

## Update – Don’t Wait

### Review and Update Your Personal Information at [UCPath Online](#).

To make sure you receive important pay, benefits, and other critical communications, keep your personal information updated in UCPath, the University of California’s (UC) payroll, benefits, human resources, and academic personnel system for all UC employees.

1. [Login to UCPath Online](#) and go to “Personal Information Summary” on your dashboard to expand to the appropriate section.
2. Review the information below to ensure it is current and correct.
3. If information is not correct or current, please update it immediately. Click “Save.”
4. Questions? Contact UC Irvine’s [Employee Experience Center \(EEC\)](#).

<p><b>Your Home Address</b></p>	<p>Having a valid, current address is critical so UC can send benefits information, paper paychecks (if you are not enrolled in direct deposit) and other essential messages to you. If the home address is not a valid address where you can pick up mail, it can result in a 2+ week delay in getting your paycheck.</p> <p><u>Note:</u> Often the first check for a new employee is a paper paycheck, even if you sign up for Direct Deposit. Paper paychecks are always mailed to the <b>home address</b>, even if you add a mailing address to your personal information.</p> <p>This is also important if you leave UC and choose to keep your retirement plan accumulations in the plan.</p>
<p><b>Your Secondary Email Address</b> <i>(not your UCI email address)</i></p>	<p>If you retire or leave UC Irvine, UC needs your secondary (personal) address to invite you to log into the “UCPath Former Employee Portal,” where you will be able to access your earnings statements, W-2 forms, and other important documentation.</p>
<p><b>Direct Deposit Information</b></p>	<p>Direct Deposit electronically transfers your payments to your bank account and is significantly faster than getting paid by paper paychecks. To enroll, modify, or cancel direct deposit payments, go to the Direct Deposit page:</p> <ul style="list-style-type: none"> <li>• From the Dashboard: Income and Taxes &gt; Direct Deposit</li> <li>• From the Menu: Employee Actions &gt; Income and Taxes &gt; Direct Deposit</li> </ul> <p><a href="#">Review detailed instructions</a> on how to enroll, modify, or cancel direct deposit.</p> <p><u>Note:</u> If you leave UC for more than 60 days or do not have an active appointment in UCPath for more than 60 days, Direct Deposit information will be deactivated, and you will need to enter it again when next active in UCPath. This information can be entered starting the first day of the new assignment.</p>
<p><b>State Tax Information</b></p>	<p>Verifying your personal email and home address in UCPath Online is important for state taxes but is not the only step for determining correct state tax withholding. In UCPath online, click ‘Forms Library’ and under Payroll click ‘out-of-state Income tax withholding.’ Complete the required information to ensure correct withholding.</p>

**Important Reminder:** Remember to update your information with other service providers, too, including Fidelity, your local Human Resources (HR) and Payroll offices, and other service providers, as needed.