

# UNIVERSITY OF CALIFORNIA, SANTA CRUZ

## POLICIES AND HELPFUL WEBSITES FOR ACADEMIC EMPLOYEES

Welcome to the University of California, Santa Cruz! This sheet contains employment resources, campus policies, and other helpful information. Questions regarding your employment at UCSC can be directed to your Academic Human Resources Representative/Timekeeper. <https://apo.ucsc.edu/about/contacts/div-contacts/academic-timekeepers.html>

**UCPATH** <https://ucpath.universityofcalifornia.edu/>

University of California's payroll, benefits, human resources and academic personnel system for all UC employees.

### **UCPATH EMPLOYEE SELF SERVICE PORTAL (ESS)**

24/7 access to payroll, benefits, and HR Information.

Please allow 5 to 7 business days from your date of hire before accessing UCPath.

Please login to UCPath Online (ESS) and update the following information as soon as possible:

- Set up security questions and answers
- Disability Status
- Veteran Status
- Ethnic Group
- Patent Acknowledgement
- Update tax withholding information - The default tax withholding allowance for all new hires is: Single, 0 (zero)

You may also:

- Sign up for Direct Deposit
- Enroll in Benefits (does not apply to Postdoctoral Scholars)

### **PAYCHECKS**

**Receiving Your Pay** <https://ucpath.ucsc.edu/pay-in-path/receiving-your-pay.html>

**Monthly Pay Cycle - Payday is the 1st of the month.** If the 1st falls on a weekend or holiday, the pay date is the preceding business day, with the exception of January's payday (which always falls on the first business day in January).

**Biweekly Pay Cycle - Payday is every other Wednesday.**

[2023 Biweekly Payroll Calendar](#)

### **BENEFITS**

- General benefits information: <http://shr.ucsc.edu/benefits/index.html>
- Postdoctoral Scholars benefits information: <http://clients.garnett-powers.com/pd/uc/>
- Benefits Workshops: <https://shr.ucsc.edu/benefits/workshops/index.html>
- UC Retirement and Savings Programs Workshops: [http://shr.ucsc.edu/benefits/workshops/retirement\\_savings.html](http://shr.ucsc.edu/benefits/workshops/retirement_savings.html).

### **EMPLOYEE ID NUMBER**

A unique number assigned to you and available in UCPath ESS.

### **CRUZID and @UCSC EMAIL**

Your CruzID gives you access to campus systems and sets up your @ucsc email. You will receive instructions on how to activate your CruzID and set up your Blue and Gold passwords.

**CRUZPAY – Online Timesheets:** [https://financial.ucsc.edu/Pages/Launch\\_CruzPay.aspx](https://financial.ucsc.edu/Pages/Launch_CruzPay.aspx)

## UNIVERSITY OF CALIFORNIA, SANTA CRUZ POLICIES AND HELPFUL WEBSITES FOR ACADEMIC EMPLOYEES

CruzPay is UCSC's online time reporting system. Information about your CruzPay account will be sent to your @ucsc email if you are required to submit a timesheet.

- **Monthly employees** with appointments that are eligible for leave (vacation, sick leave, paid time off) are required to submit a time sheet every month; reporting leave taken, if any.
- **Biweekly employees** are required to submit a timesheet every biweekly pay period; reporting hours worked and leave taken (if eligible). To ensure on-time pay, please submit your timesheet by the deadline.

### EMPLOYEE ID CARD

Your Employee ID card officially identifies you as a UCSC employee. Some of the services where you can use your Employee ID card include: Transportation and Parking Services (TAPS), library services, and the fitness center.

**Athletics and Recreation:** <https://recreation.ucsc.edu/>

UCSC's fitness center includes gym facilities, fitness classes, pool, outdoor track and more.

**Transportation & Parking Services (TAPS)** <http://www2.ucsc.edu/taps/>

For parking permits and bus passes, your appointment letter may be presented to TAPS for proof of employment. Contact [tapssales@ucsc.edu](mailto:tapssales@ucsc.edu); (831) 459-2190; H Barn (off Carriage House Road and Ox Team Road)

### COVID-19 VACCINATION POLICY

The University of California has issued a policy requiring all UC employees and students to demonstrate proof of vaccination against COVID, or to obtain an approved exemption, prior to coming on University property. Please refer to the following resources for more information.

Policy: [https://policy.ucop.edu/doc/5000695/SARS-CoV-2\\_Covid-19](https://policy.ucop.edu/doc/5000695/SARS-CoV-2_Covid-19)

Vaccine resources and how to comply: <https://news.ucsc.edu/2021/07/systemwide-vaccination-policy.html>

Exceptions: <https://news.ucsc.edu/2021/07/covid-vaccination-exception-policy.html>

### ADDITIONAL INFORMATION FOR NON-RESIDENT ALIENS

#### **International Education Office/International Scholar & Student Services (ISSS)**

J-1 Foreign Scholars are required to attend a mandatory ISSS orientation upon arrival. Contact your International Scholar Advisor for details. For information or other questions such as how to apply for your social security card, please visit: <https://issc.ucsc.edu/index.html>

#### **Taxes**

Non-U.S. Citizens will use GLACIER, a web-based Non-Resident Alien tax compliance system, which helps determine the correct tax rate. You will receive an email informing you that your GLACIER account has been created and with information on the next steps.

### KEYS, BUILDING ACCESS

To request UCSC campus office keys or key card access, please contact your faculty sponsor or department manager.

### HELPFUL WEBSITES AND IMPORTANT INFORMATION (located on the next page)

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**HELPFUL WEBSITES AND IMPORTANT INFORMATION**

- Principles of Community: <http://www.ucsc.edu/about/principles-community.html>
- Staff and Faculty Directory Listing: <http://campusdirectory.ucsc.edu/>
- Electronic Communication Policy, University of California: <http://policy.ucop.edu/doc/7000470/ElectronicCommunications>
- UCSC Faculty & Staff Housing Program: <http://housing.ucsc.edu/employee-housing/index.html>
- Transportation and Parking Services (TAPS): <http://taps.ucsc.edu/>
- Equal Opportunity and Affirmative Action Policies: <http://diversity.ucsc.edu/index.html>
- Workers' Compensation information: <http://risk.ucsc.edu/workers-comp/>
- Policy on Substance Abuse and Dependency: <http://apo.ucsc.edu/policy/capm/016.000%20.html>
- Smoking on Campus: <http://tobaccofree.ucsc.edu/community/quick-facts.html>
- Americans with Disabilities Act: <http://ada.ucsc.edu>
- Sexual Assault/Harassment/Title IX: <http://hdpiu.ucsc.edu/>
- Whistleblower Policy: <http://whistleblower.ucsc.edu/>
- Violence in the Workplace: <https://shr.ucsc.edu/procedures/violence-in-the-workplace/index.html>
- Monthly Working Hours chart (including holidays):  
<https://www.ucop.edu/ucpath-center/files/mypath/calendar/ucpath-monthly-working-hours-2023.pdf>
- UCSC Biweekly Payroll Calendar: <https://www.ucop.edu/ucpath-center/files/mypath/calendar/payroll-calendar-bw-2023.pdf>
- COVID-19 Vaccination Policy: [https://policy.ucop.edu/doc/5000695/SARS-CoV-2\\_Covid-19](https://policy.ucop.edu/doc/5000695/SARS-CoV-2_Covid-19)
- COVID-19 Vaccine resources and how to comply: <https://news.ucsc.edu/2021/07/systemwide-vaccination-policy.html>
- COVID-19 Vaccination Policy Exceptions: <https://news.ucsc.edu/2021/07/covid-vaccination-exception-policy.html>