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.

Deployment 1 Cutover Dates that Impact UCPATH at UCLA - CORRECTION

Last week’s Weekly Stabilization Communication had listed the outage times as ending at 8:00 p.m. on both March 7th and 20th. The correct time is 8:00 a.m. for both dates as indicated below. While it will be important to adhere to these dates, please note that all dates are subject to change.

The UCPATH system (including UCPATH Online) will be unavailable to all UC employees twice during March, 2019 while Deployment 1 locations (UC Berkeley, UC Davis and Agriculture Natural Resources) transition to UCPATH. UCPATH will be unavailable on the following days:

- Outage 1: Friday, March 1 at 5 p.m. until Thursday, March 7 at 8 a.m.
- Outage 2: Thursday, March 14 at 5 p.m. until Wednesday, March 20 at 8 a.m.

Use Intralocation Transfer to Transfer Employees Between UCLA Departments

When an employee moves from one department to another department, the initiator from the receiving department should ensure the position is available or create a new position then submit an INTRALLOCATION TRANSFER (Smart HR template) to transfer the employee from the current position to the applicable position. Please review the attached job aids on Intra-Location Transfers at UCLA. Funding entry should be entered for the new position. However, please note there is a different process for transferring employees between staff and academic positions. Please refer to the Intra-Location Transfer Between Staff & Academic Positions job aid attached. Users should not use PayPath to change DEPT ID field.

Attachment Function in UCPATH Extended Absence Requests (e.g., Workers Compensation, etc.) Now Working

After months of testing and troubleshooting, the attachment function in UCPATH Extended Absence Requests has been fixed, so attachments on the transaction are now visible to UCPC. Please either continue to attach or begin to attach any of the election forms or shift differential forms directly to leave transactions. There is no longer a need to send separately moving forward. However, if any of the forms are late and are not available to attach when the leave is submitted, please submit them to UCPATH via Inquiry online and it will be routed appropriately. UCPC has provided the attached document with some screen shots with a few reminders on how this function works. A job aid with further detail will be shared in the near future.
**1095s Mailed to Employees from UCPath on February 6th**

Just as many employees have two W2s for 2018, many will also have two 1095-Cs. 1095-Cs for January – August 2018 are available in AYSO and have been mailed to those who did not opt for electronic delivery. 1095-Cs from UCPath, for September – December 2018 were mailed out yesterday, on February 6th to the home address on file in UCPath. If an employee suspects their 1095-C was mailed to an address that is no longer current, they should contact the UCPath Center directly. **There will be no electronic copies of the UCPath generated 1095-C.** As a reminder, the 1095-C form is not required for filing a tax return. Likewise, for those employees who’ve already filed their return, receipt of the 1095-C will not necessitate an amended return. Questions related to the 1095-C form should be directed to the contacts in the chart below:

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCLA Health System Only</td>
<td>(310) 794-8606</td>
</tr>
<tr>
<td>UCLA Campus Only</td>
<td>(310) 794-0830</td>
</tr>
</tbody>
</table>

**Form 1042-S to be Distributed in the Coming Weeks**

Tax form issued to nonresident aliens receiving tax treaty income and non-employee income. Forms are required to be issued by March 15. UCLA is working with UCPath Center on coordinating distribution of Form 1042-S within the next 2 weeks and are typically issued through an individual’s GLACIER record (unless the employee opted out of electronic distribution). In any tax year, an individual may receive multiple forms (or no forms) depending on their income type. This year the number of forms may increase due to UCPath – though all forms will be distributed through GLACIER.

Form 1042-S will be issued in the following cases:
- UCLA 1042-S will be issued if:
  - Nonresident employee had Tax Treaty income (approved by UCLA Payroll) on PPS payment
  - Nonresident received taxable non-employee income from UCLA (Fellowship income paid through BAR, AP payments etc.)
- UCPath 1042-S will be issued if an employee received Tax Treaty income (approved by UCLA Central Resource Unit) paid in UCPath.

**IMPORTANT REMINDERS**

**Issue with ‘Paid’ to ‘Unpaid’ Status During Same Pay Period**
An issue was identified on the 1/12/19 pay period. An error in UCPath is stopping pay for employees who go from paid to unpaid status in the same pay period. This issue seems to primarily affect bi-weekly employees. The system is erroneously preventing pay because of the unpaid status in Job Data.

The UCPath Center is currently working on a fix. CRU will be reaching out to departments with impacted employees for the 1/12 pay period to perform an off-cycle or one-time pay.

In the interim, here is the recommended workaround for bi-weekly employees who are going from paid to unpaid on the same pay cycle until they put the fix in production:

- Submit time as normal but **DO NOT** submit an Extended Absence (EA) transaction to change their leave from paid to unpaid until **AFTER** the pay cycle closes. Once the cycle closes, submit the unpaid EA transaction with the retroactive date. The employee should receive pay as normal.

- The UCPath Center will continue to generate reports to identify employees who miss pay due to the error for ongoing pay periods until the issue has been resolved. CRU will continue to send out communications to the impacted departments to perform off-cycle or one-time pay to pay the employee.

**2018 W-2 Now Available**

W-2’s in both UCPath and AYSO are now available. With the release of 2018 W-2 forms in UCPath, we have received many questions regarding the posting of 2018 W-2’s in AYSO for earnings from January – September. Please note the following:

**2018 PPS W-2 Forms:**
UCLA (PPS) W-2 Forms (Jan-Sept earnings) have been loaded into AYSO.

**AYSO Access Issues:**
The technical issue with AYSO, which was preventing some UCLA employees from being able to access any prior W-2 statements or pay statements in AYSO, has now been resolved. If you or another employee are having any trouble logging into AYSO or have never logged in before, please fill out the AYSO Password Reset Form and click submit. Once your account has been re-opened, Payroll Services will email you instructions on how to set it up and gain access.
Employer Identification Number: Please note that Employer Identification Number (EIN #94-3067788) as indicated in Box B on the W-2 accurately reflects the ‘University of California’ as your employer. The reference to ‘Riverside’ refers to the address of the UCPath Center and should not be confused with the UC Riverside campus.

W-2 Statements and Important Security Reminders:
• UC does not send actual W-2 statements to employees by email or text. You must log in to UCPath online to view your electronic W-2 (if you enrolled to receive one electronically). If you receive an email or text that has an attachment for viewing your W-2, it is a phishing scam designed to gain your private information.
• Scammers may also send emails with fraudulent links. Do not open any attachments or click on any email links.
• To access your electronic W-2 statement, always go directly to the UCPath online site using a safe/known link and log in.

Claim Exemption from Withholding – DEADLINE: FEBRUARY 13, 2019
The IRS requires you to complete a new W-4 form each year if you are claiming exemption from tax withholding. If you wish to claim exemption from withholding in 2019, **you must make this choice on UCPath online before February 13, 2019.**

Weekly UCPath Online Demonstrations
The UCPath Center hosts live demonstrations of UCPath online. These one hour sessions are scheduled from 1:00 p.m. to 2:00 p.m. (PDT) every Friday. During these sessions you can expect to learn more about...
• What has transitioned to UCPath and what remains on AYSO
• How to access UCPath (system requires single sign on and MFA authentication)
• How to navigate UCPath online
• Employee Self Service functionality
If you would like to join the webinar, see the Zoom information below:
• **Step 1:** Join Zoom Meeting: Click on [https://ucop.zoom.us/j/578608466](https://ucop.zoom.us/j/578608466)
• **Step 2:** Dial by your location: +1 (669) 900 6833 (US Toll) or +1 (646) 876 9923 (US Toll)
• **Step 3:** Enter Meeting ID: 578 608 466

Please note: Demonstrations are limited to the first 500 participants.

UCPath Employee Services Support Continues
The UCLA Central Resource Unit (CRU) and UCLA Business Transformation Office (BTO) continue to provide customer service support for Payroll-related questions and issues for UCLA employees. Please reference the matrix below for contact information:
<table>
<thead>
<tr>
<th>Employee Issue/Question</th>
<th>Contact for Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>• If you believe your paycheck is inaccurate, then contact...</td>
<td>The UCLA Central Resource Unit (CRU):</td>
</tr>
<tr>
<td>• If you have questions about the calculations and deductions on your paycheck, then contact...</td>
<td><strong>CRU Service Request Form – Current Employee.</strong> This new service request form allows you to select the topic of your inquiry and automatically populates your contact information. The request form will generate a case that will be assigned to a CRU team member who will follow-up with you to resolve your issue</td>
</tr>
<tr>
<td>• If you did not receive a paycheck, then contact...</td>
<td>• <strong>Phone.</strong> Call (310) 825-1089 and select Option 5, Monday – Friday, 8:00 a.m. to 4:00 p.m.</td>
</tr>
<tr>
<td>• If you are having technical issues (e.g. logging into UCPath, problems authenticating, etc.), then contact...</td>
<td></td>
</tr>
<tr>
<td>• If you are a transactor (someone who performs transactions on behalf of an organization or department) in UCPath and have a question, then contact...</td>
<td><strong>CRU Service Request Form – HR/Admin.</strong> This new service request form allows you to submit a question or request on behalf of an employee or request guidance on submitting a UCPath transaction. Additionally, this is the link to use to request an Instant Pay Card.</td>
</tr>
<tr>
<td>• If you have issues or questions that are non-payroll related, <em>(examples: benefits, vacation accruals, etc.)</em>, then contact...</td>
<td><strong>Phone.</strong> Call (310) 825-1089 and select Option 5, Monday – Friday, 8:00 a.m. to 4:00 p.m.</td>
</tr>
<tr>
<td></td>
<td><strong>The UCPath Center:</strong></td>
</tr>
<tr>
<td></td>
<td>• <strong>UCPath Portal.</strong> Log in to the <a href="https://ucpath-uclafive.net">UCPath Portal</a> and click on the Ask UCPath Center button to generate a ticket.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Phone.</strong> Call (855) 982-7284, Monday – Friday, 8:00 a.m. to 5:00 p.m.</td>
</tr>
</tbody>
</table>

You should continue to access the UCPath Portal to manage your personal data, view your paycheck, access benefits information, enroll in benefits, and view vacation and sick leave balances. Thank you for your ongoing support of UCPath at UCLA.

Sincerely,

UCLA UCPath Project Team