

# At Your Service Online (AYSO)

<https://atyourserviceonline.ucop.edu>

## AYSO is a secure website you can use to:

- Update your home address, home phone number and add an additional personal email address.
- Update your disclosure flags, which indicate whether to disclose your home address and phone number to employee organizations or for other University business purposes.
- View, download, or print your **Earnings Statement**. Statements are available 24 hours a day, 7 days a week for 18 months.
- Calculate and update your **Tax Withholding** information.
- **Go Green!** Select Electronic Delivery Method for your **W-2**. The Online W-2 is available two weeks earlier than the paper W-2 form! Once available, you have access to it whenever you want and you won't have to worry about it getting lost in the mail.
- **Go Green!** Enroll in or change **Direct Deposit**. You will need your bank routing and account number. New enrollment or changes may take up to 15-30 days to go into effect.
- View and print a verification of your current employment status.
- View retirement and benefit enrollment information, and designate your beneficiaries.
- Submit New Benefits Enrollment and Open Enrollment actions.

## New User? (within 31 days from date of hire)

Click on the link below the login boxes labeled "New to UC and have a temporary password?" After reading the sign-in notification, click "Continue"

Enter your Social Security Number (no dashes)

For the password, enter your eight-digit date of birth (MMDDYYYY)

## New User? (after 31 days from date of hire)

Your temporary password may have expired. For assistance to set up a new temporary password, please contact:

UCLA Payroll Services at 310-825-1089, at menu options, press 5  
(Monday-Friday 9:00 am - 12 noon, 1:00 pm - 3:00pm)

UCLA Benefits at 310-794-0830  
(Monday-Friday 8:00 am – 5:00 pm)

Be prepared to provide name and UID number

## Prior User? (forgot username and/or password)

Click on the Forgot Username or Password link. You will be asked to answer several challenge questions that you created previously.

**UNIVERSITY OF CALIFORNIA** At Your Service Online

**Usage Tips:**

- Best viewed with Microsoft Internet Explorer 8.0, Mozilla Firefox, and Safari for the Mac.
- Chrome is not a supported browser
- Do not use your browser's Back button
- For confidentiality, always Log Off and close your browser when you have finished your online session.

**Sign In**

Username:

Password:

**Sign In**

- New to UC and have a temporary password?
- New User and don't have a password?
- Forgot your Username or Password?

Privacy Policy and Terms of Use | Contact Us  
All Content Copyright © UC Regents.

**UNIVERSITY OF CALIFORNIA** At Your Service Online UCnet | Log Off

**About Josephine**

- My Contact Information
- My Beneficiary
- My Security Preferences
- My Patent Amendment

**Stay Connected**

- UC Los Angeles Homepage
- UC Los Angeles Directory
- UC Los Angeles Benefits
- Campus Directories
- Office of the President
- Contact Retirement Administration Service Center

**Health & Welfare**

- Current Enrollments
- Kaiser Permanente
- United Behavioral Health
- Delta Dental PPO
- Vision Service Plan
- ARAG Group
- Health and Insurance
- Find a Doctor
- Provider Number
- Benefit Changes
- Conexis (Health FSA/DepCare FSA)

**Income & Taxes**

- Earnings Statement
- Tax Withholdings
- W-2
- Direct Deposit
- Employment Verification
- Internal Revenue Service
- California Franchise Tax Board

**Retirement & Savings**

- Retirement Estimator
- Retirement Savings Program
- UCRP and CAP Balances
- Leave Buyback Estimator
- Investment Links
- ScholarShare, California's 529 Plan

Privacy Policy and Terms of Use | Contact Us  
All Content Copyright © UC Regents.