Employee Preparation Checklist

UCLA UCPath is **ARRIVING** September, 2018

Here are some important items to consider to make sure you are prepared:

1. If you currently do not have one, **establish a Single Sign-on (SSO)**, to access the UCPath Portal. Contact your manager/supervisor for information on obtaining a SSO
   * Please note: as with all other UCLA websites requiring SSO, **Multi-Factor Authentication (MFA)** will also be required. To enroll in MFA, please visit [it.ucla.edu/security/resources/mfa-at-ucla](http://it.ucla.edu/security/resources/mfa-at-ucla)

2. Log into [atyourserviceonline.ucop.edu](http://atyourserviceonline.ucop.edu) (AYSO) to:
   - Verify your personal information (i.e. address, phone, email address, dependent names, etc.)
   - Sign-up for Direct Deposit, if you are not currently enrolled

3. If you have a payroll deduction to the University Credit Union (UCU), complete the **Transition to Direct Deposit Form** to convert your deduction to a direct deposit account. You can obtain the form by visiting the University Credit Union website at [www.ucu.org/ucpath](http://www.ucu.org/ucpath)

4. If you are over or nearing the vacation accrual maximum, work with your manager/supervisor to **reduce your current vacation balance**, where applicable

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Be Prepared!
Take action by August 1, 2018

For more information, visit [ucpath.ucla.edu](http://ucpath.ucla.edu)