



UCPATH and YOU

UCPath has brought several changes to UC Santa Cruz. These changes affect how students get paid and who to contact should you have any issues. Learn about the resources available for you by visiting ucpath.ucsc.edu.



UCPath has arrived at UCSC and we heard you had some questions.

When can I access UCPath online?

UCPath Online gives employees **24** hours a day, **7** days a week access. Employees can log in to UCPath Online from mobile devices, tablets, or computers, at work or at home. Through UCPath Online, employees have the ability to update personal information, add or update direct deposit, update tax withholdings, and more.



How do I get paid?

There are two different options to receive pay:

1. Direct Deposit
2. Paper Paycheck

We recommend enrolling in Direct Deposit as soon as possible to avoid payment delays. If you have already enrolled in Direct Deposit, you can make changes in UCPath Portal. To read more about your pay options, visit ucpath.ucsc.edu and click the second heading titled: **Your Pay in Path**.

I've just been hired! When can I start work?

Have you completed your new-hire paperwork with your Academic HR Representative?

If yes, great!

However, take note that it may take a couple days for your job record to appear in UCPath.

This means there may be delays in accessing the UCPath Online portal and CruzPay.

I've been paid but something isn't right.

Who should I talk to?

- Inform your Academic HR Representative as soon as possible. They will follow up with the issue and discuss the options to correct the payment. The sooner you report an issue, the more quickly it can be resolved.
- Departments are being asked to notify their Academic HR Representative if students are working but not getting paid.
- There will be a process for an emergency paycheck when appropriate.

Can I pick up my paycheck on campus?

- There is **no** paycheck pickup on campus.
- You are highly encouraged to enroll and set up Direct Deposit to avoid delays.
- Paper paychecks are mailed from a facility in Arizona and will take longer to receive.



I missed a timesheet deadline, what now?

- Contact your Academic HR Representative immediately.
- While the deadlines for employees to submit timesheets haven't changed, supervisors and timekeepers have new deadlines to approve timesheets in time for the UCPath Center to process your pay.
- It is important to submit your timesheet accurately and on time in order to receive your pay without delay.

Where's my check? I haven't received my paper paycheck.

- Your check is mailed from a facility in Arizona on payday.
- It can take up to 4-5 days to deliver.
- If you haven't received it after that time period, contact your Academic HR Representative.
- All employees are highly encouraged to enroll in direct deposit -- to enroll, login to the UCPath Online portal.







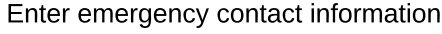


Logging into UCPath for the first time?
Check out the video tutorial at
<https://ucpath.ucsc.edu/you-and-ucpath/index.html#full-journey>



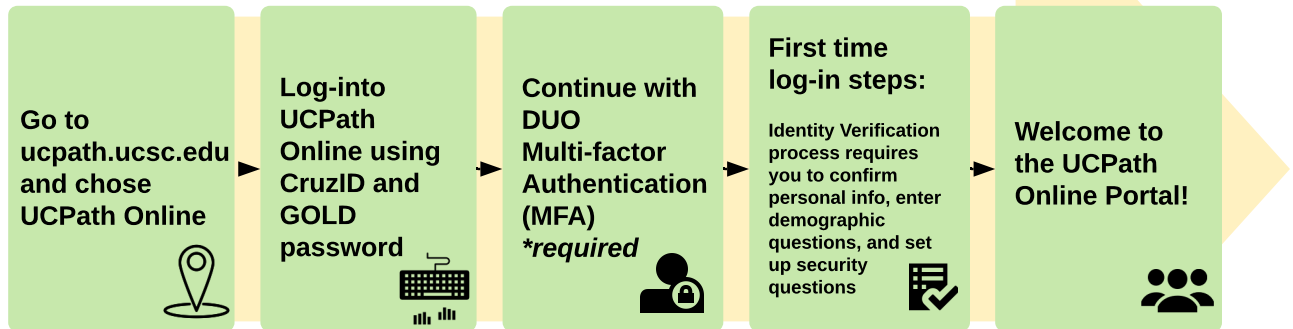
For additional assistance
email ucpath@ucsc.edu

WHAT TO DO IN JANUARY

-  Complete new-hire paperwork if you weren't employed in fall quarter.
-  Enroll in Duo multi-factor authentication to access the UCPath portal.
-  View your earnings statement in UCPath on PayDay! Check that everything is correct by using the Pay Rate Box below and comparing your title with the associated rate.
-  Sign up for direct deposit
-  Keep your personal information up-to-date in the UCPath Online Portal
-  Obtain your New Employee ID Number
-  Enter emergency contact information

NOTE: Monthly employees will receive first paycheck on 1/2/2020 and biweekly employees on 1/8/2020.

Your roadmap starts here



UCSC STUDENT PAY RATES 2019-20

POSITION TITLE	PAY RATE	
	Hourly	Monthly
READERS	(EFFECTIVE 10/1/19 or 10/6/19 for BIWEEKLY)	
Without Baccalaureate	\$15.92	
With Baccalaureate	\$16.75	
TUTOR	(EFFECTIVE 10/1/19 or 10/6/19 for BIWEEKLY)	
Single	\$16.75	
Group	\$22.54	
TEACHING / COURSE ASSISTANTS	(EFFECTIVE 10/1/19)	
		\$4,869.22
ASSOCIATE IN	(EFFECTIVE 10/1/19)	
		\$5,708.78
TEACHING FELLOW	(EFFECTIVE 10/1/19)	
Pay rate determined by department.		\$5,101.56 - \$6,047.56
GRADUATE STUDENT RESEARCHER (GSR)	(EFFECTIVE 10/1/19)	
Arts - GSR 4 - 6	GSR 1	\$3,457.00
BSOE - GSR 6 and 8	GSR 2	\$3,726.00
Humanities - GSR 5 - 7	GSR 3	\$4,132.00
PB Sci - GSR 1 - 8	GSR 4	\$4,463.00
Social Sciences - GSR 6 - 8	GSR 5	\$4,760.00
	GSR 6	\$4,981.00
	GSR 7	\$5,380.00
	GSR 8	\$5,808.00

Need MFA? Register at:
its.ucsc.edu/mfa/index.html



Detailed instructions for setting up your online portal can be found at located at ucpath.ucsc.edu under UCPath Set Up



For additional assistance email ucpath@ucsc.edu