

Instructions: If you will be working outside the State of California or outside the United States for an extended period of time, please take the time to review some of the relevant information below as it applies to you and then complete the necessary actions.

Employees Working Outside of CALIFORNIA	
How you will receive pay:	<p>If you have not changed your address since you have left California and are not enrolled in direct deposit, please enroll in direct deposit as soon as possible. If you are unable to enroll in direct deposit, please log into UCPATH and update your mailing address to ensure your paycheck is sent to the correct address</p> <p>Direct Deposit sign-up and Address Changes are available via the UCPATH Portal (<i>UCPATH is the HR, Payroll, and Benefits system for all University of California employees</i>).</p> <p>Instructions: Address Change Add Direct Deposit Change Direct Deposit</p>
What to do to report your income taxes properly:	<p>You will need to complete an out of state income tax withholding form. <i>There may be tax implications depending on the state in which you are temporarily working.</i></p>
Benefits Information:	<p>If you're eligible, Benefits information can be viewed at the UCnet website. Your medical and dental plan options are limited to your location based on the home address you have listed in UCPATH.</p> <p>To enroll, follow these instructions.</p>

Employees Working Outside of the UNITED STATES	
How you will receive pay:	<p>If you provided an international mailing address, you will receive a paycheck. However, you may experience delays of up to four weeks, depending on the country.</p>

	<p><i>Also, please note that a foreign bank may charge fees to cash or deposit your paycheck.</i></p> <p>Instructions: Address Change Add Direct Deposit Change Direct Deposit</p>
What to do to report your income taxes properly:	<p>Nonresident aliens working outside of the U.S. will need to update their GLACIER record with your date of departure, and complete a foreign source income statement in addition to the out of state income tax withholding form. If you encounter issues completing the out of state income tax withholding form, please submit an inquiry to UCPATH.</p> <p>The income earned in your home country is not subject to U.S. income tax reporting, however, it may be subject to income taxes according to your home country's tax laws. UCPATH is unable to withhold or report income to your home country, therefore we highly recommend you familiarize yourself with the tax implications of remotely working abroad.</p> <p>Resident aliens and U.S. citizens working outside of the U.S.</p> <p>If you are a U.S. citizen or resident alien, your worldwide income is subject to U.S. income tax, regardless of where you reside (IRS). You will need to complete an out of state income tax withholding form and foreign source income statement. UCPATH will review and make the appropriate tax withholding adjustments.</p> <p>If you should return to CA or relocate to another state or country, remember to update your information accordingly. Address changes can be made in the Personal Information section of the UCPATH Online Portal.</p>
Benefits Information:	<p>If you're eligible, Benefits information can be viewed at the UCnet website. If eligible, your medical plan options are limited to your location based on the home address you have listed in UCPATH. If your address is international/outside of the</p>

	<p>US, your medical plan options are UC Care and CORE and your dental plan option is Delta Dental PPO.</p> <p>To enroll, follow these instructions.</p>
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If you are looking for additional information about employees working outside of CA, you can visit [the Controller's website](#) and also review these [FAQs](#).