[Date]

Dear [ ]

Again, we want to welcome you to the [department/ORG] at the University of California, Riverside (UCR). We are excited to have you join our [school/division/department] on [date of hire].

This communication is to provide you with important information, instructions and reminders.

**To access your email account, you will need to use the following:**

Net ID:

Email Address:

Access via Outlook:

**Computer Equipment and Building Access:**

Keys or Code:

Computer equipment:

**Central Human Resources Onboarding Webpage:**

The Central Human Resources onboarding [webpage](https://hr.ucr.edu/employee-onboarding-road-map) is dedicated to new employees for a one-stop information page. New hires should visit this page no later than the first day of hire. The website will guide you through pre-hire and post-hire activities, which includes, but is not limited to:

* Mandatory Training
* Benefits Orientations
* Retirement Contribution Information
* New Staff Orientation
* Pay, Timesheets, and Holidays
* Direct Deposit
* W-2 and Tax Withholdings
* Ergonomic Evaluation
* Mandatory Workplace Poster Information

**Additional Information:**

[This where the department can add more information]

If you have any questions about the onboarding process or paperwork, prior to your start date, please email me at name@ucr.edu