Welcome to University of California, Riverside!
New Employee Information Guide

Benefits & Retirement

As a new UC employee, you will have 31 days to enroll in your health and retirement benefits during your Period of Eligibility (PIE). The PIE will begin on your first day of active employment. You will be able to enroll in your benefits on the UCPath Portal.

Elect your University of California Retirement Plan right away! You will have 90 days to enroll and Retirement Service Credit will NOT accrue until you enroll in a retirement plan. Don't Wait!

New Employee Benefit Orientation Live Webinar!

Register online at http://www.uclearning.ucr.edu

The webinar is designed to offer new faculty and staff the flexibility to learn about UC health benefits and retirement plans on a mobile device or on a desk computer.

Additional Information

UCR Health Care Facilitator

📞 **(951) 827-2636**   🌐 www.hr.ucr.edu/benefits

Fidelity Investments

📞 (866) 682-7787   🌐 www.myucretirement.com

Parking

ALL motorized vehicles must display a valid UCR Parking Permit when parking on UCR property. Permits are assigned to specific parking lots throughout the campus. You can purchase your parking permit at the Transportation and Parking Services (TAPS) Office. Parking permits may be payroll deductions (pre-tax).

📍 683 Linden St. Riverside, CA 92507

⏰ Monday – Friday 8:00AM – 4:00PM

📞 **(951) 827 - 8277**

🌐 parking.ucr.edu

UCR Alternative Transportation Programs

- Cyclist and Walker Program
- Public Transit Program
- Carpool Program

UCPath Portal Guide

Effective January 2018, UC Riverside joined the UCPath Center, a Shared Services Center designed to process payroll, benefits, and human resources transaction for the employees of the University of California system. As a new UCR employee, access to employment information is through the UCPath Portal.

Benefits & Retirement

To enroll in Benefits: UCPath Portal **>** Dashboard **>** Health and Welfare **>** Enroll in Benefits

For more information, please visit www.hr.ucr.edu/benefits.

To enroll in Retirement Plans: UCPath Portal > Dashboard > View Retirement Info*

*You will be re-directed to the UC Retirement Benefits website (www.myucretirement.com)

Federal Tax Withholdings (W-4)

To update W-4: UCPath Portal **>** Dashboard **>** Income and Taxes **>** Federal Withholding (W-4)

When you become active in the UCPath system, *you are automatically set as Single/Zero for both Federal and States Taxes*. Please update as soon as possible!

Direct Deposit

To set up Direct Deposit: UCPath Portal **>** Dashboard **>** Income and Taxes **>** Direct Deposit

- You will be able to set up 3 different accounts
- Direct Deposit will take up to 2 pay cycles to update

*Please note that if you elect to receive paper checks, it will be mailed out to your address on file in the UCPath Portal.

Personal Information

To access Personal Information: UCPath Portal **>** Dashboard **>** Personal Information

You will be able to update various information like address, phone number, emergency contacts, etc.

To access Paycheck Statements: UCPath Portal **>** Dashboard **>** View Paycheck

Have Questions or Need Additional Help? Ask UCPath Center!
To submit an inquiry: UCPath Portal **>** Dashboard **>** Ask UCPath Center Icon

Ask UCPath Center