

ONBOARDING

Some of these activities are done via mail, email, in person and/or via DocuSign

Initial Written Communication					
		If applicable?	Required in-person	Website	Responsibility
	Offer Letter				Department
Information Only Packet					
	ACA Handout				Shared Service or Department
	Benefits Enrollment			https://hr.ucr.edu/7-things-new-employees-need-know	Shared Service or Department
	Direct Deposit			https://hr.ucr.edu/7-things-new-employees-need-know	Shared Service or Department Video/Tutorial
	Glacier Overview – If unaware of status the information is given to everyone	X			Shared Service or Department
	I-9 Form (Employment Eligibility Verification) Tracker (welcome message, section 1 completed prior to coming in)		X (Section 2) unless it is a remote hire		Shared Service or Department
	Lab Training (varies by Department) - flyer				Assigned by ORG/Dept.
	Navigating UCPATH (in-person, meet the first day to go over navigation of UCPATH)			https://hr.ucr.edu/7-things-new-employees-need-know	Video/Tutorial
	New Staff Orientation (Must schedule within the first 30 days) Bi-Monthly (Staff and APO)			https://hr.ucr.edu/7-things-new-employees-need-know	
	Notice to Victims of Domestic Violence, Sexual Assault and Stalking			Link to Mandatory Posters	Shared Service or Department
	Leave of Absence Information			Link to Mandatory Posters	Shared Service or Department
	Sexual Harassment and Sexual Violence Prevention and Mandatory Trainings			https://hr.ucr.edu/7-things-new-employees-need-know	Department Video/Tutorial
	TARS Information			https://hr.ucr.edu/7-things-new-employees-need-know	Shared Service or Department Video/Tutorial
	Tax Withholding			https://hr.ucr.edu/7-things-new-employees-need-know	Shared Service or Department Video/Tutorial
	Workers' Compensation Time of Hire Form		DocuSign or in-person		Shared Service or Department
Onboarding (New Hire to Complete) Packet					

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	Background Check Release form (new justification form)	X			Hiring Department and SSC
	Comp Time Selection form (non-exempt only)	X			Shared Service
	Confidentiality Agreement (GRLN)				Department (Lived or Legal Name access)
	Patent Acknowledgement				DocuSign Shared Service
	Personal Data Form				Shared Service
	State Oath form (Only US Citizens complete the State Oath)		In-person		
	UCR 419 (Social Security Protection Act) for all w/o full benefits				Shared Service Center (Student employees and Limited employees – those without full benefits)
	Volunteer - CWR				Departments and SSC
Post Hire Information					
	Ensure Employee Signed Up for New Hire Orientation			https://hr.ucr.edu/7-things-new-employees-need-know	Department/HRBP
	Provide Information on Benefits Webinar			https://hr.ucr.edu/7-things-new-employees-need-know	Department/HRBP
	UCR Netid and Email Auto Provision Via ITS Process		In-Person OR Inside the Onboarding Email		Department responsibility to follow through.