

Benefits

The period of initial eligibility is 30 days. Your benefits packet will be sent to you by UCSC Benefits.

General benefits orientations: <http://shr.ucsc.edu/benefits/workshops/orientation.html>

Postdoctoral Scholars: <http://www.garnett-powers.com/postdoc/> (800) 254-1758

BSOE Facilities

To request keys: <https://keys.adc.ucsc.edu/user/login?destination=adckey> (CruzID required)

Facilities: facilities-request@soe.ucsc.edu 831-459-4878 Baskin Engineering 399C

CruzID Account

Your CruzID account creates your @ucsc email and gives you access to campus services and systems. Your Cruz ID is generated after 1) your appointment is entered into the payroll system 2) after the payroll start date of your appointment.

Employee ID Number, Employee ID Card/Library Card & UCSC Employee Photo ID

Your Payroll Analyst will email your employee ID number and request UCSC photo ID card after your appointment is entered into the payroll system. Instructions on how to obtain your UCSC photo ID card will be emailed from Facilities. Write your employee ID number on the (paper) employee ID card and take to either library on campus in order to activate it as a library card.

IT and Support

To request a BSOE Computer Account: <https://accounts.soe.ucsc.edu/accounts/register> (CruzID required)

Your BSOE Computer Account Sponsor is: _____

Problems or questions contact IT Support: <http://its.ucsc.edu/> OR help@ucsc.edu

International Scholar & Student Services (ISSS), International Education Office IEO

J-1 Foreign Scholars are required to attend a mandatory ISSS orientation upon arrival. Contact your International Scholar Advisor to schedule, if you have not been scheduled for an orientation already.

Instructional Support Services (ISS)

For instructional or faculty related support needs such as copying, supplies, classroom scheduling, inter-campus mailboxes, and orientation tours. Contact ISS: instruct@rt.soe.edu 831-459-5745 Engineering 2, Office Suite 298

Office of Physical Education, Recreation, and Sports (OPERS)

For information on use of the OPERS facilities on campus: <http://opers.ucsc.edu/> or call 831-459-2531.

Transportation & Parking Services (TAPS)

For parking permits and bus passes: <http://www2.ucsc.edu/taps/> , tapssales@ucsc.edu , 831-459-4543. Your appointment letter is your confirmation of employment.

Paychecks <https://intranet.soe.ucsc.edu/bsoepayroll/paychecks>

Monthly Pay Cycle - Exempt, fixed percentage appointment types are paid once a month.

The pay date is the 1st of the month. If the 1st falls on a weekend or holiday, the pay date is the preceding business day.

Getting Your Paycheck

You are strongly encouraged to sign up for payroll direct deposit via At Your Service Online (AYSO) so that your paycheck is delivered electronically to your U.S. checking or savings account. Otherwise, a paper check will be available at the front desk in E2-298 after 1:00pm on payday, with a photo ID. Unclaimed checks are returned to Central Payroll (off campus) after 5 business days. [See AYSO information below]

Paychecks (continued) <https://intranet.soe.ucsc.edu/bsoepayroll/paychecks>

Biweekly Pay Cycle - Non-exempt, hourly appointment types are paid biweekly.

The pay date is every other Wednesday. View the biweekly pay date calendar here:

https://financial.ucsc.edu/Pages/Payroll_Pay_Dates_Calendar_Public.aspx

Getting Your Paycheck

You are strongly encouraged to sign up for payroll direct deposit via At Your Service Online (AYSO) so that your paycheck is delivered electronically to your U.S. checking or savings account. Otherwise, a paper check will be available at the front desk in E2-298 after 1:00pm on payday, with a photo ID. Unclaimed checks are returned to Central Payroll (off campus) after 5 business days. [See AYSO information below]

CRUZPAY https://financial.ucsc.edu/Pages/Launch_CruzPay.aspx – **ONLINE TIMESHEETS**

CruzPay is UCSC's online time reporting system. Biweekly employees are required to report hours worked and submit a biweekly timesheet via CruzPay. **No time sheet submit = no pay.** Information about your CruzPay account will be sent to your @ucsc.edu email.

TAXES

The tax withholding allowance for ALL new hires defaults to "Single, 0", which represents unmarried with no dependents. U.S. Citizen employees may update their tax withholding allowance on At Your Service Online. [See AYSO information below]

Non-U.S. citizens will use GLACIER, a web-based Non Resident Alien tax compliance system, which will help you determine the correct tax rate. Your GLACIER account will be created and sent to you by your Payroll Analyst upon entry of your appointment into the payroll system.

AT YOUR SERVICE ONLINE (AYSO) <http://atyourserviceonline.ucop.edu/ayso>

You will be eligible to set up your account for AYSO after ALL of the following actions have occurred:

1. Your appointment is entered into the payroll system (typically 1-3 business days after payroll paperwork is completed).
2. Your social security number has been supplied to your Payroll Analyst in the BSOE Payroll Unit and it has been entered into the payroll system.
3. Your appointment payroll start date has passed.

Setting Up Direct Deposit For Your Paycheck (different system from non-payroll direct deposit payments)

From your AYSO account:

1. Select Direct Deposit under the Income and Taxes header.
2. Follow the instructions to set up automatic deposit of your paycheck into a bank account. A U.S. bank account and routing number is required.
3. You will continue to receive a paper check until the direct deposit activates.

If you experience difficulties logging on to AYSO, please call UCOP Customer Service at: 1-800-888-8267

Other Services Available On AYSO

- Change direct deposit for your paycheck
- Obtain employment verification
- Update contact information (address, email)
- View/print W-2 (for end of the year taxes)
- Enroll/view/update benefits
- Update tax withholdings (U.S. Citizens only)
- View/print earning statements (pay stubs)