

Job Aid: UCPath Former Employee Portal

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

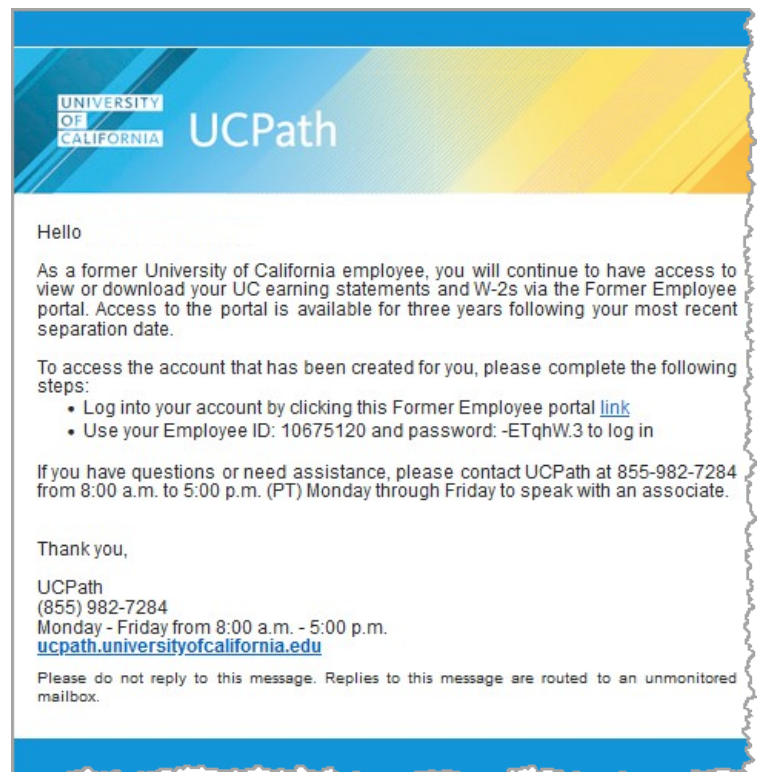
Note: Only former employees who received earnings/W-2 forms issued by UCPath will have access to this site.

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 can update your contact information and ensure you receive your registration email.

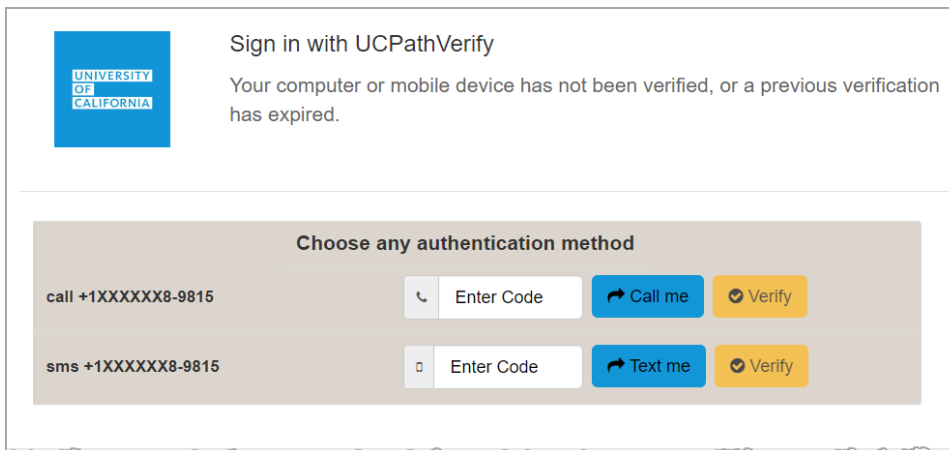
Logging into the Former Employee Portal

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 your employee ID, which is used as your username, and a one-time password.



- Click the **link** in the email to navigate to the Former Employee Portal
- Enter your employee ID and the one-time password from the email
- You will be directed to validate your identity via multifactor authentication (shown below)

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Sign in with UCPATHVerify

Your computer or mobile device has not been verified, or a previous verification has expired.

Choose any authentication method

call +1XXXXXX8-9815	<input type="text" value="Enter Code"/>	Call me	Verify
sms +1XXXXXX8-9815	<input type="text" value="Enter Code"/>	Text me	Verify

- 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 multifactor 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.

How to Access Your Username

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

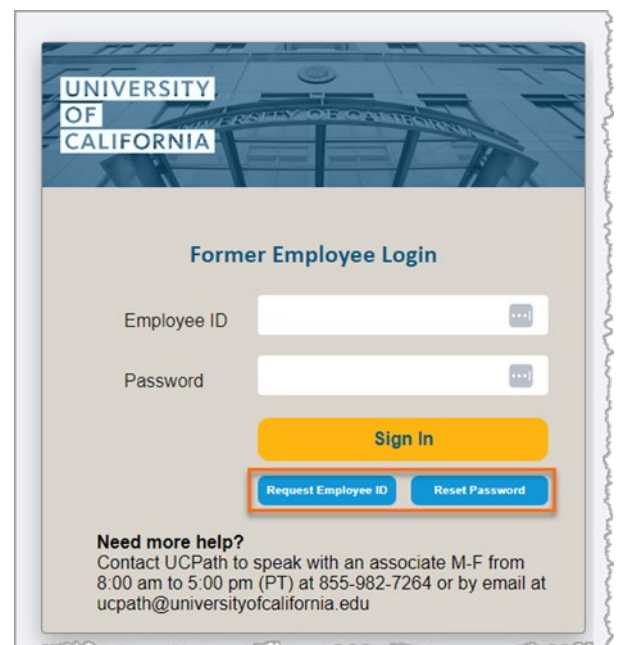
You will be prompted to enter your **personal email address** and your date of birth in **MMDDYYYY** format without using dashes or slashes.

- Your username will be sent to you via email.

How to Access Your Password

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

- A new password will be sent to your personal email address.
- **Note:** This password is system-generated and cannot be customized.



Former Employee Login

Employee ID

Password

[Sign In](#)

[Request Employee ID](#) [Reset Password](#)

Need more help?
Contact UCPATH to speak with an associate M-F from 8:00 am to 5:00 pm (PT) at 855-982-7264 or by email at ucpath@universityofcalifornia.edu

If you do not receive an email to retrieve your username or password, contact UCPATH for further assistance.

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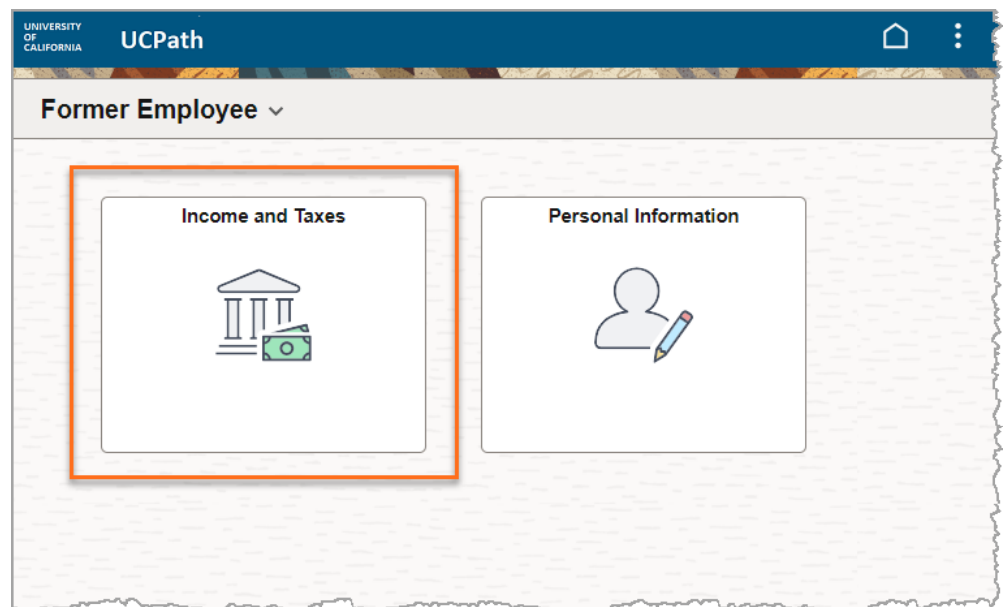
Accessing your information

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 window, and you can save or print the report

Paycheck

- To access your UCPath-issued paychecks, navigate to [Income and Taxes > Paychecks](#). You will see your paychecks listed in order from most recent to oldest.
- All paychecks processed or issued by UCPath appear on the [View Paycheck](#) page
- To view your paycheck, click the [Paycheck Data](#) hyperlink or the [View Paycheck](#) button

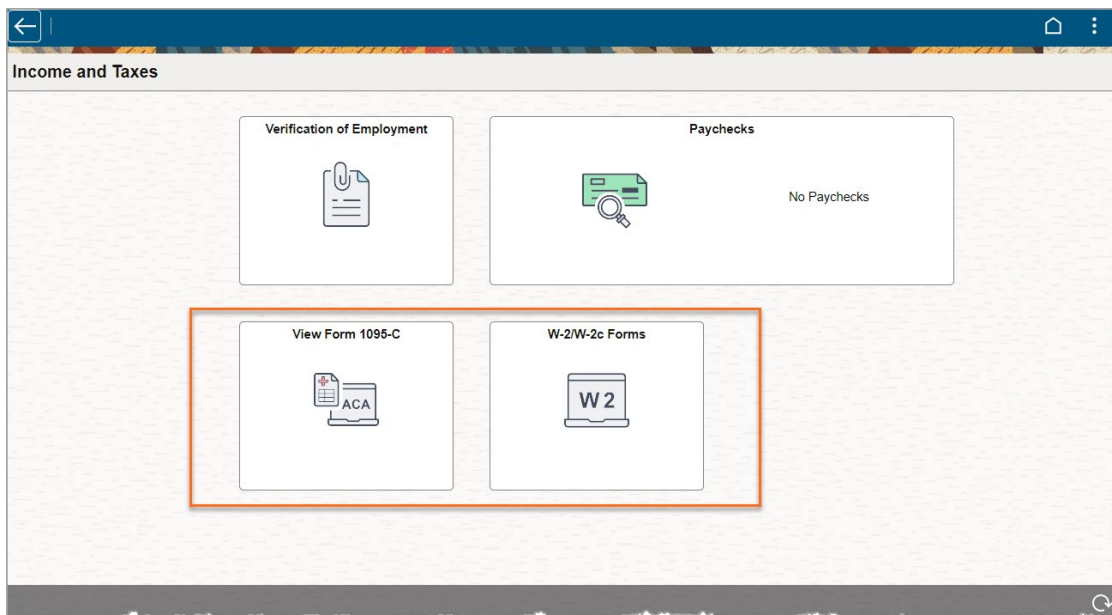
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- Click the [Download Attachment](#) button. Your online paystub appears in a new browser window. You can print, download or save this page to retain a copy for your records.

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



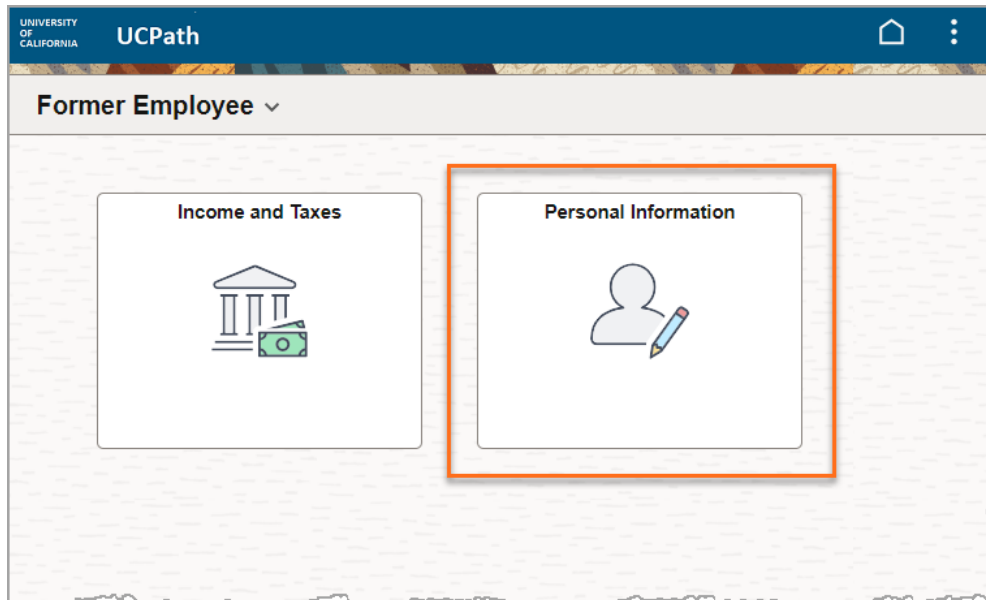
- You can review your documents by clicking the [Year End Form](#) link
- Click the [Download Attachment](#) button to view an electronic copy of your form
- You can print, download or save this page to retain copies for filing or for your own personal records

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

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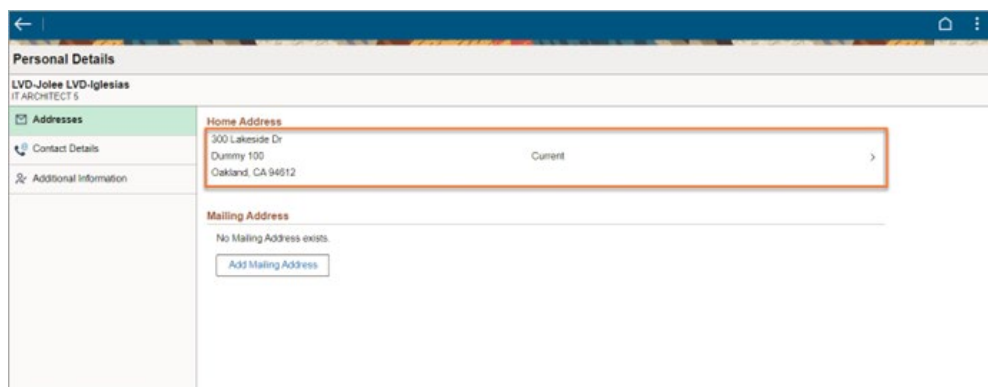
Personal Information

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.

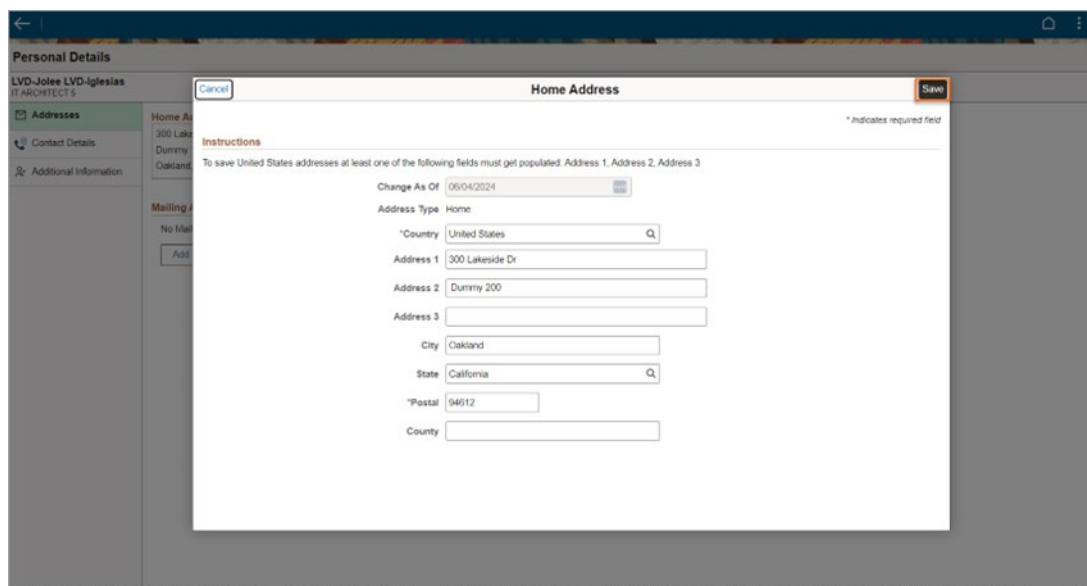


Updating Your Address

- 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



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Adding an address

- To add an address, click [Add Mailing Address](#)

The screenshot shows the 'Personal Details' page for LVD-Jolee LVD-Iglesias, IT ARCHITECT 5. The left sidebar has 'Addresses' selected. The main content area shows 'Home Address' with the text '300 Lakeside Dr, Dummy 100, Oakland, CA 94612' and a 'Current' status. Below this, the 'Mailing Address' section states 'No Mailing Address exists.' and features a blue button labeled 'Add Mailing Address' which is highlighted with an orange rectangle.

- 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](#)

The screenshot shows the 'Home Address' form. At the top, there are 'Cancel' and 'Save' buttons. Below them is an 'Instructions' section stating: 'To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3'. The form includes a 'Change As Of' date field set to '06/04/2024'. The 'Address Type' is 'Home'. Fields for '*Country' (United States), 'Address 1' (300 Lakeside Dr), 'Address 2' (Dummy 100), 'Address 3' (empty), 'City' (Oakland), 'State' (California), '*Postal' (94612), and 'County' (empty) are visible. A note '* Indicates required field' is in the top right corner.

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.

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Personal Details

LVD-Jolee LVD-Iglesias
IT ARCHITECT 5

Addresses

Contact Details

Additional Information

Phone

Number	Extension	Type	Preferred
-0457		Business - Primary	
-9815		Mobile - Personal	✓

Email

Email Address	Type	Preferred
@ucop.edu	Business	
@yahoo.com	Home	✓

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

Personal Details

LVD-Jolee LVD-Iglesias
IT ARCHITECT 5

Addresses

Contact Details

Additional Information

Phone

Number	Extension	Type	Preferred
-0457		Business - Primary	
-9815		Mobile - Personal	✓

Email

Email Address	Type	Preferred
@ucop.edu	Business	
@yahoo.com	Home	✓

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

The screenshot shows the 'Personal Details' page for LVD-Jolee LVD-Iglesias, IT ARCHITECT 5. A 'Phone Number' modal is open, allowing the user to add a new phone number. The modal includes fields for 'Number' (855-982-7284), 'Extension' (empty), and 'Type' (Mobile - Personal). There are 'Cancel', 'Save', and 'Delete' buttons. The background shows the 'Phone' section with existing numbers: -0457 and -9815.

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

This screenshot is identical to the previous one, but the 'Delete' button at the bottom of the 'Phone Number' modal is highlighted with a red box, indicating the option to delete an existing phone number.

Adding A Phone Number

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

The screenshot shows the 'Personal Details' page for LVD-Jolee LVD-Iglesias, IT ARCHITECT 5. The 'Phone' section is highlighted, and a plus button (+) is visible in the top left corner of the section, indicating where to click to add a new phone number. The existing phone numbers are listed in a table:

Number	Extension	Type	Preferred
-0457		Business - Primary	
-9815		Mobile - Personal	✓

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

Personal Details
LVD-Jolee LVD-Iglesias
IT ARCHITECT 5

Addresses

Contact Details

Additional Information

Phone

Number	Extension	Type	Preferred
-0457			
-9815			

Email

Email Address

@ucop.edu

@yahoo.com

Phone Number

Cancel Save

*Indicates required field

*Type

Preferred

Home

LBNL International Phone

Number

Mobile - Work

Work - Other Location

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

Personal Details
LVD-Jolee LVD-Iglesias
IT ARCHITECT 5

Addresses

Contact Details

Additional Information

Phone

Number	Extension	Type	Preferred
510987.0457			
-9815			
-3115			

Email

Email Address

@ucop.edu

@yahoo.com

Phone Number

Cancel Save

*Indicates required field

*Type

Mobile - Work

Preferred

Number

Extension

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

Personal Details
LVD-Jolee LVD-Iglesias
IT ARCHITECT 5

Addresses

Contact Details

Additional Information

Phone

Number	Extension	Type	Preferred
-0457			
-9815			

Email

Email Address

@ucop.edu

@yahoo.com

Phone Number

Cancel Save

*Indicates required field

*Type

Mobile - Work

Preferred

Number

855-982-7284

Extension

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Updating Your Email Address

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

Personal Details
LVD-Jolee LVD-Iglesias
IT ARCHITECT 5

Addresses

Contact Details

Additional Information

Phone

Number	Extension	Type	Preferred
-0457		Business - Primary	
-9815		Mobile - Personal	✓

Email

Email Address	Type	Preferred
@ucop.edu	Business	
@yahoo.com	Home	✓

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

Personal Details
LVD-Jolee LVD-Iglesias
IT ARCHITECT 5

Addresses

Contact Details

Additional Information

Phone

Number	Extension	Type	Preferred
-0457		Business - Primary	
-9815		Mobile - Personal	✓

Email

Email Address	Type	Preferred
@ucop.edu	Business	
@yahoo.com	Home	✓

Email Address Modal

Email Type: Home

Preferred: ☐

Email Address: ucpath@universityofcalifornia.edu

Buttons: Cancel, Save, Delete

- You can also delete an email address by clicking **Delete**
- Note:** Business email addresses cannot be deleted from your profile

Personal Details
LVD-Jolee LVD-Iglesias
IT ARCHITECT 5

Addresses

Contact Details

Additional Information

Phone

Number	Extension	Type	Preferred
-0457		Business - Primary	
-9815		Mobile - Personal	✓

Email

Email Address	Type	Preferred
@ucop.edu	Business	
@yahoo.com	Home	✓
ucpath@universityofcalifornia.edu	Other	

Email Address Modal

Email Type: Other

Preferred: ☐

Email Address: ucpath@universityofcalifornia.edu

Buttons: Cancel, Save, Delete

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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

Personal Details

LVD-Jolee LVD-Iglesias
IT ARCHITECT 5

Addresses

Contact Details

Additional Information

Phone

Number	Extension	Type	Preferred
-0457		Business - Primary	
-9815		Mobile - Personal	✓

Email

+

Email Address	Type	Preferred
@ucop.edu	Business	
@yahoo.com	Home	✓

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

Personal Details

LVD-Jolee LVD-Iglesias
IT ARCHITECT 5

Addresses

Contact Details

Additional Information

Phone

Number	Extension	Type	Preferred
-0457		Business - Primary	
-9815		Mobile - Personal	✓

Email

+

Email Address	Type	Preferred
@ucop.edu	Business	
@yahoo.com	Home	✓

Email Address

*Email Type: Campus, Dormitory, Other

*Indicates required field

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

Personal Details

LVD-Jolee LVD-Iglesias
IT ARCHITECT 5

Addresses

Contact Details

Additional Information

Phone

Number	Extension	Type	Preferred
-0457		Business - Primary	
-9815		Mobile - Personal	✓

Email

+

Email Address	Type	Preferred
@ucop.edu	Business	
@yahoo.com	Home	✓

Email Address

*Email Type: Other

*Indicates required field

Preferred ☒

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

The screenshot shows the 'Personal Details' page for LVD-Jolee LVD-Iglesias, IT ARCHITECT 5. The page has a sidebar with 'Addresses', 'Contact Details', and 'Additional Information'. The 'Contact Details' section is active, showing phone numbers and email addresses. An 'Email Address' modal is open, allowing the user to add a new email. The modal includes a dropdown for 'Email Type' (set to 'Other'), a 'Preferred' checkbox (checked), and a text field for 'Email Address' containing 'ucpath@universityofcalifornia.edu'. The modal has 'Cancel' and 'Save' buttons.

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.

The screenshot shows the 'Additional Information' page for LVD-Jolee LVD-Iglesias, IT ARCHITECT 5. The page has a sidebar with 'Addresses', 'Contact Details', and 'Additional Information'. The 'Additional Information' section is active, showing the 'Review Additional Information' section with 'Date of Birth' 01/01/1956 and 'Social Security Number' XXX-XX-1193. Below this is the 'Employee Information' section, which states: 'Contact the Human Resources department if any of your Employee Information is incorrect.'