STAFF NEW HIRE CHECKLIST

Staff Human Resources Checklist

The following documentation is required to be completed on or before the 1st day of employment and must be submitted as soon as possible. Failure to do so on a timely basis can cause delays in employee pay, benefit eligibility, access to UC systems and other employment-related tasks.

Upload to HR

The following documents must be uploaded via the BOX tool.

☐ Oath (Required) All persons (other than aliens) employed by the University, in common with all other California public employees, whether with or without compensation, must sign the oath.

☐ Compensatory Time Off (CTO) Agreement Forms (select appropriate form)

☐ Statement Concerning Social Security (student & limited term hires only)

☐ Position Description (review with new employee on first day)

Form I-9

The employee can complete Section 1 of the online form as early as day the employee has accepted an offer of employment, but no later than the employee's first day. Section 2 of the online form must be completed by the designated employer representative (usually the supervisor or hiring manager) within 3 business days of the employee's date of hire. Both the employee and designated employer representative will receive an email from I-9 Tracker with instructions on how to access the online form. Additional training for locations can be found at: I-9 Tracker Training

UCPath Submissions

The following documentation is also required but housed within UCPath. Your employee will need to enroll in Duo multifactor authentication to access UCPath online. Visit https://movetoduo.ucdavis.edu/ to get started. Once successfully logged into UCPath, use the menu at the left to navigate to **Employee Actions > Personal Information**. There is no need to submit copies of the completed form(s) to HR:

A. **Verify Personal Information**
   - ☐ Employee Disclosures
   - ☐ Patent Acknowledgment (**Required**)
   - ☐ Ethnicity (Optional but encouraged)
   - ☐ Veterans Status (Optional but encouraged)
   - ☐ Disability Status (Optional but encouraged)
   - ☐ Gender Status (Optional but encouraged)
   - ☐ Prior Service Verification (employees coming from a state agency or other California state university to complete and sign)

B. **Income and Taxes**
   - ☐ W-4 (Required)
   - ☐ Federal Withholdings (Required)
   - ☐ Direct Deposit (Optional but encouraged) – activation may take up to one to two pay cycles to go into effect. Employees will receive a paper payroll check until their direct deposit has been activated. Paychecks are mailed via U.S. mail which may take up to 3-5 additional days.
   - ☐ Glacier Nonresident Tax Compliance System – all non-US citizens & non-permanent residents are required to access and use this system.
   - ☐ Verification of Employment (informational purposes only) – employees wishing to verify their employment and/or income can do so by accessing the "Employment Verification" page in UCPath. To learn more, please go your UCPath account. Once signed in, use the menu at the left to navigate to **Employee Actions > Income and Taxes > Verification of Employment.** Scroll to the bottom of the page to find the Generated Summary Report button.

C. **Health & Other Benefits** - ***Employees have only 31 days*** from the first day at work (or the first day in an appointment that makes the employee newly eligible for benefits) to enroll in their health and welfare benefits.

☐ UC Benefits & Compensation – employees can go here to learn more about benefit eligibility and enrollment options.
- UC Davis Benefits Center – email (benefits@ucdavis.edu) or phone (530-752-1774). Hours of operation are Monday-Friday 8:30am-12pm and 1pm-4:30pm (excluding holidays).

D. **Retirement Benefits** - *Employees have 90 days* from their hire date to choose a primary retirement benefit. Employees who do not choose a primary retirement option will automatically be enrolled in Pension Choice.
☐ myUCretirement.com/choose – employees can go here to make their primary retirement benefit choice.
- UC Retirement Benefits – learn more about the retirement benefit options.
- Retirement Planning Resources – access resources and contacts.

Employee Email

Your new employee will be able to request an email once the hire has completed through UCPath and the Employee ID (EID) has been provided. The new employee will need to request an @ucdavis address first by visiting UCD Computing Account Services. They will then be able to contact ANR IT at help@ucanr.edu to request an @ucanr email address.

Required Trainings

Please provide the employee the required training letter that specifies mandated training specific to this position. Your new employee should receive an email during their first week of employment from UC Davis Learning and Development (sdps@ucdavis.edu) with the instructions on how to complete their required training.

For information regarding our COVID protocol and vaccine status requirements, please refer to the link https://ucanr.edu/sites/safety/files/361542.pdf.

Helpful Links:

A. **UCPath** – employees can go here to access employment-related forms and links, such as personal information, tax withholding, and benefit and direct deposit enrollment.
B. **JobBuilder** – supervisors go here to enter new position descriptions and access approved position descriptions.
C. **ANR Orientation for New Employees** – employees can go here to access Orientation information and upcoming Orientation dates.
D. **ANR Onboarding Resources for Supervisors** – supervisors can go here to access the Supervisor Guide to Onboarding New Employees and the Onboarding & Orientation Checklist.
E. **New UC Employee Roadmap** – employees can go here to learn more about the steps they need to take as a new UC employee.