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.