NEW ACADEMIC EMPLOYEE INFORMATION

BENEFITS
For general benefits information: http://shr.ucsc.edu/benefits/index.html
For Postdoctoral Scholars benefits information: http://clients.garnett-powers.com/pd/uc/

CRUZID and @UCSC EMAIL
Your CruZID gives you access to campus systems and sets up your @ucsc email. The Cruz ID generates after your appointment is entered into the payroll system after the payroll start date of your appointment. You will receive an email with instructions on how to claim and activate your CruZID and set up your Blue and Gold passwords.

EMPLOYEE ID NUMBER, EMPLOYEE ID CARD
Your BSOE Payroll Analyst sends the request for your employee photo ID card after you complete your employment paperwork. Your ID number and instructions on how to get your photo ID card are sent to you shortly thereafter.

ITS and COMPUTING SUPPORT https://support.soe.ucsc.edu/
To request a BSOE Computer Account (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 for details. For information or other questions such as how to apply for your social security card please visit: https://issss.ucsc.edu/index.html

INSTRUCTIONAL SUPPORT SERVICES https://intranet.soe.ucsc.edu/faculty-information
Faculty should contact ISS for 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

KEYS, BUILDING ACCESS
To request UCSC campus office keys or key card access (CruZID required): https://keys.adc.ucsc.edu/user/login?destination=adckey
If your work location is at the Silicon Valley Center/UC Extension or other location, please contact your supervisor/sponsor.

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/bsopepayroll/paychecks
Monthly Pay Cycle - 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 1:00 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.
NEW ACADEMIC EMPLOYEE INFORMATION

PAYCHECKS continued [https://intranet.soe.ucsc.edu/bsoepayroll/paychecks](https://intranet.soe.ucsc.edu/bsoepayroll/paychecks)

Biweekly Pay Cycle - The pay date is every other Wednesday. Biweekly pay date calendar: [https://financial.ucsc.edu/Pages/Payroll_Pay_Dates_Calendar_Public.aspx](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. To get your check from Central Payroll, email payhelp@ucsc.edu.

CRUZPAY – ONLINE TIMESHEETS [https://financial.ucsc.edu/Pages/Launch_CruzPay.aspx](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** with appointments that 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 is created and sent to you after your appointment is entered into the payroll system.

AT YOUR SERVICE ONLINE [http://atyourserviceonline.ucop.edu/ayso](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 bring your social security card to the BSOE Payroll Analyst; the social security number is entered into the payroll system and at least one day since the entry has passed.
3. Your appointment payroll start date has 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
- 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)