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THINGS
NEW EMPLOYEES
NEED TO KNOW

1 ENROLLING IN BENEFITS

If you are a new hire of the University of California (UC), your first day of active employment typically marks the beginning of the 31-day Period of Initial Eligibility (PIE). Your PIE often does not coincide with the Open Enrollment period for all employees (October through November of each year).

 In the **UCPath portal**, navigate to > Health and Welfare > **Enroll in Benefits**.

After clicking Submit from the online form, your enrollment is complete. Your benefit elections will appear in UCPath on the next business day.

RETIREMENT - Elect your University of California Retirement Plan (UCRP) plan right away (within 90 days) – don't wait!

For all your retirement questions contact Fidelity Investments Retirement Counselor to discuss options at (800) 558-9182. Retirement service credit **will not** begin accruing until you enroll in a retirement plan.

For more information on the benefits offered by UC and the UC community please visit UCNet by using the following link:
<https://ucnet.universityofcalifornia.edu/index.html>

NEW EMPLOYEE BENEFITS ORIENTATION

UC Riverside's New Employee Benefits Orientation (NEBO) is essential for employees to attend. If you are a faculty or staff member eligible for full benefits and non-postdoc, please join us to learn about UC's Health & Welfare Benefits. We will provide detailed information and highlight the UC comprehensive benefits package. You may attend in-person or via Zoom.



How to Attend:

In-Person Registration You must register for the in-person class via the [UC Learning Center](#)

Zoom: You may simply click on the Zoom link: <https://ucr.zoom.us/j/9252533750>.



When: Fourth Thursday of the month, except November and December which will be the third Thursday of the month due to the holiday schedule conflict.

Where: Hinderaker Basement Room 0154.

For questions, please email newhirebenefits@ucr.edu

2 TRANSPORTATION & PARKING

All motorized vehicles must have a valid University of California, Riverside (UCR) parking permit when parking on UCR property.

Permits for students, faculty, and staff are lot specific. Lot entrance signs will display the appropriate permit required in each lot.

Parking costs are collected via payroll deduction (pre-tax)

Where can I purchase my parking permit?

 TAPS Office: 683 Linden Street, Riverside, CA 92521 |  TAPS Phone: 951-827-8277



TAPS Frequently Asked Questions:

<https://transportation.ucr.edu/frequently-asked-questions>







Alternative transportation options:

<https://parking.ucr.edu/at/>

3 EDUCATIONAL BENEFITS

Here are some of the perks of being a UCR employee:

-  Access to training and development programs.
-  Reduced-fee enrollment or discounts on courses.
-  Access to UCR's academic curriculum for employees meeting academic eligibility criteria.
-  In some cases, employees may also be able to arrange time off or an alternative work schedule to attend classes.

For more information visit: <https://hr.ucr.edu/employee-resources/ucr-discounts>

4 MANDATORY COURSES* ALL AVAILABLE ON THE UC LEARNING CENTER (UCLC)

<u>UC Cybersecurity Awareness Fundamentals</u>	<u>UC Abusive Conduct Training</u>	<u>Safety Orientation</u>	<u>COVID-19 Prevention</u>	<u>UC Preventing Harassment & Discrimination</u>	<u>General Compliance Briefing: University of California Ethical Values & Conduct</u>
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*Your department may require additional mandatory training courses. Those trainings will be listed in the university's UCLC (also known as LMS).

5 UCR STAFF ORIENTATION

Orientation provides UCR staff with a historical and visionary overview and hear about important programs, research, and the many opportunities available to you as part of the UCR community. **Recommended for:** New Employees to UCR.

Register online at <https://ucrlearning.ucr.edu/>

Sign on to our UC Learning Center (UCLC) to sign up for professional development.

6 DIRECT DEPOSIT & FEDERAL WITHHOLDING

TO SIGN UP OR MAKE CHANGES TO DIRECT DEPOSIT & FEDERAL WITHHOLDING:

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Navigate to rspace.ucr.edu	Go to tab that reads Authorized Apps	Click the UCPath Portal	Select University of California, Riverside	Go to Income and Taxes	Select Direct Deposit enter information	Enter the new information and save the record.	Go to Income and Taxes	Select Federal Withholding (W-4) enter information	Enter the new information and save the record

BE AWARE OF THE FOLLOWING FACTORS WHEN MAKING OR REVISING THIS REQUEST:

You will need to contact the UCPath Center if you enter incorrect information and request to update the account on the same day.

You can only edit your Direct Deposit account information once per day.

You will receive a confirmation notification once you have added or changed your direct deposit settings.

IF YOU NEED ASSISTANCE, CONTACT THE UCPath PORTAL BY SUBMITTING AN INQUIRY.

1 Navigate to rspace.ucr.edu	2 Go to tab that reads Authorized Apps	3 Click the UCPath Portal	4 Click on Ask UCPath Center on the right-hand corner of your dashboard.	5 The following screen will read: How can we help you today?	6 Proceed by clicking on "For Me".
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7 VACCINES

As a UC employee, you will be required to comply with all applicable university policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

For information on how to submit proof of vaccination or to waiver option, please visit the [EHS Q&A Site](#).

If you have questions, please contact Karla Hill at: Karla.Hill@ucr.edu.