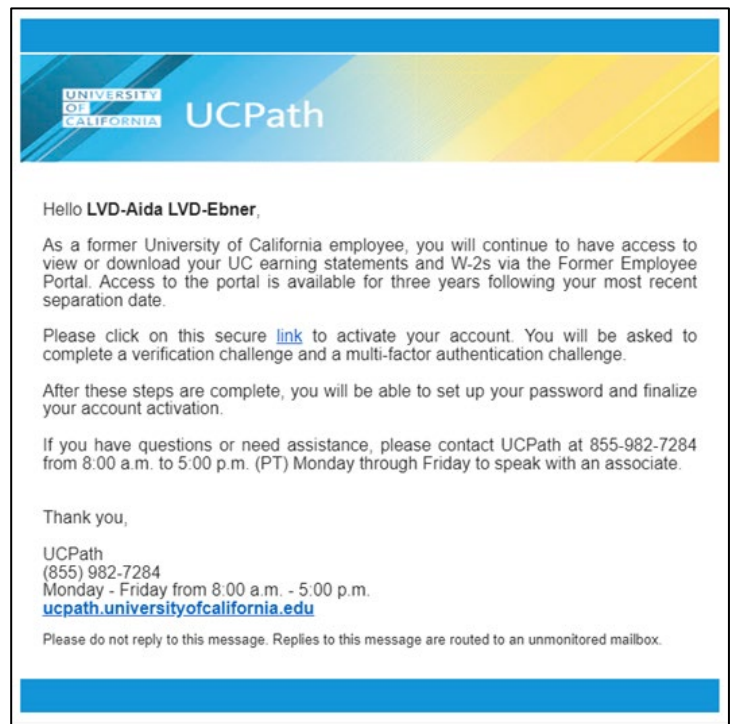# Job Aid: UCPath Former Employee Portal

This document provides information on accessing and navigating the UCPath Former Employee Portal. The Former Employee Portal enables separated UC employees to update their personal information and retrieve UCPath documents such as their earnings statements, W-2s, and 1095-Cs.

> ⚠ **Note:** Only former employees who received earnings/W-2 forms issued by UCPath will have access to this site.

Getting Started

Ensure you have entered **a personal email address and personal phone number** in UCPath before your employment separation with UC. After you have separated, a Former Employee Portal registration email will be sent to your personal email address. If you do not have a current personal email or phone number on file, call UCPath. An associate will update your contact information and ensure you receive your registration email.

Former Employee Account Set-Up

If UCPath has your personal email address on file, you will receive a notification email as soon as you are eligible to access the Former Employee Portal. This email will include a **secure link** to the Former Employee Portal.

- Click the **secure link** in the email to navigate to the Former Employee Portal Account Activation page
- On the Account Activation page, you will be prompted to validate your identity by entering your date of birth in **MMDDYYYY** format without using dashes or slashes.
- If your date of birth is successfully validated, you will be directed to confirm your identity via multi-factor authentication (MFA), as shown below.
  - **Note:** Only U.S.-based phone numbers can be used for MFA. Users residing outside the U.S. who require assistance should contact UCPath directly.

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- If you select **Call Me**, you will receive a six-digit verification code via automated phone call

- If you select **Text Me**, you will receive a six-digit verification code via SMS text message

Once received, enter the verification code in the **Enter Code** field and click **Verify**. A confirmation message will appear, advising that you will be redirected to the next page.

> ⚠ **Note:** For your security, you must validate your information through multi-factor authentication each time you log into the Former Employee Portal. Do not share the code with anyone; UCPath associates will never ask you for it.

Account Activation: Password Setup

Upon first login, you will be directed to create a personalized account password. Your password must contain the following:

- At minimum 12 characters
- At minimum 1 number
- At minimum 1 lower case letter
- At minimum 1 upper case letter

Note: Your personalized password can contain special characters; however, it is not a requirement.

Once you have entered an acceptable password, you will receive an email from UCPath confirming account activation. This email will include your **Employee ID**, which is used as your username, and a **link** to the Former Employee Portal login page. Click the **link** to the Former Employee Portal login page

- Enter your **Employee ID** provided in the email and the password you set up
- After entering the login details, you must complete MFA again
- Once completed, you will be granted access to your Former Employee account

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How to Access Your Username

Your username is your **UC Employee ID** number. If you forget your **Employee ID**, select the **Request Employee ID** button on the login page.

You will be prompted to enter your **personal email address** and your date of birth in **MMDDYYYY** format without using dashes or slashes. Your **Employee ID** will be sent to you via email.

How to Reset Your Password

If you forget your password, select the **Forget Password** button on the login page. You will be prompted to enter your **Employee ID** and **email address**.

• You will be emailed a secure password reset link

Note: The secure link is valid for 1 hour and expires after use

• Once you click the link, you will be directed to verify your identity via MFA

• Once verified, you will be redirected to the password creation page, where a new password can be created

• You will receive an email advising that your password has been updated

If you do not receive an email to retrieve your **Employee ID** or **temporary passcode**, contact UCPath for further assistance.

UNIVERSITY OF CALIFORNIA

Former Employee Login

Employee ID

Password

Sign In

Request Employee ID   **Forgot Password**

Need more help?
Contact UCPath to speak with an associate M-F from 8:00 am to 5:00 pm (PT) at 855-982-7284 or by email at ucpath@universityofcalifornia.edu

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Accessing your information

Once you have signed in successfully, you can access your income and tax documents for payroll information processed by UCPath. You can also ensure your personal contact information is up to date and make any necessary changes.

> ⚠️ **Note:** You will have access to the Former Employee Portal for up to thirty-six (36) months after your separation date, so make sure to download any information you need for your records.

Income and Taxes

From the Home Page, select the **Income and Taxes** tile. In this section, you can generate a verification of employment summary, review your previous paychecks, access your Form 1095-C and view your W-2/W-2c Forms.
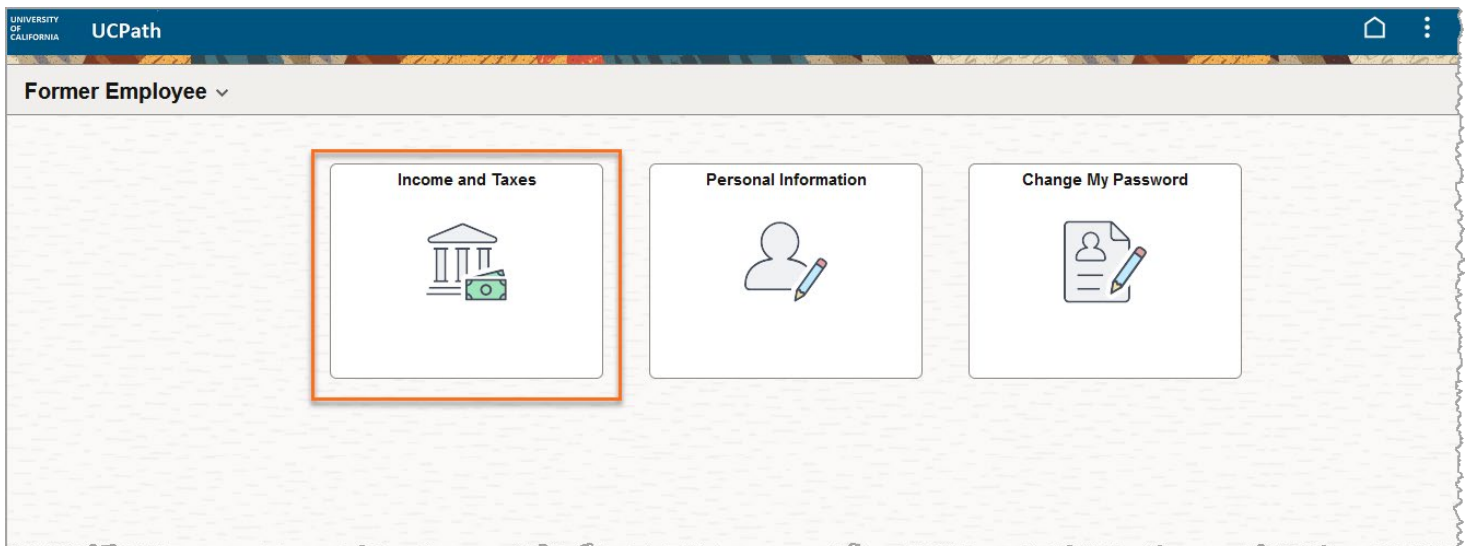
Verification of Employment Summary

- To access your verification of employment report, navigate to **Income and Taxes > Verification of Employment**
- This section details how to provide verifiers with proof of employment and income
- If you need an employment verification for your records, you may download a summary by clicking the **Generate Summary Report** link at the bottom of the page
- **Note:** The link will open in a new browser tab, and you can save or print the report

Paycheck

- To access your UCPath-issued paychecks, navigate to **Income and Taxes > Paychecks**.
- The **View Paycheck** page only displays paychecks processed within the last 3 months. To locate a paycheck processed more than 3 months ago, use the **Filter** option and enter the appropriate date range.
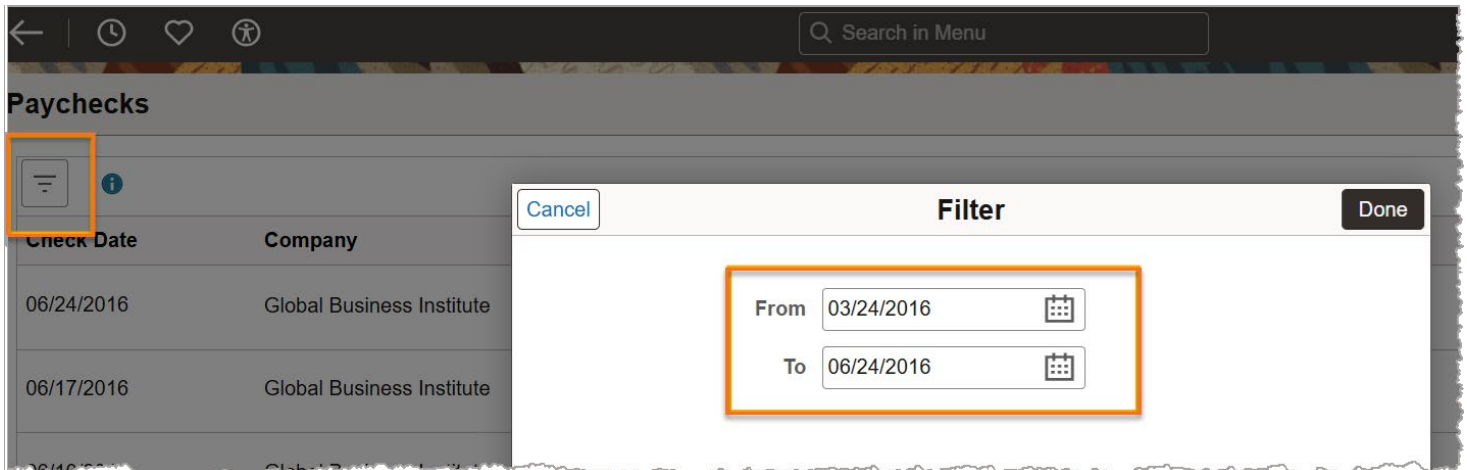
- To view your paycheck, click the **Paycheck Data** hyperlink or the **View Paycheck** button
- Click the **Download Attachment** button. Your online paystub appears in a new browser tab. You can print, download or save this page to retain a copy for your records.

⚠️ **Note:** Only paychecks processed by UCPath appear in this section. If you were paid by a third-party agency, your paycheck will **not** be visible here.

Form 1095-C or W-2/W-2C Form

- To access your 1095-C or your W-2/W-2c forms, navigate to **Income and Taxes** and select the corresponding tile for the form you need
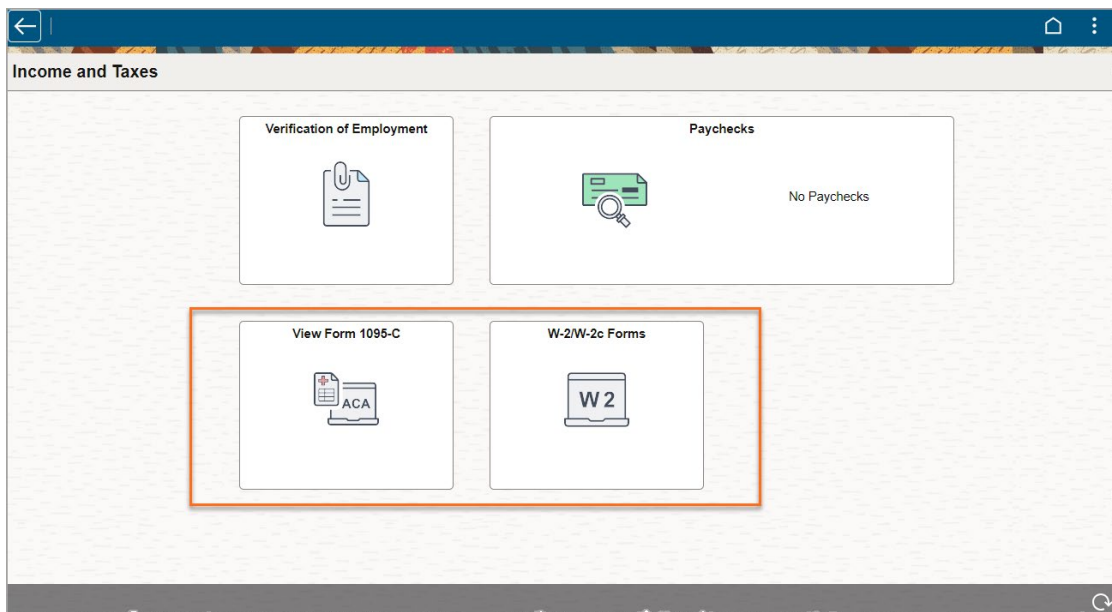
- You can review your documents by clicking the **Year End Form** link

- Click the **Download Attachment** button to view an electronic copy of your form

- You can print, download or save this page to retain copies for filing or for your own personal records

⚠ **Note:** Forms 1095-C and W-2/W-2C from previous payroll systems and third-party agencies are **not** available in UCPath.

Personal Information

From the Home Page, select the **Personal Information** tile. In this section, you can review and update your address, contact details and additional personal information.
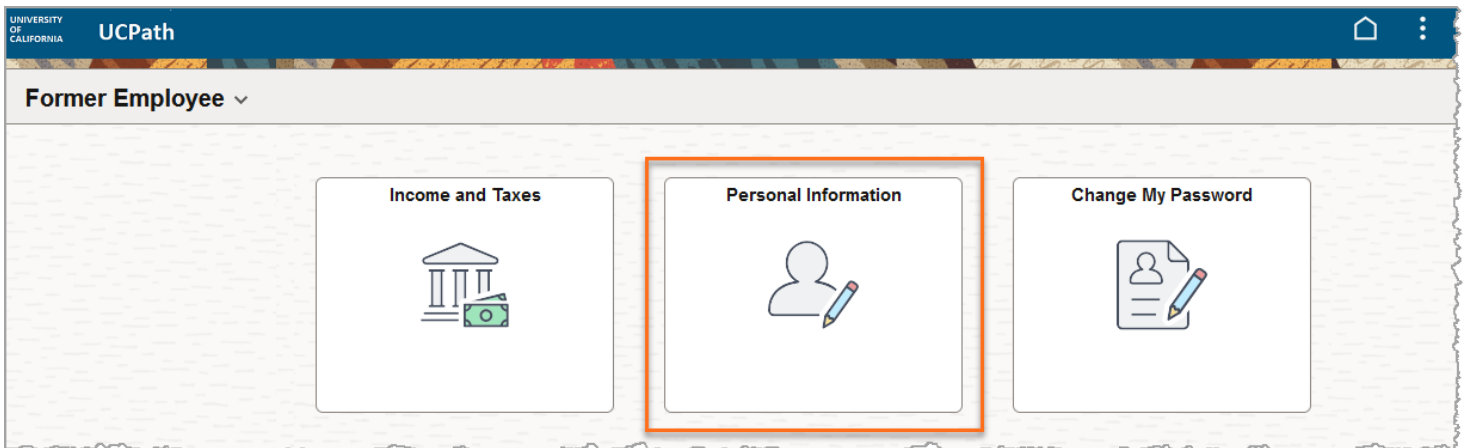
Updating Your Address

- You can view and update your address by navigating to **Personal Information > Addresses**

- To update your address, click on the address you want to change
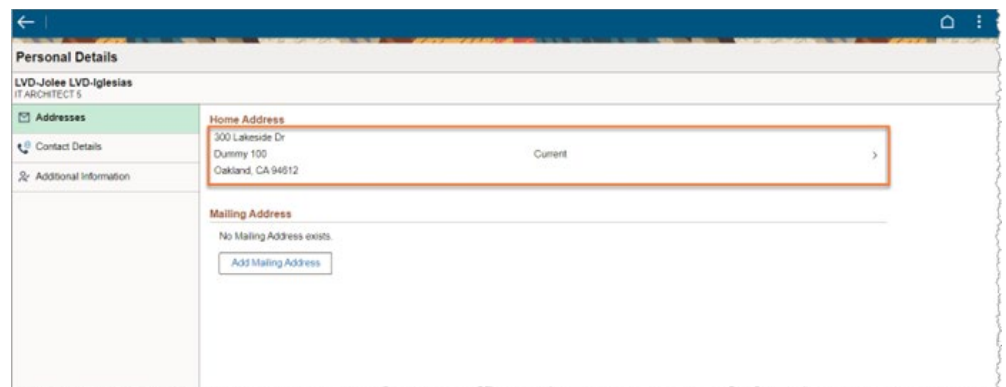
- Enter the necessary updates, then click **Save** to confirm the address change

Adding an address

- To add an address, click **Add Mailing Address**

- In the **Change As Of** field, enter the date the address change takes effect. You can either type the effective date in the box or select the date using the calendar icon.

- Enter your new address, and once complete, click **Save**

Contact Details

To review your phone number and email address, navigate to **Personal Information > Contact Details** from the Home Page. You can also access this page by selecting **Contact Details** on the left side of the screen.

In this section, you will find the phone numbers and email addresses you provided UCPath. It also indicates the type of contact information (such as Personal, Home, or Campus) and your preferred means of contact.

Updating Your Phone Number

- To update your phone number, click on the phone number you want to change

- Enter the new number and extension, if applicable, and click **Save**

- You can also delete a phone number by clicking **Delete**
- **Note:** Business phone numbers cannot be deleted from your profile

Adding A Phone Number

- To add a phone number to your profile, click the plus button in the left corner of the **Phone** field

- Select the phone number type from the drop-down menu

- If this is your preferred contact phone number, select the **Preferred** box

- Enter the new number and extension, if applicable, and click **Save**

Updating Your Email Address

- To update your email address, click the email address you want to change

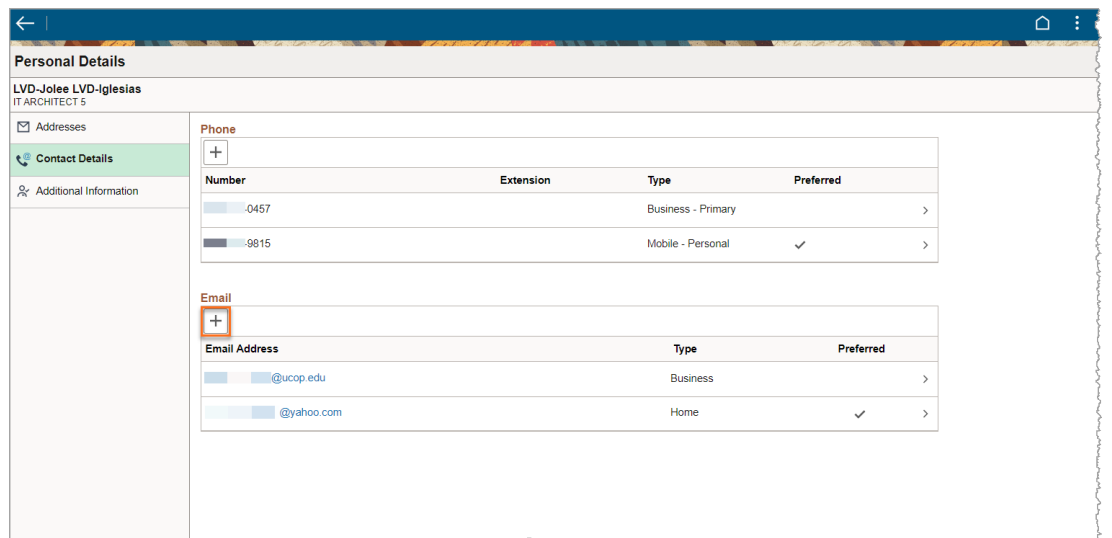- Enter the new email address and click **Save**
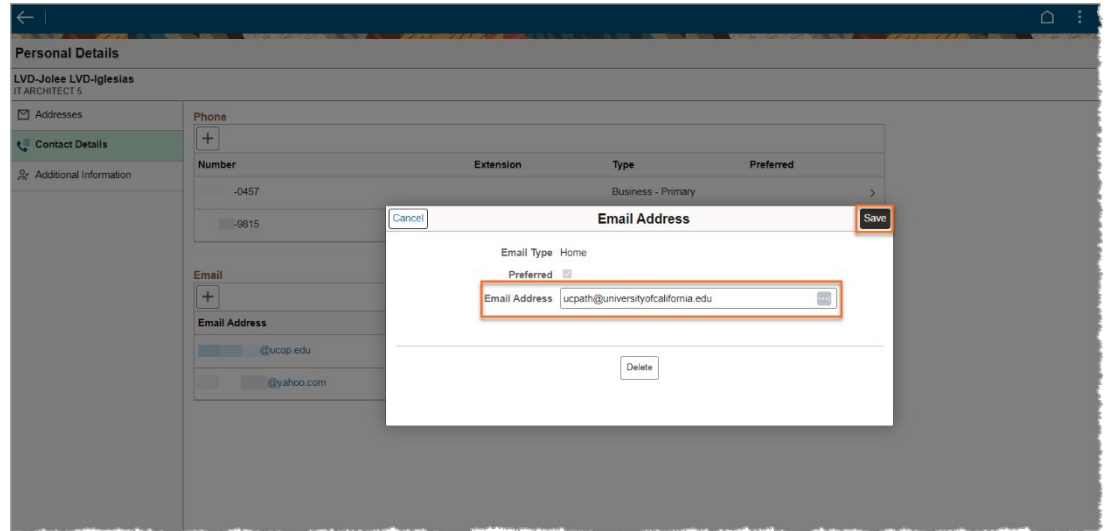
- You can also delete an email address by clicking **Delete**

- **Note:** Business email addresses cannot be deleted from your profile
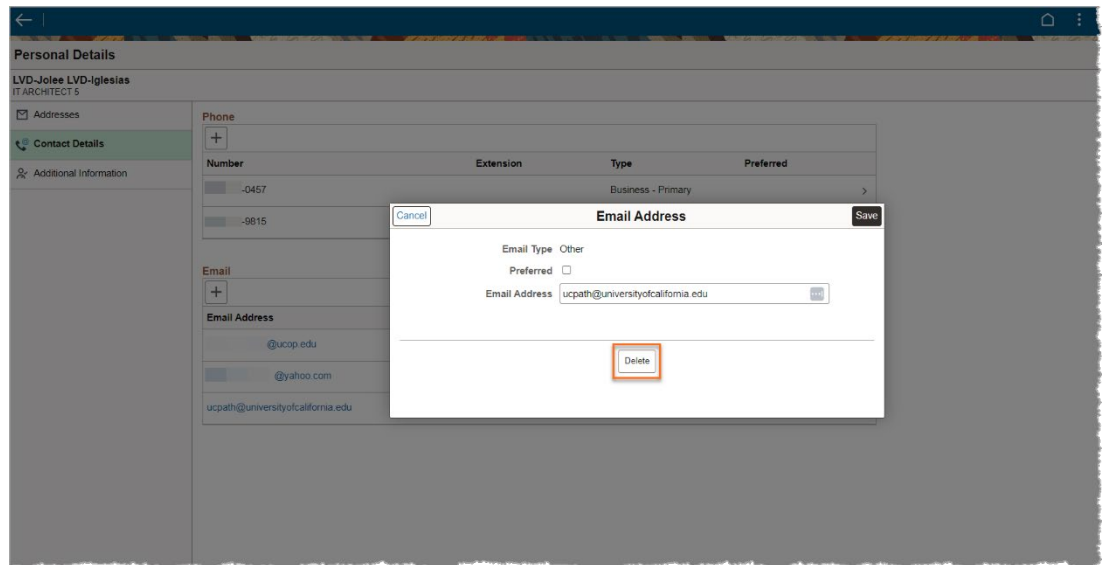
Adding an Email Address

- If you want to add an email address, click the plus button located in the left corner of the **Email** field

- Indicate the type of email address being entered using the drop-down menu

- If this is your preferred contact email address, select the **Preferred** box

- Enter the email address and click **Save**

Additional Information

You can access the **Additional Information** page by navigating to **Personal Information > Contact Details** from the Home Page. The **Additional Information** section maintains your date of birth and Social Security Number. For your protection, only the last four digits of your Social Security Number are shown.

Changes to this information **cannot** be made within the Former Employee Portal. If you need to update this information, contact UCPath for further assistance.
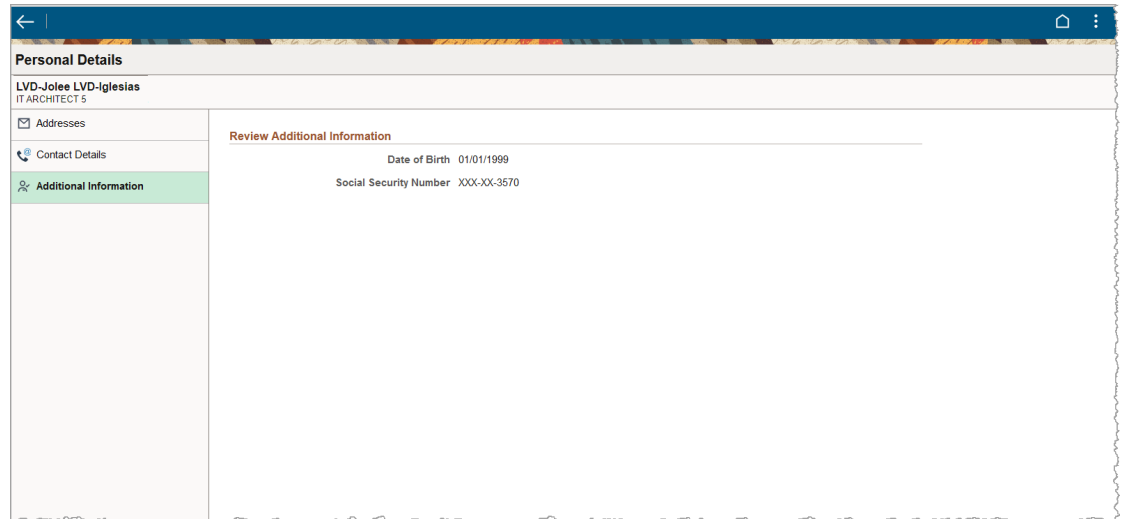
Change My Password

You can change your password at any time in the Former Employee Portal by selecting the **Change My Password** tile on the Former Employee Portal homepage.
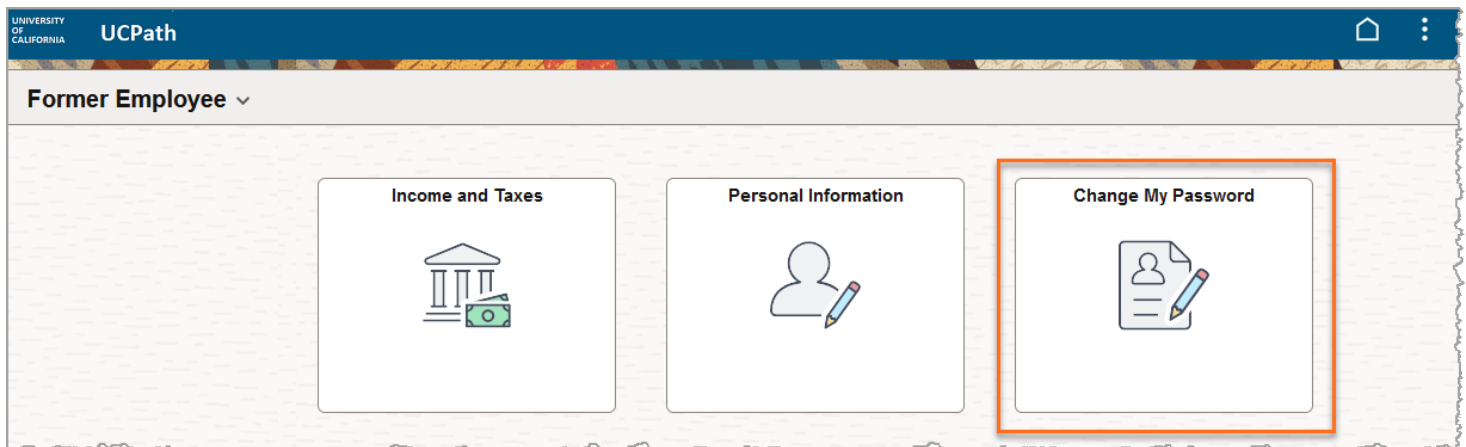
- On the **Change Password** page, you will be required to enter your current password in the **Current Password** field.

- Using the password requirements listed on the page, enter your new password in the **New Password** field and confirm it by re-entering it in the **Confirm Password** field.

- Click **Change Password** to save your changes.