Additional Steps for Onboarding at UCOP/Oakland

Step	Contact	Notes
IT Provisioning: Accounts, Phones, Computers	ServiceNow request page: New Employee IT Provisioning: Accounts, Phones, Computers	**10 business days in advance**: Supervisor (or designate) submits ServiceNow ticket* for: o UCOP email address o UCOP directory/AD listing o Hardware and software provisioning o VPN and Duo o Network drive access o Phone number o Access to printing and copying *When logging in, if asked to choose location, select UCOP. NB: In comments section, make a note that the employee was hired through ANR HR, not UCOP HR, so UCOP HR does not do the onboarding.
Establish a 0% Employee Record at UCOP	Scott Leaf, UCPath Project Manager sjleaf@ucanr.edu	Needs to be set up in order to access UCOP email and other downstream systems, and to allow for parking/transit payroll deductions.
Building Access/ID Badge	building.services@ucop.edu	Set up an appointment for ID photo to be taken and badge to be issued. Website with more information on ID badges and other services: https://www.ucop.edu/building-administrative-services/services/facility-services/work-management-center.html.
UCOP Orientation in Learning Management System (LMS)	Miranda Josafat, UCOP HR Analyst miranda.josafat@ucop.edu	It will take an extra couple of days after the establishment of the employee in the UCD LMS system to be granted access to UCOP courses. If there are issues, email miranda.josafat@ucop.edu.
ANR UCOP Franklin Building Listserv Calendar Invitations to Oakland All-Staff Meetings Add New Hire's Name to Unit's Postal Mailbox	Patricia Lonergan, Executive Assistant to the Vice President patricia.lonergan@ucop.edu	
Add New Hire to Space Map	Kathryn Stein, Project Analyst for Chief of Staff kathryn.stein@ucop.edu or Kathy Eftekhari, Chief of Staff to the Vice President kathy.eftekhari@ucop.edu	Indicate office or cubicle number to have new hire added to space map.