

UCPath Implementation Project

Important UC Deadlines

We would like to take a moment to share information regarding important deadlines that may affect you and the actions required.

Information About Your Taxes

**It's Tax Season!
Sign-up to Receive Your
UCPath W-2 Online
DEADLINE:
January 18, 2019**

If you currently receive your W-2 in the mail, consider receiving it electronically. The deadline for requesting an electronic W-2 for your 2018 tax information is **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.

Important Note: All UCLA employees will receive two (2) W-2s for 2018

- W-2 statement from AYSO will cover your January – September, 2018 paychecks. You will need to log into AYSO to obtain your W-2 if you have previously signed-up for an electronic W-2 in AYSO.
- W-2 statement from UCPath will cover your October - December, 2018 paychecks.

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.

Federal and State Earned Income Tax Credit (EITC)

- In accordance with the Earned Income Tax Credit Information Act, the university includes a notice with all Form W-2 statements notifying employees that they may be eligible for the federal Earned Income Tax Credit (EITC). The Earned Income Tax Credit, EITC or EIC, is a benefit for working people with low to moderate income. To qualify, you must meet certain requirements and file a tax return, even if you do not owe any tax or are not required to file. EITC reduces the amount of tax you owe and may give you a refund. To see if you qualify use the [IRS' online EITC Assistant](#). Additional information regarding the federal Earned Income Tax Credit (EITC), can be obtained by referencing [IRS Notice 797 \(PDF\)](#), or by contacting the Internal Revenue Service by calling 1-800-829-3676 or through the [IRS website](#).
- You also may be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC form (FTB 3514).
- For information on the availability of the credit, eligibility requirements, and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through the [State of California Franchise Tax Board website](#).

<p>1042-S Tax Forms DEADLINE: January 18, 2019</p>	<p>International persons receiving wages from the University of California may receive either a W-2 or 1042-S (Foreign Person's U.S. Source Income Subject to Withholding). If this applies to you, please take a moment to verify your email and home mailing addresses matches in both UCPATH online 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 elect to have an electronic 1042-S sent to you via your GLACIER account. The deadline for requesting is January 18, 2019. To learn more about Form 1042-S, visit the IRS' web page About Form 1042-S.</p>
<p>Claiming Exemption from Withholding DEADLINE: February 13, 2019</p>	<p>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.</p>
<p>Information about Reviewing and Updating Your Personal Information</p>	
<p>Add/Update Your Personal Email Address and Home Address on UCPATH</p>	<p>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.</p>
<p>Review/Update Dependent information DEADLINE: January 18, 2019</p>	<p>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. Take a moment to log in to UCPATH online to review and/or update your dependent information by selecting Employee Actions > Health and Welfare > Dependent Coverage in the Employee Actions menu. The deadline for updating your dependent information is January 18, 2019.</p>
<p>Information on Managing Your Vacation Accruals</p>	
<p>Reduce Over Maximum Vacation Accruals DEADLINE: January 31, 2019</p>	<p>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:</p> <ul style="list-style-type: none"> ● 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. ● Exceptions 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.
<p>Information on How You Can Learn More about UCPATH</p>	
<p>Weekly UCPATH Online Demonstrations</p>	<p>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. During these sessions you can expect to learn more about...</p> <ul style="list-style-type: none"> ● 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 <p>If you would like to join the webinar, see the Zoom information below:</p>

	<ul style="list-style-type: none"> • Step 1: Join the Zoom Meeting. • 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 <p>(Demonstrations are limited to the first 500 participants.)</p>
2019 Payroll Calendar	Find the current UCPath Payroll Calendars under the Quick Links section on the front home page of UCPath. You can select Payroll Calendars & Schedule to view both biweekly and monthly calendars.
Have Questions or Need Help?	<p>For General Questions: Please visit UCPath online and click on “Ask UCPath Center” to submit an inquiry. You may also call the UCPath Center at (855) 982-7284 from 8 a.m. to 5 p.m. (PDT) Monday – Friday and speak with an associate.</p> <p>For Payroll Questions: Please contact the UCLA Central Resource Unit (CRU) by sending an email to contactcru@ucla.edu to generate a case that will be assigned to a CRU team member who will follow-up with you to resolve your issue. You may also phone the CRU at (310) 825-1089 and select Option 5, Monday – Friday, 8:00 a.m. to 4:00 p.m.</p>