**NEW HIRE ONBOARDING CHECKLIST**

**Human Resources Checklist**

The following documentation is required to be completed on or before the 1st day of employment (unless otherwise noted) 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 completed and uploaded via the [New Hire Paperwork BOX Folder](https://ucdavis.app.box.com/upload-widget/view/ey615daa6mzyvjv2dau5wbkea93ejhrn/86408745334) on or before the 1st day of employment:

[Oath](https://ucanr.edu/sites/ANRSPU/files/177096.pdf) (Required)

[Compensatory Time Off (CTO) Agreement Forms](http://ucanr.edu/sites/ANRSPU/Supervisor_Resources/Compensation/CTO/) (select appropriate form)

[Statement Concerning Social Security](https://ucanr.edu/sites/ANRSPU/files/177102.pdf) (student & limited term hires only)

Signed Position Description

**Electronic/Automatic Submission**

The following documentation is also required but housed within the online [UCPath](http://ucpath.universityofcalifornia.edu/) system unless otherwise notated. Employees will obtain access to UCPath once the hire is processed and a computing account is created. After you’ve signed in, 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:

1. **Verify Personal Information**

Employee Disclosures

Patent Agreement (Required)

Ethnicity (Optional but encouraged)

Veterans Status (Optional but encouraged)

Disability Status (Optional but encouraged)

Gender Status (Optional but encouraged)

[Prior Service Verification](https://www.ucop.edu/local-human-resources/_files/payroll/srvcreditverification.pdf) (employees coming from a state agency or other California state university to complete and sign)

1. **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](https://financeandbusiness.ucdavis.edu/systems/glacier) – 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](http://ucpath.universityofcalifornia.edu/). To learn more, please go your [UCPath](http://ucpath.universityofcalifornia.edu/) account. After you’ve 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.

1. **I-9 and E-Verify Tracker**

Section 1 of the online form must be completed on or before the employee’s first day. Section 2 must be completed within 3 business days of the employee’s date of hire. Both the employee and employer representative will receive an email from [I-9 Tracker](https://i9complete.ucop.edu/) with instructions on how to access the online form.

1. **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](https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html) – employees can go here to learn more about benefit eligibility and enrollment options.

* + [UC Davis Benefits Center](https://hr.ucdavis.edu/departments/benefits) – email (benefits@ucdavis.edu) or phone (530-752-1774). Hours of operation are Monday-Friday 8:30am-12pm and 1pm-4:30pm (excluding holidays).

1. **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](https://myucretirement.com/choose) – employees can go here to make their primary retirement benefit choice.

* + [UC Retirement Benefits](https://ucnet.universityofcalifornia.edu/compensation-and-benefits/retirement-benefits/index.html) – learn more about the retirement benefit options.
  + [Retirement Planning Resources](https://ucnet.universityofcalifornia.edu/compensation-and-benefits/retirement-benefits/resources.html) – access resources and contacts.

**Helpful Links:**

1. [**UCPath**](http://ucpath.universityofcalifornia.edu/) – employees can go here to access employment-related forms and links, such as personal information, tax withholding, and benefit and direct deposit enrollment.
2. [**JobBuilder**](https://ucjobbuilder.ucop.edu/) – supervisors go here to enter the position descriptions.
3. [**New Hire Paperwork BOX Folder**](https://ucdavis.app.box.com/upload-widget/view/ey615daa6mzyvjv2dau5wbkea93ejhrn/86408745334) – supervisors can go here to upload the employee’s completed new hire paperwork.
4. [**ANR Onboarding Resources**](https://ucanr.edu/sites/Professional_Development/All_Trainings/Orientation/) – employees and supervisors can go here to access the New Employee and Supervisor onboarding guides.
5. [**New UC Employee Roadmap**](https://ucnet.universityofcalifornia.edu/compensation-and-benefits/roadmaps/new-employee.html) – employees can go here to learn more about the steps they need to take as a new UC employee.