

AN INFORMATIONAL BOOKLET FROM THE MEMBERS OF:



UNIVERSITY PROFESSIONAL AND TECHNICAL EMPLOYEES
UPTE-CWA LOCAL 9119 AFL-CIO

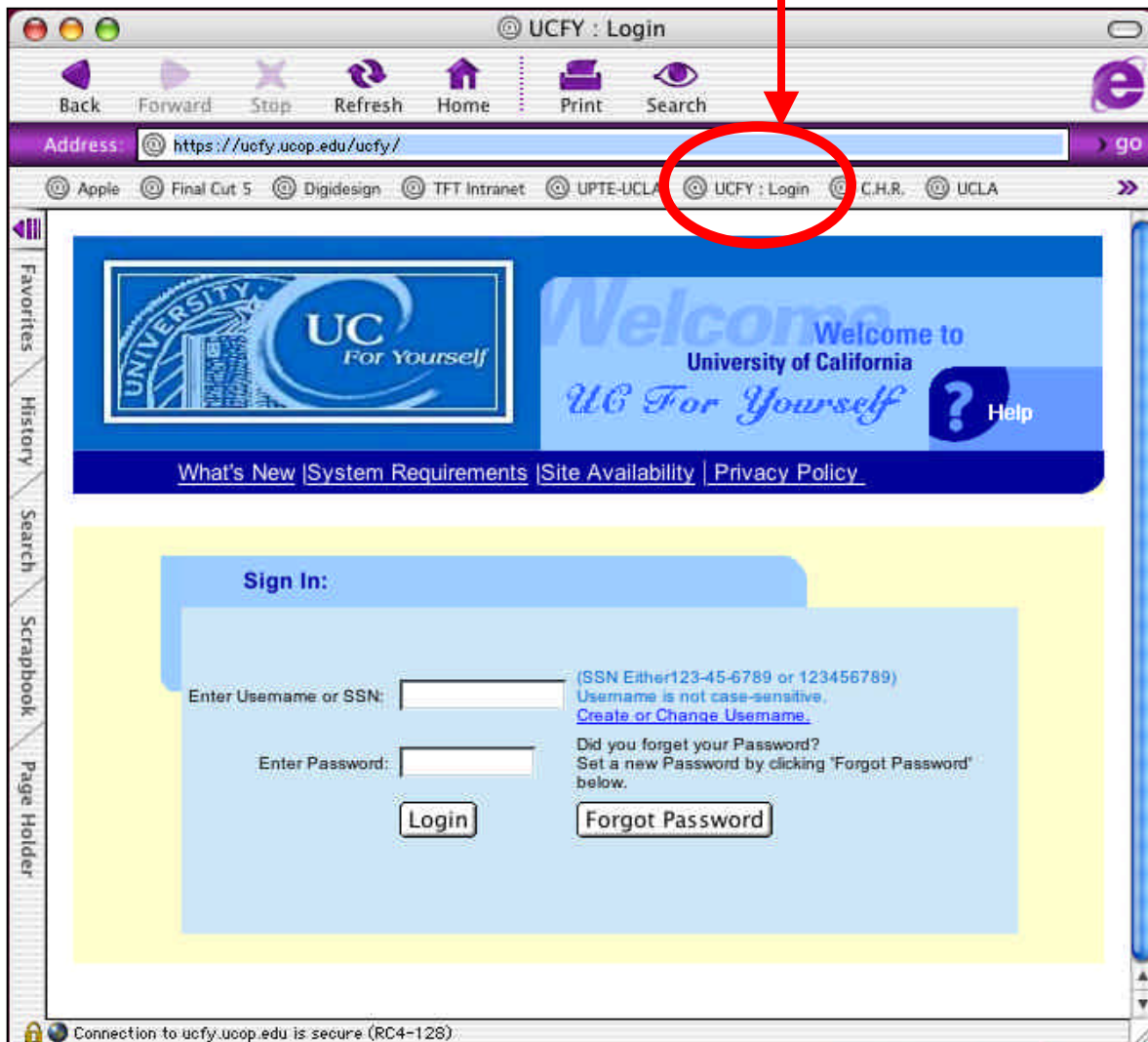
**HOW TO USE THE
CAMPUS HUMAN RESOURCES
"UC FOR YOURSELF" WEBSITE
TO OBTAIN YOUR PAY RECORDS**

UC IS ENDING DISTRIBUTION OF PAPER EARNINGS STATEMENTS TO EMPLOYEES

Starting March 31, 2006 to view **direct deposit** pay records, UC employees must use the new “**UC For Yourself**” website at the following Internet address:

<https://ucfy.ucop.edu/ucfy/>

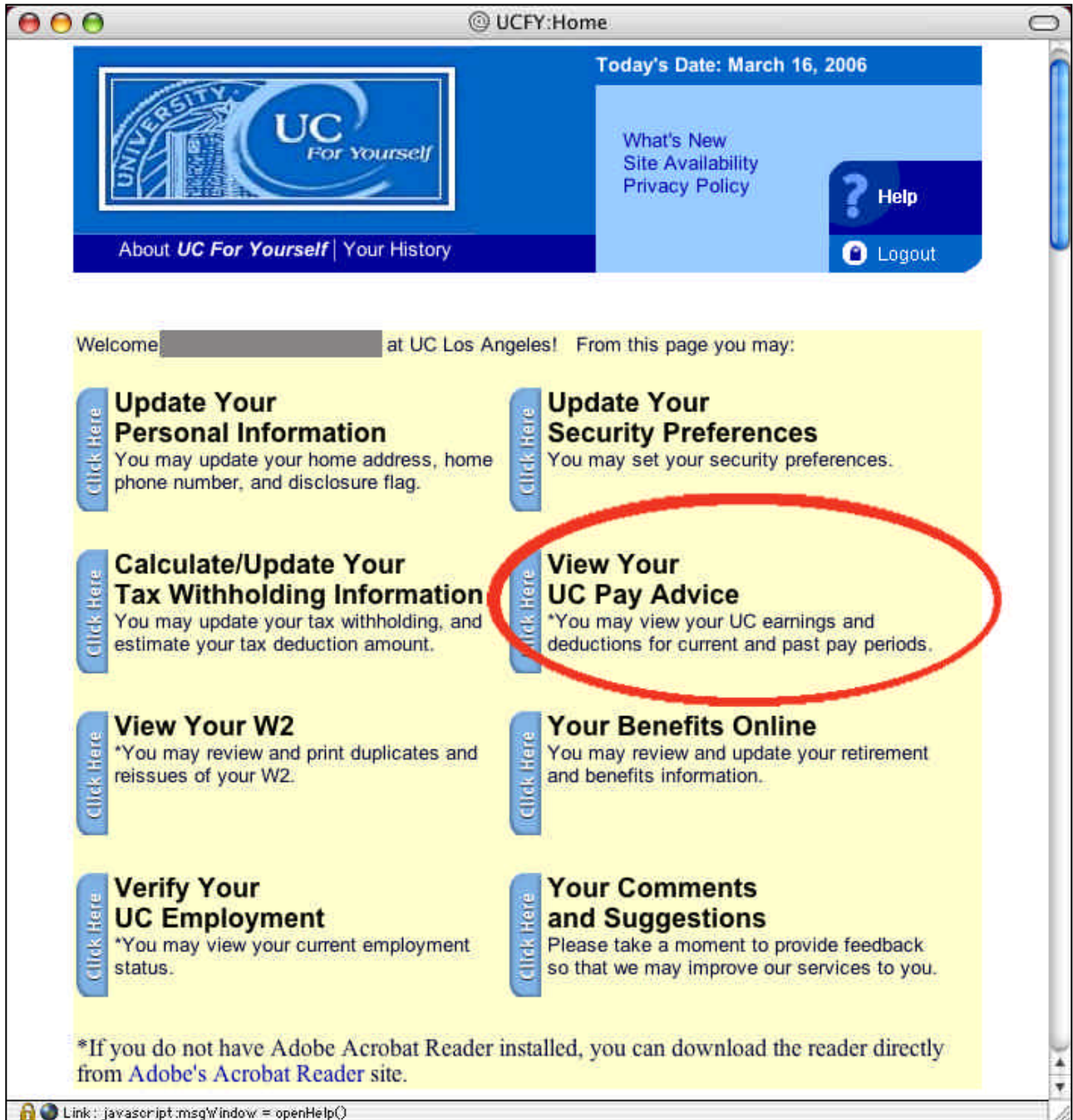
Since the UCFY site has a long and unusual name, it is highly recommended that each employee bookmark this page in his/her computer's internet browser settings and/or toolbar favorites so that it is easy to return to in the future.



If trying to log in for the first time, enter your Social Security Number and click “Forgot Password.” UC will email a temporary password to any and all email addresses that they have on file for you. Look up your email and use this password along with your social security number to log in for the first time. Once you are logged in, it will prompt you to change the temp password to your own choice of password. You may then change additional personal and security information using the appropriate direction buttons on the UCFY Home page.

To view your pay statement, click on the **View Your UC Pay Advice** button.

This may be the only way UC RX/TX employees will be able to view records of their 3% retroactive raise and signing bonus pay on the March 31, 2006 payday!



What's with all the gray boxes?

The following pages contain example images taken directly from a UCLA employee's UCFY account. For confidentiality reasons, areas of personal information and pay summaries for this employee have been grayed out

The list shows a very basic summary amount of earnings and net pay for each month (approximately the last year and a half). Beside the top month, click “View Statement” to download a detailed earnings statement, (as you have traditionally received on paper) listing your month’s earnings, pay type, deductions, UC contributions, vacation/sick/comp accruals and net pay.

It is unknown if every month from now on will be available for employees to download, or if UC will retain only the most recent month on this website as available for employees to download. We recommend that each employee download a copy of his/her statement at the start of each month to print out and retain in a folder for his/her own records.

UCFY: View Your UC Pay Advice

UC For Yourself Applications Go

Return to Home | About UC For Yourself | Site Availability | Privacy Policy | Your History | Help | Logout

If you have questions regarding your earnings, deductions or W2, contact the person in your department who handles payroll matters.

Pay Date Selection

UC Los Angeles ID:

Select a date from the Pay Date column:

Pay Date	Pay Period End Date	Earnings	Net Pay	
03-01-2006	02-28-2006	\$	\$	View Statement
02-01-2006	01-31-2006	\$	\$	
01-03-2006	12-31-2005	\$	\$	
***** 2005 *****				
12-01-2005	11-30-2005	\$	\$	
11-01-2005	10-31-2005	\$	\$	
09-30-2005	09-30-2005	\$	\$	
09-01-2005	08-31-2005	\$	\$	
08-01-2005	07-31-2005	\$	\$	
07-01-2005	06-30-2005	\$	\$	
06-01-2005	05-31-2005	\$	\$	
04-29-2005	04-30-2005	\$	\$	
04-01-2005	03-31-2005	\$	\$	
03-01-2005	02-28-2005	\$	\$	
02-01-2005	01-31-2005	\$	\$	
01-03-2005	12-31-2004	\$	\$	
***** 2004 *****				
12-01-2004	11-30-2004	\$	\$	
11-01-2004	10-31-2004	\$	\$	
10-01-2004	09-30-2004	\$	\$	
09-01-2004	08-31-2004	\$	\$	

When you click “View Statement,” the UCFY website will download your current Earnings Statement (in Adobe PDF format) to your computer. You will need Adobe Acrobat Reader installed on your computer order to view this statement.

Connection to ucfy.ucop.edu is secure (RC4-128)

Memorandum emailed to employees from University of California Payroll Services:

Sent: Friday, February 10, 2006 2:52 PM

To: payroll-news@lists.ucla.edu; edb-news-list@lists.ucla.edu

Subject: [edb-news-list] Implementation of a new On-Line Earnings Statement

Departmental Personnel

Payroll Services is pleased to announce the implementation of a new On-Line Earnings Statement (OES) as part of the UC For Yourself (UCFY) self-service web application.

<https://ucfy.ucop.edu/ucfy/>

This is a win-win feature for everyone, since it reduces the need for printing and distributing paper statements, resulting in savings of both labor and natural resources.

The On-Line Earnings Statement will allow employees with direct deposit to view and print their earnings statement on-line by accessing the UCFY application. The On-Line Earnings Statement will display the same information in the same format as the current paper statements and will be available the morning of the payday.

Everything is in place and ready for the implementation of this new feature. The implementation schedule is as follows:

- For all paydays between March 1, 2006 and March 22, 2006 online earnings statements will be available to view and print via UCFY **AND** employees will also continue to receive a paper statement.
- On March 17, 2006 Payroll Services will process a one-time conversion program to convert all employees to online earnings statements.
- Beginning with the March 30, 2006 payday and all paydays after that direct deposit statements will be available **ONLY** online.

Our goal is for all employees with direct deposit to view their earnings statement on-line via UC For Yourself, therefore, the opt-out option will not be available. As we mentioned in our previous newsletter; as of March 17, 2006 all employees who currently participate in direct deposit of their payroll check will be converted to the on-line earnings statement and paper statements will no longer be issued.

An on-line earnings statement announcement will be sent out to all employees in the near future.

If you have any questions please contact your local Payroll Office.

Notice to employees from UCLA School of Theater Film & Television, Dept of Payroll:

From: Seregi, Gayle
Sent: Tuesday, February 14, 2006 11:31 AM
To: Staff
Cc: FACULTY
Subject: On-line Surepay

Dear Staff:

There will not be a payroll email send each month to remind you to look at your Surepay statement on-line. Please bookmark the website listed below and make sure you can log in. Employees will need to check the website on payday. If you forgot your password, please click on "forgot password" and you will be sent a temporary password via email. You will then be able to log in and change the password.

<https://ucfy.ucop.edu/ucfy/>

Gayle

Payroll