NEW ACADEMIC STUDENT EMPLOYEE INFORMATION

GSR and TA PAY DATES
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.

READER and TUTOR PAY DATES
The pay date is every other Wednesday. Biweekly pay date calendar: 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. Otherwise, a paper check will be available to pick up at the front desk in E2-298 after 1:00 pm on payday, with your photo ID. Unclaimed checks are returned to Central Payroll (off campus) after 5 business days. To get your check from Central Payroll, email payhelp@ucsc.edu.

CRUZPAY - ONLINE TIMESHEETS for READERS and TUTORS https://financial.ucsc.edu/Pages/Launch_CruzPay.aspx
CruzPay is UCSC's online time reporting system. Readers and Tutors are required to report hours worked and submit a time sheet every biweekly pay period end 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 and Permanent Resident employees may update tax withholding allowances via their At Your Service Online account.

Non-U.S. Citizens will use GLACIER, a web-based Non-Resident Alien tax compliance system, which helps determine the correct tax rate. Your GLACIER account is created and sent to you after your appointment is entered into the payroll system.

AT YOUR SERVICE ONLINE http://atyourserviceonline.ucop.edu/ayso
You will be eligible to set up your AYSO account after ALL of the following actions have occurred:
1. Your appointment is entered into the payroll system (2-5 business days after you complete payroll paperwork).
2. (for employees pending a social security number) Your social security card has been brought to the BSOE Payroll Analyst; the social security number has been entered into the payroll system and at least one day since the entry has passed.
3. Your appointment payroll start date has also passed.
If you experience difficulties logging in after the above actions have occurred, call UCOP Customer Service: 1-800-888-8267

Setting Up Direct Deposit For Your Paycheck
1. Log in to your At Your Service Online Account.
2. Select Direct Deposit under the Income and Taxes header.
3. Follow the instructions to set up automatic deposit of your paycheck. A U.S. bank account and routing number is required.
4. You will continue to receive a paper check until the direct deposit activates.

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