

## Job Aid: Self Service Employee Actions

Where do I ... ?	Navigation Path
Clear my web browser's cache	Refer to the <a href="#">Clear Your Web Browser's Cache</a> job aid on the <b>UCPath Help</b> site. <b>Note:</b> This job aid includes the steps for clearing the cache in Internet Explorer, Mozilla Firefox and Google Chrome.
Disable my web browser's pop-up blocker so that it doesn't block my access to UCPath	Refer to the <a href="#">Disable Pop-Up Blocker</a> job aid on the <b>UCPath Help</b> site. <b>Note:</b> This job aid includes the steps for disabling the pop-up blocker in Internet Explorer, Mozilla Firefox and Google Chrome.
<b>Personal Information</b>	
Add a name or update my legal name <b>Note:</b> You must update your legal name with the appropriate Federal agencies before you enter your name change in UCPath.	<b>Dashboard Navigation:</b> Personal Information > <b>Personal Information Summary</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions > Personal Information > <b>Personal Information Summary</b>
Enter my disability status (voluntary information)	<b>Dashboard Navigation:</b> Personal Information > <b>Disability Status</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions > Personal Information > <b>Disability Status</b>
Enter my veteran status (voluntary information)	<b>Dashboard Navigation:</b> Personal Information > <b>Veteran Status</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions > Personal Information > <b>Veteran Status</b>
Enter ethnic groups (voluntary information)	<b>Dashboard Navigation:</b> Personal Information > <b>Personal Information Summary</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions > Personal Information > <b>Personal Information Summary</b>



Where do I ... ?	Navigation Path
<p>Generate my employment summary, including dates of employment and earnings</p>	<p><b>Menu Navigation:</b> Employee Actions &gt; Income and Taxes &gt; <b>Verification of Employment</b></p>
<p>Opt in to the verification of employment data file</p> <p><b>Note:</b> This option is only for employees who have previously opted out.</p>	<p><b>Dashboard Navigation:</b> Personal Information &gt; My Current Profile &gt; <b>Employment Verification</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Employee Actions &gt; Personal Information &gt; My Current Profile &gt; <b>Employment Verification</b></p>
<p>Opt out of the verification of employment data file</p> <p><b>Note:</b> All employees are automatically included in the data file sent to UC's external partner that performs employment verification activities.</p>	<p><b>Dashboard Navigation:</b> Personal Information &gt; My Current Profile &gt; <b>Employment Verification</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Employee Actions &gt; Personal Information &gt; My Current Profile &gt; <b>Employment Verification</b></p>
<p>Submit a case to the UCPath for myself or on behalf of another employee</p>	<p><b>Dashboard Navigation:</b> <b>Ask UCPath</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Help / FAQ &gt; <b>Ask UCPath</b></p>
<p>Reopen a recently closed case I had with UCPath</p> <p><b>Note:</b> A case can be reopened only once and only within five days of closure.</p>	<p><b>Dashboard Navigation:</b> <b>Ask UCPath</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Help / FAQ &gt; <b>Ask UCPath</b></p>
<p>Review the status of an existing case that I submitted to the UCPath</p>	<p><b>Dashboard Navigation:</b> <b>Ask UCPath</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Help / FAQ &gt; <b>Ask UCPath</b></p>



Where do I ... ?	Navigation Path
Review my online patent acknowledgement	<p><b>Dashboard Navigation:</b> Employee Actions &gt; Personal Information &gt; <b>Patent Acknowledgement</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Personal Information &gt; <b>Patent Acknowledgement</b></p>
Set up security questions and answers for UCPath online	<p><b>Menu Navigation:</b> Employee Actions &gt; <b>Security Question Setup</b></p>
Update my address or phone number	<p><b>Dashboard Navigation:</b> Personal Information &gt; <b>Personal Information Summary</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Employee Actions &gt; Personal Information &gt; <b>Personal Information Summary</b></p>
Update my education information	<p><b>Dashboard Navigation:</b> Personal Information &gt; My Current Profile &gt; <b>Education</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Employee Actions &gt; Personal Information &gt; My Current Profile &gt; <b>Education</b></p>
Update my employee disclosure forms	<p><b>Dashboard Navigation:</b> Personal Information &gt; <b>Employee Disclosures</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Employee Actions &gt; Personal Information &gt; <b>Employee Disclosures</b></p>
Update my honors, awards, licenses or certifications	<p><b>Dashboard Navigation:</b> Personal Information &gt; <b>My Current Profile</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Employee Actions &gt; Personal Information &gt; <b>My Current Profile</b></p>



Payroll Information	
Claim tax exemption	Refer to the <a href="#">How to Claim Tax Exemption</a> job aid on the <b>UCPath Help</b> site.
Review my leave balances	<p><b>Dashboard Navigation:</b> If you have vacation or sick leave balances, your current balances appear in the <b>View Leave Balances</b> widget.</p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Employee Actions &gt; <b>Leave Balances</b></p>
Review my online paystub	<p><b>Dashboard Navigation:</b> <b>View Paycheck</b> widget</p> <p><i>or</i></p> <p>Income and Taxes &gt; <b>View Paycheck</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Employee Actions &gt; Income and Taxes &gt; <b>View Paycheck</b></p>
Enroll to receive my W-2 online in UCPath	<p><b>Dashboard Navigation:</b> Income and Taxes &gt; <b>Enroll to receive online W-2</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Employee Actions &gt; Income and Taxes &gt; <b>Enroll to receive online W-2</b></p>
Review my online W-2	<p><b>Dashboard Navigation:</b> Income and Taxes &gt; <b>View Online W-2/W-2C</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Employee Actions &gt; Income and Taxes &gt; <b>View Online W-2/W-2C</b></p>
Update my direct deposit information	<p><b>Dashboard Navigation:</b> Income and Taxes &gt; <b>Direct Deposit</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Employee Actions &gt; Income and Taxes &gt; <b>Direct Deposit</b></p>

<p>Update my California tax withholding (DE-4)</p>	<p><b>Dashboard Navigation:</b> Income and Taxes &gt; <b>CA State Withholding (DE-4)</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions &gt; Income and Taxes &gt; <b>CA State Withholding (DE-4)</b></p>
<p>Update my Federal withholding (W-4)</p>	<p><b>Dashboard Navigation:</b> Income and Taxes &gt; <b>Federal Withholding (W-4)</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions &gt; Income and Taxes &gt; <b>Federal Withholding (W-4)</b></p>
<p>View a refund for Federal tax that was over withheld</p>	<p>Refer to the <a href="#">View a Federal Tax Over Withheld Refund</a> job aid on the <b>UCPath Help</b> site.</p>
<p>Withdraw my consent to receive my W-2 online</p>	<p><b>Dashboard Navigation:</b> Income and Taxes &gt; <b>Enroll to receive online W-2</b> <i>or</i> <b>Menu Navigation:</b> Employee Actions &gt; Income and Taxes &gt; <b>Enroll to receive online W-2</b></p>



Benefits Information	
Enroll in benefits	<p><b>Dashboard Navigation:</b> Health and Welfare &gt; <b>Enroll in Benefits</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Employee Actions &gt; Health and Welfare &gt; <b>Enroll in Benefits</b></p>
Submit a benefits change or life event – Marriage, birth, adoption, divorce and benefit changes for AD&D, disability insurance or life insurance	<p><b>Dashboard Navigation:</b> Health and Welfare &gt; <b>Life Events / Benefit Changes</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Employee Actions &gt; Health and Welfare &gt; <b>Life Events / Benefit Changes</b></p>
View and edit dependent summary information	<p><b>Dashboard Navigation:</b> Health and Welfare &gt; <b>Dependent Coverage</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Employee Actions &gt; Health and Welfare &gt; <b>Dependent Coverage</b></p>
View my benefit elections	<p><b>Dashboard Navigation:</b> <b>View Benefits</b> widget</p> <p><i>or</i></p> <p>Health and Welfare &gt; <b>Benefits Summary</b></p> <p><i>or</i></p> <p><b>Menu Navigation:</b> Employee Actions &gt; Health and Welfare &gt; <b>Benefits Summary</b></p>