On At Your Service, you’ll find the latest University news updates and important information regarding your employment.

- Find out more about your benefits and retirement options.
- View staff policies and current bargaining unit agreements.

**Sign in to your account.** At Your Service Online is also a secure website application that allows you to update and view your personal data, payroll information, and benefits enrollment.

**New employee?** Log in the first time through the “New User” link with your SSN and temporary password (your birthdate in MMDDYYYY format). Once logged in you can set up a username and permanent password.

**Current employee, but never logged in before?** If you’ve never logged in and set up a permanent password, your temporary password is no longer valid. Please call the UCLA Benefits Office at 310-794-0830 to reset your account password.

- Update your home address, phone number, or email address.
- Calculate and update your tax withholding information (W-4).
- Sign up or change direct deposit information.
- View and/or print a verification of your current employment status.
- View and/or print your earnings statement.
- Enroll in benefits and make changes during Open Enrollment in November.

At Your Service Online is administered by the Office of the President. If you encounter problems using At Your Service Online, you should call UC Benefits Customer Service at 1-800-888-8267 and be prepared to tell them your employee ID number. If you encounter problems with your password that cannot be resolved using the online help, you may also call the UCLA Benefits Office at 310-794-0830.