**Please Note: This memo will also be shared via the Payroll listserv. We ask that you forward as appropriate to others in your organization or department who may need this information.**

### Year-End Reminders:

As 2018 comes to a close, here are some important reminders and announcements related to your pay, taxes and benefits. Some may require action on your part.

| **Your December 2018 and 2019 Pay Schedules** |  
| --- | --- |
| • For employees paid **Monthly**, the pay date for December 2018 earnings will be **January 2, 2019**.  
• For employees paid **Bi-weekly**, the first pay date of 2019 will be **January 9, 2019**.  
You can find the current UCPath payroll calendar under the Quick Links section on the front home page of UCPath. Select Payroll Calendars & Schedule to view both biweekly and monthly calendars. |

| **UCPath Center Holiday Hours** |  
| --- | --- |
| The UCPath Center will offer limited payroll and benefit services between December 26 – 28, 2018 from 8:00 a.m. – 5:00 p.m. The UCPath Center will also be closed on the following days:  
• Christmas Eve and Christmas Day - December 24 – 25, 2018  
• New Year’s Eve - December 31, 2018  
• New Year’s Day – January 1, 2019  
UCPath Online (the UCPath Portal) will still available for self-service options 24 hours a day, 7 days a week. |

| **UCLA Central Resource Unit (CRU) Holiday Hours** |  
| --- | --- |
| The CRU will be officially closed during the campus closure. However, a limited number of CRU staff members will be available for Instant Pay Card processing for effected Bi-Weekly employees. These team members may be contacted via the CRU’s case management system (contactcru@ucla.edu) to initiate Instant Pay Card requests.  
CRU Hours for processing Instant Pay Cards: |
- Wednesday, December 26, 2018 (Bi-Weekly Pay day) – 7:00 a.m. - 4:00 p.m.
- Thursday, December 27, 2018 – 7:00 a.m. – 12:00 p.m.

The CRU phone lines will be closed during campus closure. However, you can still submit a case by clicking on the following link anytime during the closure: contactcru@ucla.edu. The CRU will resume normal hours of operation beginning on January 2, 2019.

For information regarding year-end deadlines, please visit the Central Resource Unit website.

| Update Your Information in UCPath | Take a moment to [sign in to your UCPath account](https://ucpathonline.ucla.edu) and update your personal and dependent information. Keeping your information complete and up-to-date will ensure the timely delivery of information that may impact your transactions. To review and/or update your personal information, please take the following steps:
|   | 1. Login to UCPath Online
|   | 2. Select Employee Actions
|   | 3. Select Personal Information
|   | 4. Select Personal Information Summary to review and/or make updates.

Please ensure your address and email information are correct in UCPath. This will be important to ensure receipt of year end documents (i.e. W-2s).

| Updating Your Spouse/Domestic Partner and Dependents Information | The Affordable Care Act (ACA) requires employers to make reasonable efforts to obtain Social Security numbers for its employees and their spouses/domestic partners and dependents. If you have already provided the information, no action is required. However, if you have not provided this information or need to make changes, you can update this information by following the steps below:
|   | 1. Login to UCPath Online
|   | 2. Select Employee Actions
|   | 3. Select Health and Welfare
|   | 4. Select Dependent Coverage to review and/or make updates

The deadline for updating this information is **January 18, 2019**.

| Important Information About Your 2018 W-2s | For the 2018 year, all UCLA employees will receive two (2) W-2s for this year’s earnings:
|   | • One (1) for earnings before the UCPath go live. This W-2 will be available in AYSO (hyperlink).
|   | • One (1) for earnings after the UCPath go live. This W-2 will be available in the UCPath Portal. |
As a reminder, your designated W-2 delivery option *(mail or online options)* in AYSO transferred over into UCPath at the time of go-live. If you have not already signed up to receive an electronic W-2, the deadline for requesting one for your 2018 tax information is **January 18, 2019**.

To sign up for electronic W-2s or confirm your designation, take the following steps:

1. Login to your UCPath account
2. Select Employee Actions
3. Select Income and Taxes
4. Select Enroll to Receive Online W-2

If your current status says **CONSENT RECEIVED**, then you do not have to do anything — you’re already signed up to receive your W-2 electronically.

Once you’ve signed up, all notifications pertaining to your W-2/W-2c will be sent to your preferred email address on file in the UCPath system. Please verify that your email address is correct in UCPath.

**Important security reminders about your W-2**

Remember that UC **does not** send actual W-2 statements to employees by email or text. You must **sign in to your UCPath account** to view your electronic W-2 (if you enrolled to receive one).

If you receive an email or text that has a link or an attachment for viewing your W-2, it is a phishing scam designed to gain your private information. **Do not open any attachments or click on any email links that claim to give you access to your W-2!**

To access your electronic W-2 statement, always go directly to your UCPath account using a safe, known link.

<table>
<thead>
<tr>
<th>1042-S, Foreign Person's U.S. Source Income Subject to Withholding</th>
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<tbody>
<tr>
<td>Citizens of other countries who are receiving wages from the University of California may receive either a W-2 or 1042-S form. Please verify that your email and home mailing addresses match in both your UCPath account and in the GLACIER tax database, to ensure that your 1042-S notification and/or form is sent to the correct email and home address. Additionally, you may select consent to have an electronic 1042-S sent to you via your GLACIER account.</td>
</tr>
</tbody>
</table>

The deadline for this request is **January 18, 2019**.
To learn more about Form 1042-S, see the IRS page About Form 1042-S, Foreign Person’s U.S. Source Income Subject to Withholding.

If you have specific questions or would like further information before the holiday closure, please do not hesitate to contact CRU at (310) 825-1089 and select Option 5, Monday – Friday, 8:00 a.m. to 4:00 p.m. you may also email the CRU at contactcru@ucla.edu. This will automatically create a case which will be assigned to a CRU team member who will research your inquiry and get back to you with more information.

**Coming Soon! Weekly UCPath Online Demonstrations:**

Beginning January 11, 2019, the UCPath Center will host live demonstrations of UCPath Online. These one hour sessions are scheduled from 1:00 p.m. to 2:00 p.m. (PDT) every Friday.

This training has four key objectives:

1. Understand what has transitioned to UCPath and what remains on AYSO
2. Access to UCPath (system requires Single Sign On (SSO) and MFA authentication)
3. How to navigate on UCPath Online
4. Exposure to Employee Self-Service

Demonstrations are limited to the first 500 participants.

Call In/Meeting Information:
Phone In: 669-900-6833 or 646-876-9923
Meeting ID: 189-055-655#

Happy holidays and best wishes for a wonderful new year.

The UCLA Central Resource Unit