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.

Reduce Your Over Maximum Vacation Accruals – DEADLINE: JANUARY 31, 2019
As a result of the UCPath implementation, all employee vacation hours accrued, including hours over the policy maximum, were transitioned over to UCPath at the time of go-live. For those employees with hours exceeding the policy maximum, a grace period of four (4) months was allowed for employees to reduce their over maximum balances. The deadline for reducing the over maximum balances and bringing vacation accruals below the policy maximum is January 31, 2019.

For impacted employees, failure to reduce vacation hours and bring them under the policy maximum by January 31, 2019, will result in the employee no longer accruing vacation hours until the vacation accruals are brought below the policy maximum.

Important to Note:
- The policy regarding vacation accrual maximum did not change as a result of UCPath as the UCPath system is designed to support the current UC system policy.
- An exception to exceed policy maximum accruals continue to require prior approval. You should contact your department HR representative for details.
- Represented employees should refer to their union contracts for vacation accrual provisions applicable to them.

W-2 Available No Later Than January 31, 2019
W-2’s will be available for all UCLA employees no later than January 31, 2019. If you currently receive your W-2 in the mail, consider receiving it electronically. The deadline for requesting an electronic W-2 from UCPath for your 2018 tax information is today, Friday, January 18, 2019. It’s fast, secure and environmentally friendly.
To sign-up, visit UCPath online and click on Employee Actions > Income and Taxes > 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 for the electronic statement. 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 note that UCLA employees may receive two (2) W-2s for 2018:

- One (1) W-2 statement from UCLA to cover your January – September 2018 paychecks. Employees who have elected electronic W-2s will receive notification through At Your Service (AYSO) once their W-2 has been posted to their AYSO account. Forms will be post marked by January 31, 2019 for employees who have elected to have a paper W-2.

- One (1) W-2 statement from UCPath to cover your October – December, 2018 paychecks. You will need to log into UCPath to obtain your W-2 if you have signed up for an electronic W-2 in AYSO (Consent to receive electronic W-2s in AYSO converted over to UCPath at cutover.)

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.

Please see attached flyer for posting and distribution.

**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.

**Notice: Potential UCRP Over-Contributions from NX and EX Employees**
The UCPath Center and Medical Center Payroll are working together to resolve a potential issue with the Holiday Comp correction that was applied to the 12/26/18 paycheck, resulting in over-contributions to UCRP from NX and EX employees. The fix has been staged into three (3) different scenarios:

1. Non-Duplicate Transactions
2. Duplicate Transactions that balance to zero in the hours and earnings amount
3. Duplicate transactions that do not balance to zero in either hours or earnings amount (about 22 employees)
A sampling of the transactions will be tested to ensure the correction results is the desired outcome: that the UCRP deduction is corrected, the Holiday Comp leave balance is corrected, and the Holiday Float Comp balance is corrected. The current focus is on the transactions processed in the 12/15/18 Pay Period that submitted in duplicate.

**2019 CRU Payroll Processing Calendar Now Available**
The 2019 CRU Payroll Processing Calendar is now available on the Resources page of the CRU website:
https://www.centralresourceunit.ucla.edu/resources

Please refer to this calendar for UCLA-campus specific payroll processing deadlines in 2019, specifically for the submission of mass transaction files. The calendar is also attached to this email for your reference.

**UCPath Overpayment/Repayment Process Options & FAQs**
Please review the attached UCPath Overpayment/Repayment Process Options & FAQ document. Your department may choose to share this document with employees.

**Review, Add and Updating Your Personal Information**
It’s the new year and there’s no better time than now to review and update your personal information. Take a moment and log in to UCPath online and select Employee Actions > Personal Information > Personal Information Summary to review and/or update your emails and address. By doing this, you’re helping to ensure the timely delivery of important information.

**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
- **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 that demonstrations are limited to the first 500 participants. Please see attached flyer for posting and distribution.

**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 <strong>inaccurate</strong>, then contact...</td>
<td><strong>The UCLA Central Resource Unit (CRU):</strong></td>
</tr>
<tr>
<td>• If you have questions about the <strong>calculations and deductions</strong> 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. This form is available on the Contact page of the CRU website: <a href="https://www.centralresourceunit.ucla.edu/contact">https://www.centralresourceunit.ucla.edu/contact</a></td>
</tr>
<tr>
<td>• If you <strong>did not receive a paycheck</strong>, then contact...</td>
<td><strong>Phone. Call (310) 825-1089 and select Option 5, Monday – Friday, 8:00 a.m. to 4:00 p.m.</strong></td>
</tr>
<tr>
<td>• If you are having <strong>technical issues</strong> (e.g., logging into UCPath, problems authenticating, etc.), 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. This form is available on the Contact page of the CRU website: <a href="https://www.centralresourceunit.ucla.edu/contact">https://www.centralresourceunit.ucla.edu/contact</a></td>
</tr>
<tr>
<td>• If you are a <strong>transactor</strong> (someone who performs transactions on behalf of an organization or department) in UCPath and have a question, then contact...</td>
<td><strong>Phone. Call (310) 825-1089 and select Option 5, Monday – Friday, 8:00 a.m. to 4:00 p.m.</strong></td>
</tr>
</tbody>
</table>
• If you have issues or questions that are **non-payroll related**, *(examples: benefits, vacation accruals, etc.)*, then contact...

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**

<table>
<thead>
<tr>
<th>The UCPath Center:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UCPath Portal.</strong> Log in to the <a href="#">UCPath Portal</a> and click on the <strong>Ask UCPath Center</strong> button to generate a ticket.</td>
</tr>
<tr>
<td><strong>Phone.</strong> Call <strong>(855) 982-7284</strong>, Monday – Friday, 8:00 a.m. to 5:00 p.m.</td>
</tr>
</tbody>
</table>