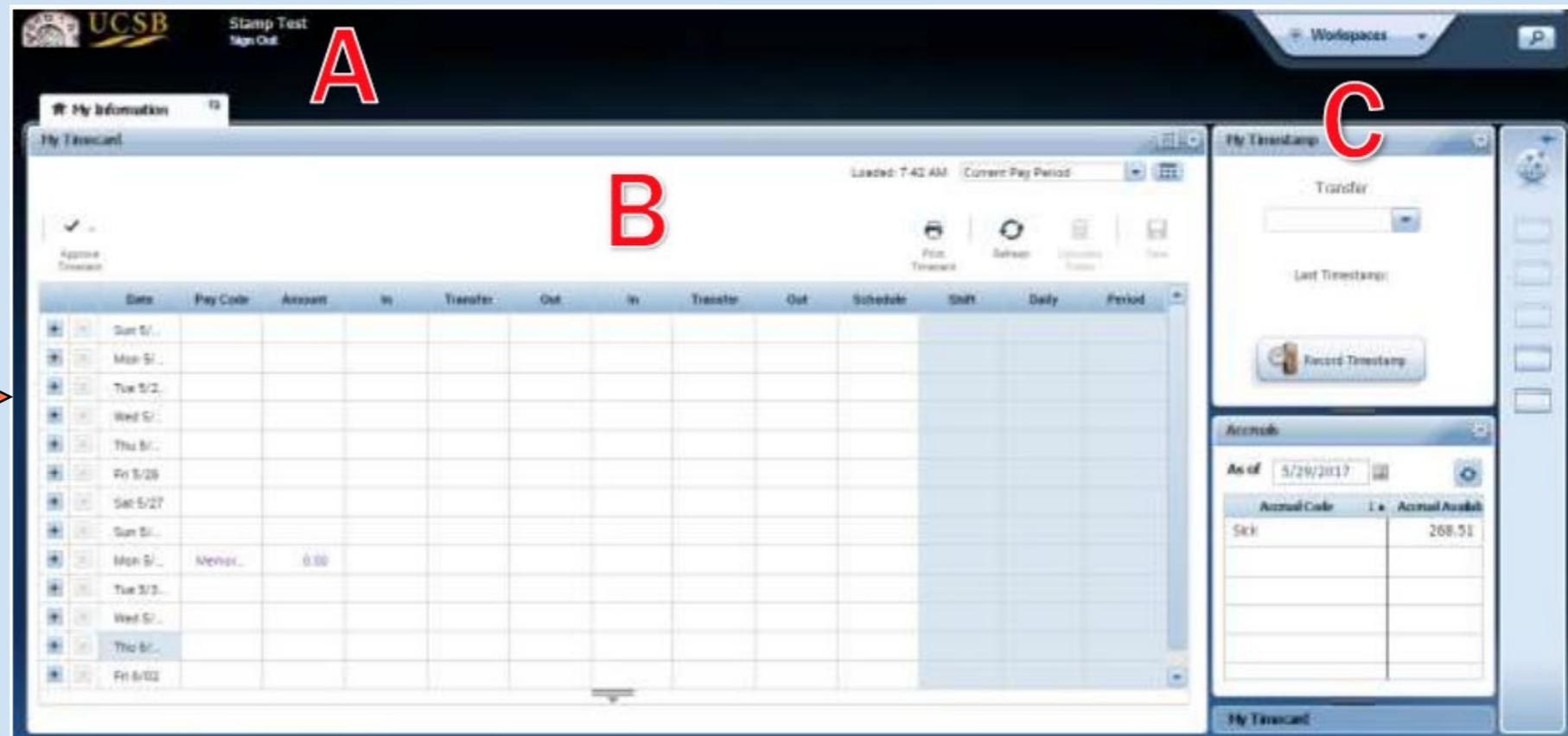
UCSB TIMEKEEPING

Workforce Central

User Name  
John\_doe

Password  
\*\*\*\*\*

An orange arrow points from the login form to the main application interface.



The screenshot shows the Kronos Electronic Timecard interface. It features a top navigation bar with the UCSB logo and 'Stamp Test Sign Out' link. The main area is a grid for recording time, with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Shift, Daily, and Period. A right-hand sidebar contains a 'Transfer' dropdown, 'Last Timecard', 'Record Timecard' button, and an 'Accruals' widget. The 'Accruals' widget shows 'As of 5/29/2017' and a table with 'Accrual Code' and 'Accrual Available' columns, with 'Sick' having a value of 268.51. Red letters A, B, and C are overlaid on the interface to indicate specific areas of interest.

- A. Be sure to be on your session
- B. Workspace
- C. The Accruals widget on the right of the screen displays the current accrual balances available.
- D. When you log in clock your time. When you log out clock your time.

# Kronos Hours Worked

1. Click in **Pay Code** > **Hours worked**
2. Enter the number of hours worked
3. Click on **Save**

		Date	Pay Code	Amount
+	×	Sun 7/16		
+	×	Mon 7/17	Please Choose: ▾	
+	×	Tue 7/18	CT Taken Sick Vacation Hours Worked	
+	×	Wed 7/19		

If multiple pay codes are needed for one day, click on + to add a row

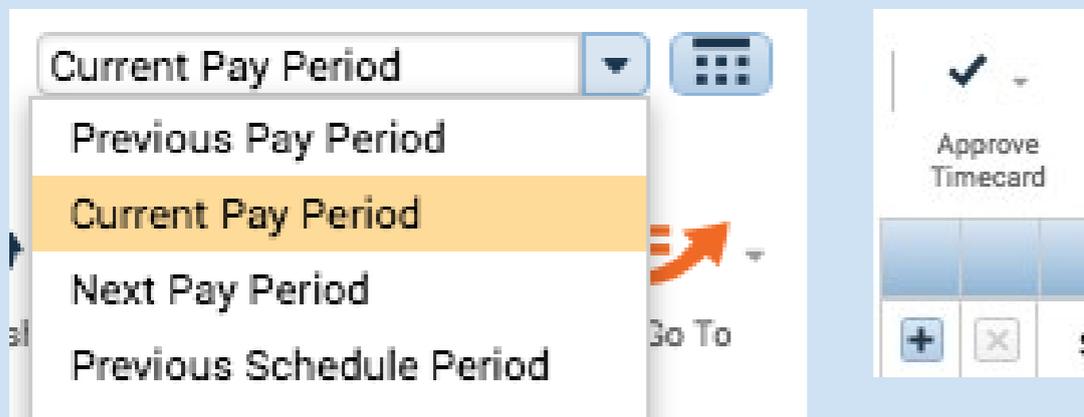
		Date	Pay Code	Amount	In	Transfer
+	×	Sun 7/16				
+	×	Mon 7/17	Hours Worked	8.00		
+	×	Tue 7/18	Hours Worked	8.00		
+	×	Wed 7/19	Hours Worked	8.00		
+	×	Thu 7/20	Hours Worked	8.00		
+	×	Fri 7/21	Hours Worked	8.00		

If multiple appointment jobs on campus:  
Click in Transfer  
Choose the appropriate job transfer code

# Kronos

## Approving your timecard

1. Verify timecard is in the correct pay period by checking the Time Period menu.
2. Review timecard and verify information is correct.
3. Click on “Approve Timecard” then “Approve”



**Approve every 2 weeks after  
the end of the pay period**



# Kronos & Paychecks Calendar

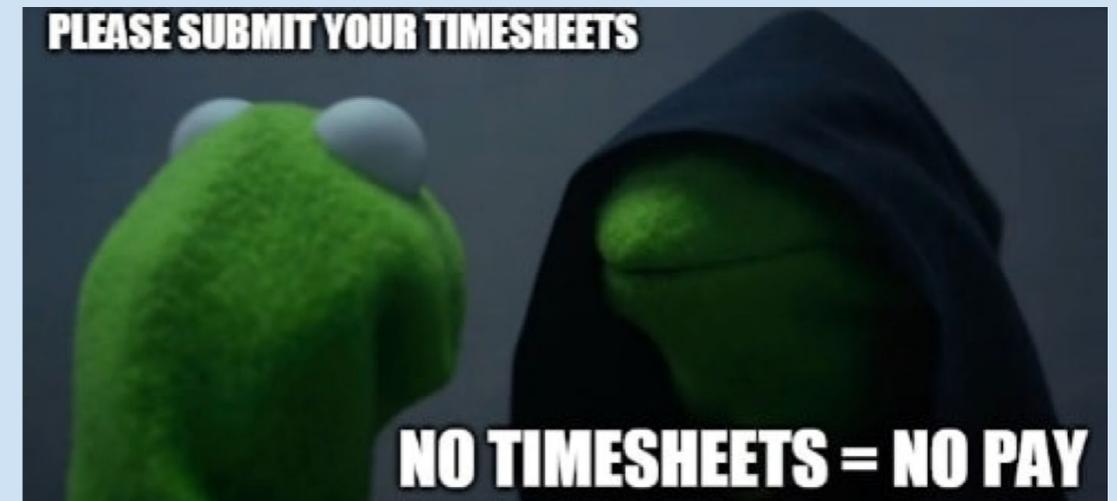
UNIVERSITY  
OF  
CALIFORNIA

UCPath  
Center

## 2020 Biweekly Payroll Calendar

  : Payday  
   : Pay Period Ends  
   : Holiday  
   : Vacation and Sick Leave Accrual  
   : Deduction Holiday  
   : Service Credit Accrual

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1	1	2	3	4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				
April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1	2	1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
						31														
July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	6	7	8	9	10	11	12
4	5	6	7	8	9	10	8	9	10	11	12	13	14	13	14	15	16	17	18	19
11	12	13	14	15	16	17	15	16	17	18	19	20	21	20	21	22	23	24	25	26
18	19	20	21	22	23	24	22	23	24	25	26	27	28	27	28	29	30	31		
25	26	27	28	29	30	31	29	30												



- Payday is every other Wednesday
- Timecard approval is every other Saturday
- New Pay Period begins every other Sunday

# PAYDAY!!!

Use this task to review your online paystub in the UCPATH Portal.

**Dashboard Navigation:**

**View Paycheck** pane

or

Income and Taxes > **View Paycheck**

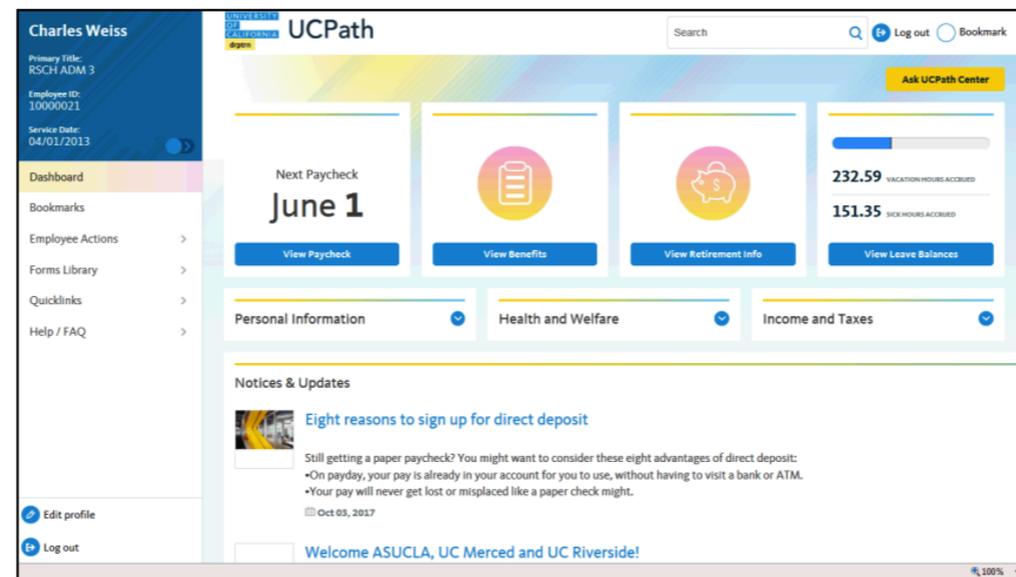
or

**Menu Navigation:**

Employee Actions > Income and Taxes > **View Paycheck**

**Note:** This example uses portal images as seen on a computer. Portal images appear differently on a tablet or smartphone, but the steps remain the same.

*This is how you view  
your paycheck,  
review, and  
download*



Step	Action
1.	Click the <b>View Paycheck</b> button. 

# PAYDAY!!!

## UCPath Task: Review My Online Paystub



**VIEW PAYCHECK**  
Charles Weiss

Pay Period	Pay Amount	Paycheck #
Wed Feb 01, 2017 - Tue Feb 28, 2017	\$1947.20	#50031310
Sun Jan 01, 2017 - Tue Jan 31, 2017	\$2027.39	#50029208
Thu Dec 01, 2016 - Sat Dec 31, 2016	\$1998.27	#50027148
Tue Nov 01, 2016 - Wed Nov 30, 2016	\$2001.31	#50024653
Sat Oct 01, 2016 - Mon Oct 31, 2016	\$2001.31	#50022611
Thu Sep 01, 2016 - Fri Sep 30, 2016	\$2001.30	#50020598

Step	Action
2.	All paychecks processed in the UCPath system appear on the <b>View Paycheck</b> page.
3.	To view your paycheck, click the <b>Paycheck Data</b> hyperlink or click the <b>View Paycheck</b> button.

**VIEW PAYCHECK**  
Charles Weiss

DOWNLOADED ATTACHMENT

Pay Period	Pay Amount	Paycheck #
Wed Feb 01, 2017 - Tue Feb 28, 2017	\$1947.20	#50031310
Sun Jan 01, 2017 - Tue Jan 31, 2017	\$2027.39	#50029208
Thu Dec 01, 2016 - Sat Dec 31, 2016	\$1998.27	#50027148
Tue Nov 01, 2016 - Wed Nov 30, 2016	\$2001.31	#50024653
Sat Oct 01, 2016 - Mon Oct 31, 2016	\$2001.31	#50022611
Thu Sep 01, 2016 - Fri Sep 30, 2016	\$2001.30	#50020598
Mon Aug 01, 2016 - Wed Aug 31, 2016	\$2095.25	#50018614
Fri Jul 01, 2016 - Sun Jul 31, 2016		#50016637

Step	Action
4.	Click the <b>Download Attachment</b> button.

# PAYDAY!!!



## UCPath

UCPath Task:  
Review My Online Paystub

		<b>University of California</b> 14350-1 Meridian Parkway Riverside, CA 92518 855/982-7284		<b>Business Unit:</b> UC Office of President <b>Pay Begin Date:</b> 02/01/2017 <b>Pay End Date:</b> 02/28/2017 <b>Advice #:</b> 0000000 <b>Advice Date:</b> 03/01/2017						
<b>Employee ID:</b> ██████████ <b>Department:</b> 802200-RES GRANT PRGMS OFFICE <b>Location:</b> UCOP - Kaiser Center <b>Job Title:</b> RSCH ADM 3 <b>Pay Rate:</b> \$5,002.51 Monthly		<b>TAX DATA:</b>		<b>Federal</b> <b>CA State</b> <b>Tax Status:</b> Single      Single <b>Allowances:</b> 1      1 <b>Add. Allowances:</b> <b>Add. Amount:</b>						
<b>HOURS AND EARNINGS</b>				<b>TAXES</b>						
<b>Description</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Rate</b>	<b>Current Hours</b>	<b>Current Earnings</b>	<b>YTD Hours</b>	<b>YTD Earnings</b>	<b>Description</b>	<b>Current</b>	<b>YTD</b>
Regular Pay	02/01/2017	02/28/2017			5,002.51	369.60	13,857.53	Fed Withholding	296.08	918.24
Regular Pay	01/01/2017	01/31/2017	28.750069	-8.00	-230.00			Fed MED/EE	67.33	201.98
Vacation Leave-Used	01/01/2017	01/31/2017	28.750069	8.00	230.00	32.00	920.00	Fed OASDI/EE	287.88	863.64
Sick Leave Paid - Sa						8.00	230.00	CA Withholding	54.03	171.73
<b>TOTAL:</b>				<b>0.00</b>	<b>5,002.51</b>	<b>409.60</b>	<b>15,007.53</b>	<b>TOTAL:</b>	<b>705.32</b>	<b>2,155.59</b>
<b>BEFORE-TAX DEDUCTIONS</b>			<b>AFTER-TAX DEDUCTIONS</b>			<b>EMPLOYER PAID BENEFITS</b>				
<b>Description</b>	<b>Current</b>	<b>YTD</b>	<b>Description</b>	<b>Current</b>	<b>YTD</b>	<b>Description</b>	<b>Current</b>	<b>YTD</b>		
Kaiser Perm NoCal	164.28	492.84	ARAG Legal Plan	15.62	46.86	Kaiser Perm NoCal	1,585.96	4,757.88		
403B Vol Plan	1,500.00	4,300.00	Supplemental Life	26.75	80.25	Delta Dental PPO	143.56	430.68		
UC Retirement Plan	381.20	1,143.60	Prudential AD&D Dependent Ins.	1.00	2.00	Vision Service Plan	12.75	38.25		
Parking Pre Tax	195.00	585.00	Expanded Dep Life - Spouse	29.03	58.06	Basic Life	4.34	13.02		
			Voluntary Long-Term Disability	15.76	31.52	Basic Disability	8.04	22.79		
			Voluntary ShortTerm Disability	21.35	42.70	UC Retirement Plan	700.35	2,101.05		
			AD&D	1.00	1.00	Employee Asst Prog	2.17	6.51		
			Basic Depend Life		27.89					

Step	Action
5.	Your online paystub appears in a new browser window. You can print this page to retain a copy for your records.
6.	You have reviewed your online paystub in the UCPath Portal. <b>End of Procedure.</b>



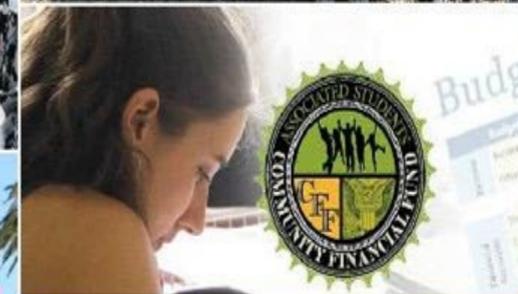
# STOP!

ARE YOU WORKING A SECOND JOB ON CAMPUS?

If you are working in another department, your combined hours

**CANNOT EXCEED 18 HOURS PER WEEK.**

If for any reason your status as a student changes, please let your supervisor know immediately. This includes if you are taking a quarter off or if you are graduating.





# JOB INJURY

Report any injury to your supervisor within

24 hours

In order for the paperwork to be processed.

Student health services available.

[UCSB Student Health - Home](#)



# QUESTIONS?

If you have any questions please feel free  
to contact:

Lili Hartounian  
Assistant Director of HR & Payroll Analyst  
[lilih@as.ucsb.edu](mailto:lilih@as.ucsb.edu)

And

Katherine Kosearas  
Administrative Support Specialist  
[katherinek@as.ucsb.edu](mailto:katherinek@as.ucsb.edu)