UCSB ASSOCIATED STUDENTS

WELCOME ON BOARD

New Student Staff Employee Orientation
Associated Students Organization Structure
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 <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.**
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 <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.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
<th>LIST B</th>
<th>Documents that Establish Identity</th>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td>1. Driver’s license or ID card issued by a State or foreign</td>
<td>1. A Social Security Account Number card, unless the card includes one of the following restrictions:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>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</td>
<td>(1) NOT VALID FOR EMPLOYMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-561 printed notation on a machine-readable immigrant visa</td>
<td>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</td>
<td>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-760)</td>
<td>3. School ID card with a photograph</td>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td>4. Voter’s registration card</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>a. Foreign passport, and</td>
<td>5. U.S. Military card or draft record</td>
<td>1. Identification Card for Use of Resident Citizen in the United States (Form I-131A)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Form I-94 or Form I-94A that has the following:</td>
<td>6. Military dependent’s ID card</td>
<td>2. Certification of birth issued by the Department of State (Forms DS-1300, FS-440, FS-240)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) The same name as the passport and</td>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td>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</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(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.</td>
<td>8. Native American tribal document</td>
<td>4. Native American tribal document</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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</td>
<td>9. Driver’s license issued by a Canadian government authority</td>
<td>5. U.S. Citizen ID Card (Form I-197)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. School record or report card</td>
<td>11. Clinic, doctor, or hospital record</td>
<td>6. Identification Card for Use of Resident Citizen in the United States (Form I-131A)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
Must Complete ASAP

- ONLY IF YOU **LIVE AROUND THE UCSB COMMUNITY**
  PLEASE FILL OUT THIS LINK:  
  [https://forms.gle/XMwkWS5nyerHVYiw7](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](https://forms.gle/XMwkWS5nyerHVYiw7)
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.
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
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
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 addresses, direct deposit and benefits enrollment. Type ucpath.universityofcalifornia.edu in your browser’s address bar to access UCPath.

Portal Employees Dashboard Sample

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.

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.
How to Setup Direct deposit in UCPath

1. Go to UCPath at: ucpath.universityofcalifornia.edu. From the dashboard look for "Income and Taxes".

   Income and Taxes

   Click Down Arrow

2. Select Direct Deposit

3. Answer your Security Question

   SECURITY QUESTION
   Please confirm your identity by answering the following security question.

   [Input field]

4. Choose 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.
Use this task to review your patent acknowledgement in UCPath online.

**Dashboard Navigation:**
Employee Actions > Personal Information > **Patent Acknowledgement**

**Menu Navigation:**
Personal Information > **Patent Acknowledgement**

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<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Continue</strong> button to view your <strong>Patent Acknowledgement</strong>.</td>
</tr>
</tbody>
</table>
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.

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
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.

<table>
<thead>
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<th>Step</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The current status of your consent appears on the page. To receive your W-2/W-2C electronically, click the Consent option.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the Submit button.</td>
</tr>
</tbody>
</table>
Electronic Timecard
- Access Kronos via the Portal page, **Timekeeping Login** link: timekeeping.ucsb.edu

- Log in with your UCSBNet ID and password.

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

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

If multiple appointment jobs on campus:
Click in **Transfer**
Choose the appropriate job transfer code
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.
- Payday is every other Wednesday
- Timecard approval is every other Saturday
- New Pay Period begins every other Sunday
PAYDAY!!!

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

Use this task to review your online paycheck in the UCPath Portal.

**Dashboard Navigation:**
- View Paycheck pane
  - or
  - Income and Taxes > View Paycheck

**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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the View Paycheck button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>2.</td>
<td>All paychecks processed in the UCPath system appear on the <strong>View Paycheck</strong> page.</td>
</tr>
<tr>
<td>3.</td>
<td>To view your paycheck, click the <strong>Paycheck Data</strong> hyperlink or click the <strong>View Paycheck</strong> button.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td><strong>Click the Download Attachment button.</strong></td>
</tr>
</tbody>
</table>
PAYDAY!!!

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. **End of Procedure.** |
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.
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](#)
If you have any questions please feel free to contact:

Lili Hartounian  
Assistant Director of HR & Payroll Analyst  
lilih@as.ucsb.edu

And

Katherine Kosearas  
Administrative Support Specialist  
katherinek@as.ucsb.edu