

# UC ANR

## New Employee Academic Checklist

*(Supervisor is encouraged to review this checklist with the new employee)*

### THE 1<sup>ST</sup> DAY

- Fingerprint and background verification clearance and degree certification (if applicable).
- Complete Hiring Paperwork. Visit [ucpath.universityofcalifornia.edu](http://ucpath.universityofcalifornia.edu) to enroll in direct deposit, enroll in UC benefits, update your personal information, complete the W-4 and tax withholdings.
  - Your first paycheck will be mailed to your home address on payday from a processing center in Arizona. Please ensure your home address in UC Path is correct.
  - It can take up to five or more days to receive your check via the U.S. post office. To expedite the process for future pay, we encourage you to sign up for direct deposit in UC Path.
- Employees in a **non-exempt, overtime-eligible position** under the federal Fair Labor Standards Act (FLSA):
  - Employees:
    - Track and record all hours worked on the basis of the nearest ¼ hour via online Time Reporting System (TRS). [TRS training](#) is available on-line.
    - Employees will be paid on the biweekly cycle and receive overtime for any hours worked over 40 hours in a workweek.
  - Supervisors:
    - Approve electronic TRS timesheet.
    - Overtime must be approved in advance by the supervisor.
- Establish computer access with supervisor. Purchase laptop or PC.
- Refer to ANR Learning and Development website for various resources such as [Onboarding New ANR Employees: Supervisor's Guide](#) and [New ANR Employee Guide](#).
- For employees located at the ANR building on Second Street, contact the receptionist at (530) 750-1200 to be added to the Collaborative Tools groups and issued a building key fob, office and/or desk key.
  - Employees are encouraged to complete the [UC Davis New Employee Orientation](#) on-line course (UCD login required).
- Organize workstation – provide list of needed items for workstation to supervisor for approval (i.e. scissors, stapler, calendar, tape dispenser, etc.).
- Learn to use the copier/ printer /scanner.
- Ask questions of your supervisor, your colleagues and others - never feel like you've asked too many questions!
- To schedule an event, learn how to create a [Doodle Poll](#). This internet calendar tool is used to coordinate meetings, which allows users to determine the best time and date to meet.

### THE 1<sup>ST</sup> WEEK

- Employee ID number - Once all required employment paperwork is submitted and your hire has been processed and approved in UCPath, you will receive an automated email with your ID# and login information to UCPath system.

- Obtain new email addresses (you need both @ucdavis and @ucanr):
  - First, obtain an @ucdavis address by visiting [UCD Computing Account Services](#)
  - Next, contact ANR IT at [help@ucanr.edu](mailto:help@ucanr.edu) to get a @ucanr email address  
(Obtaining a @ucanr.edu address requires that you get a @ucdavis.edu address first)
    - Upon setting up an ANR email address, notify Alma Jackson at [ajackson@ucanr.edu](mailto:ajackson@ucanr.edu)
- You'll need to enroll in Duo multifactor authentication to access UCPATH Online. Visit [movetoduo.ucdavis.edu](http://movetoduo.ucdavis.edu) to get started.
- For employees located in the Davis ANR building, check out "At Second Street" web site via ANR Portal by clicking on the icon "At Second Street." You'll find useful information related to the building operations.
- Establish date/time for location-specific orientation with supervisor and director(s), i.e. work environment, building access, safety plans, office equipment, UC and ANR policies, etc.
  - For policy reference to continue funding of contract/grant projects, please refer to the [ANR Administrative Handbook, Section 292, Cost Recovery Guidelines and Procedures](#).
- Visit the ANR Academic HR website to learn about upcoming [Academic HR deadlines, trainings and events](#), i.e. the next **New Academic and Staff Administrative Orientation** (a 1-day event) and the **Programmatic Orientation** (a 3-day event), which is open to all new UCCE advisors and UCCE specialists, academic coordinators, academic administrators and Agricultural Experiment Station faculty. Discussions include the mission of UC ANR and our varied roles in California and the University and examples of successful research and outreach programs.
  - Refer to [ANR Orientations](#) web site
- Learn about [UC ANR Principles of Community](#).
- Required Trainings – 1<sup>st</sup> email notice is normally sent to employee within a week after your hire has been processed in UCPATH (as long as the employee's UC Davis email account is activated):
  - UC Compliance Briefing: Ethical Values and Conduct
  - UC Cyber Security Awareness - Initial Training
  - UC Sexual Violence and Sexual Harassment Prevention Training
    - for Supervisors and Faculty (*including UC ANR Academics*) **or**
    - for Non-Supervisors
  - Principal Investigator Training (*for Advisors, Specialists, REC directors, Statewide Program directors & academics granted exceptional PI status*)

**✉ SEND ACADEMIC HR A MESSAGE ANY TIME WITH ANY QUESTION:**

[anracademics@ucanr.edu](mailto:anracademics@ucanr.edu)

**✉ OR VISIT THE ACADEMIC HR WEBSITE: <http://ucanr.edu/academicpersonnel>**

**THE 1<sup>ST</sup> MONTH**

- Log into Project Board and complete FTE reporting.
  - Watch this [8-minute training video](#)
  - Additional information and instructions can be found on the [New Hire User Manual](#)

- Learn about your [UC benefits](#) (health plans, flexible spending accounts, and legal, disability, life and accident insurance).
  - If you have questions regarding UC Benefits, please contact UC Davis Benefits Customer Service at (530) 752-1774.
  - If you choose to participate in any of the UC health and welfare benefits, **you must enroll online within the first 31 days of your employment**, which is your period of initial eligibility (PIE). [Sign up](#) for benefits before your PIE ends; you will need your employee ID# to enroll.
  - An in-person Employee Benefits Orientation is available on the UC Davis campus every 2 weeks on Wednesdays from 8:30 AM to noon. To enroll, call UCD Staff Development & Professional Services at (530) 752-1766.
  - If unable to attend UCD's in-person orientation, new employees are encouraged to watch these videos prior to their PIE:
    - [Benefits of Belonging](#)
    - [Medical Plan Comparison \(The Best Plan for You and Your Family\)](#)
  - **If you enroll any one in a benefit plan as a family member**, please watch your email in-box from Secova, Inc. They administer the eligibility verification process for family members. Secova, Inc. may require documentation verifying eligibility status. You must respond by their deadline or you risk de-enrollment of your family member(s) from UC benefits.
  
- [2016 UC Retirement Choice Program](#)
  - Following your hire, you will receive communications from Fidelity regarding the Retirement Choice Program which allows you to choose between two retirement plan options.
    - If you were hired on or after July 1, 2016 and never had a UC or UC-sponsored retirement program membership, you will have to elect a retirement plan choice.
    - Participation in the Retirement Choice Program is required.
  - If you had prior service with UC, you may be "returned" to the UC Retirement System Plan in which you were enrolled during prior to UC employment. For eligible employees, enrollment in UCRSP is mandatory.
    - If you had prior UC or UC-sponsored retirement program membership, **contact UC Retirement Administration Service Center (RASC) immediately** at 1-(800) 888-8267.
  - **You will have 90 days from the date of hire in which to enroll in your choice of plan options.**
    - Refer to the [step-by-step guide \[PDF\]](#) to enroll in the Retirement Choice Program.
  - If you do not choose an option within the 90-day enrollment period, you will be automatically enrolled in Pension Choice. You are encouraged to enroll in the Retirement choice Program as soon as possible to avoid delaying vesting or decreasing accumulations or benefits.
  
- Notification to Employees who are Mandated Reporters:
  - Employment within UC ANR is contingent upon securing written acknowledgement to comply with California law. ANR employment is subject to the requirements and compliance of the California's Child Abuse and Neglect Reporting Act (CANRA). CANRA updates and acknowledgement form are available at [ANR's CANRA website](#).
  
- Take time to review the [UC ANR Orientation Guide](#) for new academics.

## **THE 2ND & 3RD MONTH**

- Introduce yourself to the Strategic Initiative leader in your general program area and seek input from them as key leaders in UC ANR:
  - [Endemic & Invasive Pests & Diseases](#): Jim Farrar, [jjfarrar@ucanr.edu](mailto:jjfarrar@ucanr.edu)
  - [Healthy Families & Communities](#): Lynn Schmitt-McQuitty, [lschmittmcquitty@ucanr.edu](mailto:lschmittmcquitty@ucanr.edu)

- [Sustainable Food Systems](#): Deanne Meyer, [dmeyer@ucdavis.edu](mailto:dmeyer@ucdavis.edu)
  - [Sustainable Natural Ecosystems](#): David Lile, [dfile@ucanr.edu](mailto:dfile@ucanr.edu)
  - [Water Quality, Quantity and Security](#): David Lewis, [djllewis@ucanr.edu](mailto:djllewis@ucanr.edu)
- Review the [ANR Position Description](#) (PD) template and begin to set specific goals to build local relationships and frame your programmatic needs assessment.
  - Begin to outline your key clientele groups for your UCCE program(s).

### **THE 3RD THROUGH 6TH MONTH**

- Outline a needs assessment and discuss it with your direct supervisor.
- List potential mentors to support your success and discuss with your supervisor.
- Prepare your final PD for review and send to Academic HR for final signatures.
  - Review PD used in recruitment.
  - Request samples of other PDs.
  - Develop official Position Description with supervisor and program director's input.
- Establish Goals/Objectives:
  - Start within 6 months of hire date.
  - See [Section C - Goals Template](#) of the Annual Evaluation.
  - Review the [criteria](#) for advancement associated with your title in the E-Book.
- Start-up Funds:**
  - Per system-wide policy, academics have 3 fiscal years to use their start-up funds. However, it may actually be less depending on their start date.
    - For example, if an academic's hire date is 3/1/2015 then it would look like this:
      - 03/01/2015 – 06/30/2015 = fiscal year 1
      - 07/01/2015 – 06/30/2016 = fiscal year 2
      - 07/01/2016 – 06/30/2017 = fiscal year 3

In this example, the academic has 27 months to spend their start-up funds.

  - If an academic has not spent the funds within that time period, they should contact the Vice Provost of Cooperative Extension well before that final June date and request an extension AND provide a plan on how they will spend the money. There are restrictions on what they can spend the money on, so they should talk with their supervisor.

### **THE 6TH THROUGH 12TH MONTH**

- Begin needs assessment

### **THE 12<sup>TH</sup> THROUGH 24<sup>TH</sup> MONTH**

- Work with initial needs assessment results to set program priorities for your research and extension work going forward.
- Focus on relationships – internally and externally.
- Ensure you have a clear process that is open and accessible.
- Set goals for immediate, short term and longer term outcomes and anticipated impacts.

## **ADMINISTRATIVE MATTERS**

- Apply for a [Visa Corporate Card](#) (Travel Card).
- Apply for a [Purchasing Card](#) (supplies & expenses card).
- Learn about the travel expense reporting system for UC Davis, [AggieTravel](#).
- To order ANR Business Cards, see <http://ucanr.edu/sites/Toolkit/>

- UC Davis Library Card:
  - [Explore Library services](#)
- Find out the benefits in acquiring an [Aggie Card](#) (UC Davis Employee Identification Card).
- Learn about and join UC Davis [goClub](#) that provides green transportation options to employees.

## **REVIEW RELEVANT WEBSITES**

- History of the land grant system, the Agricultural Experiment Station, and Cooperative Extension in this [41-minute video](#).
- UC ANR - Learn about ANR's Mission, Vision, Philosophy and Core Values covered in the [Orientation Guide](#) under "Purpose" and by reading our [Strategic Vision](#).
- Explore our [Strategic Initiatives](#) and think about how they might tie in with your work.
- Learn about ANR's various [Statewide Programs](#).
- Learn about [Cooperative Extension](#) programs.
- Learn about our [Research and Extension Center](#) (REC) system.
- Learn about the campus-based [Research and Information Centers](#) (RIC's).
- Learn about ANR's operating policies and procedures in the [ANR Administrative Handbook](#).
- UC ANR [Academic Human Resources](#) (your personnel office)
  - UC ANR Academic HR is the office of record for all academic personnel files.
  - UC ANR [Orientation Guide](#) (for new academics).
  - Send academic human resources questions and issues to Academic HR E-Service Center email address: [anracademics@ucanr.edu](mailto:anracademics@ucanr.edu)
- [UC ANR Staff Human Resources](#)
  - Send staff human resources questions and issues to Staff HR E-Service Center Email Address: [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu)
  - If you supervise staff employees (such as community educators, administrative assistants, staff researchers, etc.) please contact Staff HR for staff related questions and issues.
- [Affirmative Action](#) Office
- Learn about UC Davis [Staff Development and Professional Services](#).
- The BOC-Davis will be your payroll/financial office:
  - UC ANR [BOC-Davis](#)