Dear <name>,

Welcome to the Triton Family! You’re almost ready for your first day on <date>. Please visit the UC San Diego [Student Employment Website](http://studentemployment.ucsd.edu/) for additional information and other ways to get connected with the UC San Diego Triton Worker community.

Employee ID #: <emplid>

**Establish your Employee Self-Service Portal in UC Path**

The UCPath online self-service portal will provide you with 24/7 access to your HR and Payroll information from your desktop, laptop, tablet or mobile phone.

1. Login to ucpath.universityofcalifornia.edu.
2. Select University of California, San Diego from the location list
3. Enter your UCSD email address and password to login (from Step 1)
4. Verification & Security Questions

From the homepage, scroll down to the two drop-down menus next to each other: Personal Information and Income and Taxes. Please complete the following forms under the Personal Information and Income and Taxes drop-down menus:

**A) Personal Information**

* Personal Information Summary
* Employee Disclosures
* Patent Acknowledgement

**B) Income and Taxes**

* Direct Deposit
* CA State W-4 (DE-4)
* Federal Withholding (W-4)

**First Day Instructions:**

When: <date and time>

Where: <where to report to> on the Main Campus. [Map Link](http://maplink.ucsd.edu). You will be meeting with <first day appointment name>.

Form I-9, Employment Eligibility Verification: Please bring acceptable documents to verify identity and employment authorization. The list of acceptable documents is available online: <https://www.uscis.gov/i-9-central/acceptable-documents>.

Please call your UC San Diego department contact or hiring manager if you have any questions.

Sincerely,

<Name>

It is important to note that email accounts at UC San Diego are occasionally the target of phishing scams which often involve fraudulent emails requesting access to personal or business information. UC San Diego will never ask for any of the following information:

* Verify your account information or ask for your password
* Confirm your address
* Confirm personal information (except UCSD affiliation) such as age, social security number, or home address

If you receive an email from any sender requesting the above information, do not respond. Report phishing attempts and false senders to [abuse@ucsd.edu](mailto:abuse@ucsd.edu). To learn more about fraudulent emails, visit the BLINK page on [phishing scams](http://blink.ucsd.edu/technology/security/user-guides/phishing.html).