**WELCOME TO THE UNIVERSITY OF CALIFORNIA, SANTA CRUZ**

This sheet contains general employment information.

**DIRECT DEPOSIT OF PAY**

To sign up for direct deposit, please log on to UC At Your Service:

<https://atyourserviceonline.ucop.edu/ayso>

**FEDERAL AND STATE TAX WITHOLDING**

The default tax withholding is “Single, 0” which represents the taxpayer as filing as unmarried with no dependents. To update to a different withholding status, log on to UC At Your Service:

<https://atyourserviceonline.ucop.edu/ayso>

**INSTRUCTIONS FOR USING UC AT YOUR SERVICE WEBSITE**

[https://financial.ucsc.edu/Pages/Payroll\_EmployeeGuide.aspx - aysoSite](https://financial.ucsc.edu/Pages/Payroll_EmployeeGuide.aspx#aysoSite)

**PAY PERIODS**

Your first paycheck will be issued \_\_\_\_\_\_\_\_. Your normal monthly payday will be on the first of the month following the month worked (e.g., December time worked is paid to you in January). Your W-2 form will reflect earnings for the time worked from December through November, not January through December. If your pay date falls on a Saturday or Sunday, you will be paid the preceding Friday (with the exception of December time which is always paid the first business day in January).

NOTE: Your employee ID Number is located on your paycheck stub.

**INCIDENT REPORTS**

If you sustain a job-related injury or illness, you must report this to your supervisor immediately. If you wish to be seen by your own doctor in the event that you are injured or become ill on the job, you must have on file a "UCSC Employee Physician Designation Form" prior to being injured. Contact Risk Services at 459-5154 to request a designation form. If a designation form is not on file, the University will arrange for your medical care at Santa Cruz Occupational Medical Center. For more information on how to obtain medical care if injured on the job, please visit the UCSC Risk Management website:

<https://risk.ucsc.edu/workers-comp/reporting-and-treatment.html>

**HEALTH & SAFETY**

It is the responsibility of every employee to promote a safe and healthy working environment. EH&S' web site contains information on health, safety and environmental principles and services including training.

<http://ehs.ucsc.edu/>

**BENEFITS ENROLLMENT**

To enroll in benefits, please log on to UC At Your Service:

<https://atyourserviceonline.ucop.edu/ayso>

Call 1-800-888-8267 to reset your password or if you need technical help, or call the UCSC Benefits Office at (831) 459-2013.

## INFORMATION FOR SAFE HARBOR PARTICIPANTS

## <http://ucnet.universityofcalifornia.edu/forms/pdf/retirement-savings-program-information-for-safe-harbor-participants.pdf>

## SUPERVISING TEACHING ASSISTANTS

<http://shr.ucsc.edu/elr/ase-toolkit/supervising-teaching-assistants-the-essentials.html>

**ACADEMIC CALENDAR**

<http://reg.ucsc.edu/calendar/>

**MyUCSC**

[https://my.ucsc.edu](https://my.ucsc.edu/)

MyUCSC is the student information system used by applicants, students, faculty and staff. Users log in to MyUCSC with a CruzID. MyUCSC is used by students to enroll in classes, check their grades, view their financial aid and billing accounts, and update their personal information. MyUCSC also provides information on other campus services.

# DISABILITY ACCOMODATION AND RESOURCES

<http://ada.ucsc.edu/index.html>

# EMPLOYEE ASSISTANCE PROGRAM

<http://shr.ucsc.edu/benefits/eap/>

The EAP program offers employees confidential, no-cost assistance with a variety of personal or workplace concerns, ranging from stress and depression, to coping with grief and loss. This benefit is confidential, and you have no co-pay for visits with a mental health professional in your community.

# OFFICE FOR DIVERSITY, EQUITY, AND INCLUSION

<https://diversity.ucsc.edu/>

# PROBLEM AND COMPLAINT RESOLUTION RESOURCES

<https://ombuds.ucsc.edu/>

List of references for assistance.

## CAMPUS POLICE DEPARTMENT

<https://police.ucsc.edu/>

# UNIVERSITY OF CALIFORNIA ETHICS GUIDE

<https://financial.ucsc.edu/Pages/Ethics_Guide.aspx>

**PRINCIPLES OF COMMUNITY**

<https://www.ucsc.edu/about/principles-community.html>

# UCSC IS A SMOKE AND TOBACCO-FREE CAMPUS

<http://tobaccofree.ucsc.edu/>

**TITLE IX/SEXUAL HARASSMENT**

<https://titleix.ucsc.edu/>

Provides assistance in investigating and resolving complaints of sexual harassment and provides education to the UCSC community. Emphasis is on prevention and early resolution.

## TRANSPORTATION AND PARKING SERVICES

<http://taps.ucsc.edu/>

# UCSC SUBSTANCE ABUSE PREVENTION PROGRAM

<https://shr.ucsc.edu/talent-acquisition/annual-notice-substance-abuse-ltr.pdf>

**VIOLENCE IN THE WORKPLACE**

<http://shr.ucsc.edu/procedures/violence_in_the_workplace/index.html>

# WHISTLEBLOWER POLICIES

<https://whistleblower.ucsc.edu/>

Whistleblower policies govern reporting and investigation of allegations of suspected improper governmental activities, and together with the whistleblower protection policy, represents UC’s implementing policies for the California Whistleblower Protection Act (Government Code Section 8547-8547.12).

*Updated September 2019*