



UNIVERSITY OF CALIFORNIA
UC RIVERSIDE 
FOM|UCPath Training

Employee Actions: Personal Information

Resources

https://sp.ucop.edu/sites/ucpathhelp/Pilot_Portal/PORplayer/data/toc.html

The screenshot displays the UCPath portal interface. At the top left is the University of California logo and the 'UCPath' title. Below this is a search bar and a navigation tree on the left. The tree includes 'Portal and Self Service' and 'PHCMPOR110: Employee Actions: Personal Information'. Under 'PHCMPOR110', the 'Update My Name' option is highlighted. To the right of the tree is a task area with a 'Share' button and three action buttons: 'See It!', 'Try It!', and 'Print It!'. The main content area contains instructions for updating a name, navigation paths for 'Dashboard Navigation' and 'Menu Navigation', and a note about device-specific portal images.

UNIVERSITY OF CALIFORNIA UCPath

search

Portal and Self Service

- PHCMPOR110: Employee Actions: Personal Information
 - Job Aid: Clear Your Web Browser's Cache
 - Job Aid: Disable Pop-Up Blocker
 - Submit Inquiry
 - Submit Inquiry on Behalf of Employee
 - Monitor Inquiries
 - Reopen Inquiry
 - Update My Name**
 - Update My Address
 - Update My Phone Number
 - Update My Emergency Contact
 - Update Disclosure Forms
 - Review Patent Acknowledgement and Amendment
 - Update My Current Profile Education
 - Update My Current Profile Qualifications
- PHCMPOR111: Employee Actions: Payroll Information
- PHCMPOR112: Employee Actions: Benefits Information
- PHCMPOR120: Manager Self Service

Share

See It! Try It! Print It!

Use this task to update your name in the UCPath Portal. You must update your name with the appropriate Federal agencies before you enter your name change in UCPath.

Dashboard Navigation:
Personal Information > **Personal Information Summary**

or

Menu Navigation:
Employee Actions > Personal Information > **Personal Information Summary**

Note: This example uses portal images as seen on a computer. Portal images appear differently on a tablet or smartphone, but the steps remain the same.

Agenda

- Update My Name
- Update My Address
- Update My Phone Number
- Update My Emergency Contact
- Update Disclosure Forms
- Review Patent Acknowledgement and Amendment
- Update My Current Profile Education
- Update My Current Profile Qualifications
- Submit Inquiry
- Submit Inquiry on Behalf of Employee
- Monitor Inquiries
- Reopen Inquiry

Update My Name - <https://goo.gl/qL5dnZ>

Peggy King
Primary Title: BUS SYS ANL 4
Employee ID: 10000644
Service Date: 01/01/2014

UCPath

Log out

PERSONAL INFORMATION SUMMARY

Peggy King

Try It! Actions X
Use the **Expand All** button to see all personal information fields on this page.
Use the **Collapse All** button to hide the detailed information.
Press [Enter] to [continue](#).

Ask UCPATH Center

EXPAND ALL COLLAPSE ALL

Name

Home/Mailing Addresses

Phone Numbers

Emergency Contacts

Edit profile

Log out

Update My Address - <https://goo.gl/FFkwTs>

Peggy King
Primary Title:
BUS SYS ANL 4
Employee ID:
10000644
Service Date:
01/01/2014

PERSONAL INFORMATION SUMMARY
Peggy King

EXPAND ALL COLLAPSE ALL

Name

Home/Mailing Addresses

Phone Numbers

Emergency Contacts

Email Addresses

Ethnic Groups

Try It! Actions

In this example, update your home address and add a mailing address.

Click the Expand section Home/Mailing Addresses button.

Edit profile

Update My Phone Number -

<https://goo.gl/9mwqRR>

Peggy King
Primary Title: US SYS ANL 4
Employee ID: 0000644
Service Date: 1/01/2014

PERSONAL INFORMATION SUMMARY

Peggy King

[EXPAND ALL](#) [COLLAPSE ALL](#)

- Name
- Home/Mailing Addresses
- Phone Numbers
- Emergency Contacts
- Email Addresses

Try It! Actions

In this example, update your home phone.

Click the Expand section Phone Numbers button.

Update My Emergency Contact -

<https://goo.gl/83xKod>

Roy Nakane
Primary Title: CURRICULUM PLNR 3
Employee ID: 0003126
Service Date: 12/27/2017

PERSONAL INFORMATION SUMMARY

Roy Nakane

[EXPAND ALL](#) [COLLAPSE ALL](#)

- Name
- Home/Mailing Addresses
- Phone Numbers
- Emergency Contacts
- Email Addresses
- Ethnic Groups

[Edit profile](#) [Logout](#)

Try It! [Actions](#) [X](#)

In this example, add an emergency contact.
Click the **Expand** section **Emergency Contacts** button.

Update Disclosure Forms -

<https://goo.gl/t1WvXf>

The screenshot shows the UCPath interface for an employee named Peggy King. On the left is a navigation menu with options like Personal Information, Employee Disclosures (highlighted), Patent Acknowledgments, Disability Status, Veteran Status, and My Current Profile. The main content area is titled 'EMPLOYEE DISCLOSURES' and 'Peggy King'. A yellow callout box with the title 'Try It!' contains instructions: 'Use the Employee Disclosures page to update your disclosure options. The questions you see are based on whether or not your position is represented by a union. Press [Enter] to continue.' Below this, there is a table with headers 'Bargaining Unit', 'Description', 'Job Code', and 'Description'. The table contains a single row with the text: 'This will allow mailing for campus offerings as well as universitywide mailings.' To the right of this row are three sets of 'YES' and 'NO' buttons. At the bottom, there is a 'Confirm and Accept' section with 'Yes' selected, and a 'Last Updated By' field showing 'Peggy King' and a 'Last Updated Date' of '09/25/2017'. A 'Log out' link is in the top right corner, and an 'Ask UCPath Center' button is in the top right of the main content area.

Primary Title: US SYS ANL 4
Employee ID: 0000644
Service Date: 1/01/2014

UCPath Log out

Ask UCPath Center

Try It! Actions X

Use the **Employee Disclosures** page to update your disclosure options.

The questions you see are based on whether or not your position is represented by a union.

Press [Enter] to [continue](#).

EMPLOYEE DISCLOSURES

Peggy King

Bargaining Unit	Description	Job Code	Description
This will allow mailing for campus offerings as well as universitywide mailings.			
May campus processing utilize your home address?			<input type="button" value="YES"/> <input checked="" type="button" value="NO"/>
May campus processing utilize your home phone?			<input type="button" value="YES"/> <input checked="" type="button" value="NO"/>
May campus processing utilize your spouse's name?			<input type="button" value="YES"/> <input checked="" type="button" value="NO"/>

Confirm and Accept: Yes Sys Default/Barg Unit Chg
Last Updated By: Peggy King **Last Updated Date:** 09/25/2017

[Edit profile](#)

Review Patent Acknowledgement and Amendment - <https://goo.gl/iduMfi>

The screenshot shows the UCPATH interface for a user named Peggy King. The left sidebar contains a navigation menu with items like 'Personal Information', 'Employee Disclosure', 'Patent', 'Disability', 'Veteran', and 'My Current Profile'. The main content area is titled 'PATENT ACKNOWLEDGMENT' and includes a message: 'Your Patent Acknowledgment was not signed electronically. If you wish to obtain a copy, please contact your departmental HR representative. If you are required to complete the Patent Acknowledgment electronically, click here.' A large blue 'CONTINUE' button is highlighted with a red border. A yellow callout box points to this button with the text: 'Click the Continue button to view your Patent Acknowledgement.' The top right of the page has a 'Log out' link and an 'Ask UCPATH Center' button. The bottom right corner of the main content area contains the text 'Terms of Use University of California'.

Update My Current Profile

Education - <https://goo.gl/X7cNcA>

The screenshot shows the UCPath interface for a user named Mary Canamar. The page title is "MY CURRENT UC PERSON PROFILE". The user's profile information is displayed on the left sidebar, including their primary title (US SYS ANL 3), employee ID (0003129), and service date (2/27/2017). The main content area shows the "EDUCATION" tab selected, which is highlighted with a red box. Below the tabs, there is a section for "Honors and Awards" with a message stating "There are currently no Honors and Awards for this profile. Please add one if required." and a button to "ADD NEW HONORS AND AWARDS". A tooltip is visible, stating: "In this example, you acquired a bachelor of arts and sciences in 2016 from the University of California, Berkeley. You will add the degree on the Education tab. Click the Education tab."

Update My Current Profile Qualifications - <https://goo.gl/yPpNa4>

Dan Sprau
Primary Title: POSTDOC-EMPLOYEE
Employee ID: 0049587
Service Date: 06/01/2016

UCPath Log out

MY CURRENT UC PERSON PROFILE

Dan Sprau
Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Edit and Delete button next to each item.

QUALIFICATIONS EDUCATION OATH / PATENT SIGNATURE DATE

Honors and Awards

There are currently no Honors and Awards for this profile. Please add one if required.

ADD NEW HONORS AND AWARDS

Try It! In this example, you received the American Association for the Advancement of Science award and the Clinical Laboratory Science license. You will enter the award and license on the **Qualifications** tab. Press [Enter] to [continue](#).

Ask UCPath Center

Submit Inquiry - <https://goo.gl/B93CeW>

OF CALIFORNIA Center

What Is Your Question?

Try It! Actions X

The Welcome To Ask UCPath Center page appears. The Submit An Inquiry option appears as a link at the top of the page.

Click the Submit An Inquiry link.

Search

Submit An Inquiry

My Inquiries

Topics

Welcome To Ask UCPath Center

A place where you can view and submit inquiries

Ask A Question

Top 5 Trending Articles

- How do I update my gender?
- How secure is the Secova website and the information sent to them?
- What happens if I didn't enroll in benefits within 31 days of becoming eligible?
- I am a separated employee. How do I update my address?
- What is the Pre-note process?

FEATURED

MY FEED

Payroll

Benefits

Leave Balances

Submit Inquiry on Behalf of Employee - <https://goo.gl/i1afcE>

The screenshot displays the UCPath employee dashboard for Jeffrey Sevillano. The left sidebar contains a navigation menu with links to Dashboard, Bookmarks, Employee Actions, Forms Library, Quicklinks, and Help / FAQ. The main content area features a top header with the UCPath logo, a search bar, and links for Log out and Bookmark. Below the header, there are four primary action buttons: View Paycheck, View Benefits, View Retirement Info, and View Leave Balances. A callout box highlights the 'Ask UCPath Center' link, instructing the user to click it. The dashboard also shows a 'Next Paycheck' for May 1, a '350.46' sick hours accrued, and a 'Notices & Updates' section with a notice about direct deposit.

Jeffrey Sevillano
Primary Title: EMPLOYMENT MGR 1
Employee ID: 0076427
Service Date: 10/01/2014

UCPath

Search Log out Bookmark

Ask UCPath Center

Try It! Actions

Click the Ask UCPath Center link.

Next Paycheck
May 1

View Paycheck View Benefits View Retirement Info View Leave Balances

350.46 SICK HOURS ACCRUED

Personal Information Health and Welfare Income and Taxes

Notices & Updates

Eight reasons to sign up for direct deposit

Still getting a paper paycheck? You might want to consider these eight advantages of direct deposit:

- On payday, your pay is already in your account for you to use, without having to visit a bank or ATM.
- Your pay will never get lost or misplaced like a paper check might.

Oct 03, 2017

Edit profile Log out

Monitor Inquiries - <https://goo.gl/YyeUq5>

The screenshot shows the UCPath Center website. At the top, there is a search bar with the text "What Is Your Question?" and a "Search" button. Below the search bar is a navigation bar with links: "My Inquiries" (highlighted with a red box), "Submit An Inquiry", "Topics", and "UCPath Portal". A callout box points to the "My Inquiries" link with the text: "Try It! The Welcome to Ask UCPath Center page appears. The following links appear at the top of the page: My Inquiries, Submit An Inquiry, Topics and UCPath Portal. Click the My Inquiries link." Below the navigation bar, the main content area is titled "Welcome To Ask UCPath Center" with the subtitle "A place where you can view and submit inquiries". There are two tabs: "FEATURED" and "MY FEED". Under "FEATURED", there is a section titled "Top 5 Trending Articles" with five articles listed: "How secure is the Secova website and the information sent to them?", "How do I update my gender?", "What happens if I didn't enroll in benefits within 31 days of becoming eligible?", "I am a separated employee. How do I update my address?", and "What is the Pre-note process?". Under "MY FEED", there are six images with labels: "Payroll", "Benefits", "Leave Balances", and three other images without labels.

Reopen Inquiry - <https://goo.gl/cPSoFj>

The screenshot displays the UCPath Center website. At the top, the 'UNIVERSITY OF CALIFORNIA' logo is on the left, and 'Center' is on the right. Below the logo is a search bar with the placeholder text 'What Is Your Question?' and a 'Search' button. To the right of the search bar is a user profile icon labeled 'John Eng...'. Below the search bar is a navigation bar with links: 'My Inquiries' (highlighted with a red box), 'Submit An Inquiry', 'Topics', and 'UCPath Portal'. A yellow callout bubble with a blue border points to the 'My Inquiries' link. The bubble contains the text: 'Try It! In this example, you have an additional question about a closed inquiry. Click the My Inquiries link.' Below the navigation bar, the main content area is titled 'Welcome To Ask UCPath Center' with the subtitle 'A place where you can view and submit inquiries'. Below this title are two tabs: 'FEATURED' and 'MY FEED'. On the left side of the main content area, there is a section titled 'Top 5 Trending Articles' with five article snippets. On the right side, there is a grid of six images. The top row of images has labels: 'Payroll', 'Benefits', and 'Leave Balances'. The bottom row of images shows a man in a UCPath office and a close-up of a person's face.

OF CALIFORNIA Center

What Is Your Question? Search John Eng...

My Inquiries Submit An Inquiry Topics UCPath Portal

Try It! In this example, you have an additional question about a closed inquiry. Click the My Inquiries link.

Welcome To Ask UCPath Center
A place where you can view and submit inquiries

FEATURED MY FEED

Top 5 Trending Articles

How secure is the Secova website and the information sent to them?

How do I update my gender?

How do I get a "Welcome Kit"?

What happens if I didn't enroll in benefits within 31 days of becoming eligible?

I am a separated employee. How do I update my address?

Payroll Benefits Leave Balances




FOM|UCPath Training Team Email

FOMUCPathtraining@ucr.edu

Training Resources

<http://fomucpath.ucr.edu/training/resources.html>

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TRAINING RESOURCES


View our [Training Resource Matrix](#) to learn more about the training assets that are currently available. Resources are continually updated. Don't see what you are looking for? Send an email to fomucpathtraining@ucr.edu and let us know.

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Thank You