NEW ACADEMIC EMPLOYEE INFORMATION

BENEFITS
If your appointment is eligible for payroll benefits, a benefits packet will be sent to you.
For general benefits information: http://shr.ucsc.edu/benefits/index.html
For Postdoctoral Scholars benefits information: http://clients.garnett-powers.com/pd/uc/

B SOE FACILITIES
To request office keys (CruzID required): https://keys.adc.ucsc.edu/user/login?destination=adckey
To contact BSOE Facilities: facilities-request@soe.ucsc.edu 831-459-4878 Baskin Engineering Room 399C

CRUZID and @UCSC EMAIL
Your CruzID gives you access to campus systems. The Cruz ID is generated after 1) your appointment is entered into the payroll system 2) after the payroll start date of your appointment. The alert to claim and activate your CruzID and set up your Blue and Gold passwords is sent to the email you provided on the CruzID Account Request form.

EMPLOYEE ID NUMBER, EMPLOYEE ID CARD
A request for an employee photo ID card will be sent to BSOE Facilities on your behalf upon entry of the appointment into the payroll system. Instructions on how to obtain your employee photo ID card will be sent to you by the Facilities department. The employee ID card will have your employee ID number on it. The card is used for identification and electronic key card access as appropriate. The employee ID number is used to access the campus copier/printer/scanner machines.

ITS and COMPUTING SUPPORT https://support.soe.ucsc.edu/
To request a BSOE Computer Account which enables printing to BSOE printers and other BSOE access (CruzID required): https://accounts.soe.ucsc.edu/accounts/register

INTERNATIONAL EDUCATION OFFICE/INTERNATIONAL SCHOLAR & STUDENT SERVICES
J-1 Foreign Scholars are required to attend a mandatory ISSS orientation upon arrival. Contact your International Scholar Advisor if you have not been scheduled for an orientation already.
To apply for a social security number: http://ioe.ucsc.edu/intlstudents/resources/social-security.html

INSTRUCTIONAL SUPPORT SERVICES https://intranet.soe.ucsc.edu/faculty-information
Contact ISS for instructional faculty resources such as classroom scheduling, copying, inter-campus mailboxes, supplies, and new faculty orientation tours: instruct@rt.soe.edu 831-459-5745 Engineering 2, Office Suite 298

OFFICE OF PHYSICAL EDUCATION, RECREATION & SPORTS (OPERS) http://opers.ucsc.edu/
UCSC’s health and wellness center includes gym facilities, fitness classes, pool, outdoor track and more.

TRANSPORTATION & PARKING SERVICES (TAPS) http://www2.ucsc.edu/taps/
For parking permits and bus passes, your appointment letter is presented to TAPS for proof of employment.
TAPS: tapssales@ucsc.edu 831-459-2190 H Barn (off Carriage House Road and Ox Team Road)

PAYCHECKS https://intranet.soe.ucsc.edu/bsopayroll/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. Otherwise, a paper check will be available to pick up at the front desk in E2-298 after 1:00pm on payday, with your photo ID. Unclaimed checks are returned to Central Payroll (off campus) after 5 business days. If your check has been returned to Central Payroll, email payhelp@ucsc.edu for further instructions.
NEW ACADEMIC EMPLOYEE INFORMATION

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.  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 1:00pm on payday, with your photo ID. Unclaimed checks are returned to Central Payroll (off campus) after 5 business days. If your check has been returned to Central Payroll, email payhelp@ucsc.edu for further instructions.

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

CruzPay is UCSC’s online time reporting system. Information about your CruzPay account will be sent to your @UCSC email if you are required to submit a time sheet.

- Monthly employees in appointments eligible to accrue leave (vacation, sick leave, paid time off) are required to submit a time sheet every month end, reporting leave taken, if any.
- Biweekly employees are required to submit a time sheet every biweekly pay period end, reporting hours worked and leave taken (if eligible).

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 will be created and sent to you upon the entry of your appointment into the payroll system.

AT YOUR SERVICE ONLINE http://at yourserviceonline.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 (typically 1-3 business days after payroll paperwork is completed).
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; 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. Logon 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
- 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)

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