

STUDENT LIFE NEW HIRE CHECKLIST

JOB# _____

EMPLOYEE NAME:	EMPLOYEE ID#:
JOB DESCRIPTION#:	DATE OF HIRE:
WORKING TITLE:	<input type="checkbox"/> Appointment in PPS <input type="checkbox"/> Distribution in PPS
DEPARTMENT:	SUPERVISOR:

COMPLETED ON UCSD ONBOARDING (PRIOR TO FIRST DAY):

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| <ul style="list-style-type: none"> Sign Offer Letter Personal Data Gathering Form UC W-4 Withholding Allowance UC San Diego Policy/Acknowledgment Form UC San Diego Admin Policies UC Presidential Policies UC Net Principles of Community UC Statement of Ethical Values and Standards of Ethical Conduct UC Nondiscrimination and Affirmative Action Policy Office for the Prevention of Harassment and Discrimination (OPHD) Worker's Compensation | <ul style="list-style-type: none"> Whistleblower & Whistler Protection Policies UC San Diego Smoke Free Policy Affordable Care Act Exchange Notice (ACA) Asbestos Notice Substance Abuse Family and Medical Leave Computer Information Use and Security Statement Voluntary Self-Identification of Disability Voluntary Self-Identification of Race, Ethnicity and Veteran Status Email address created Business Systems log-in created Print Complimentary Parking Permit (Only for new hires with no prior UCSD affiliation) |
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NEW HIRE FORMS (COMPLETED WITH SLHR):

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| <input type="checkbox"/> Cleared Background Check
<input type="checkbox"/> Employment Eligibility Verification (<i>I- 9 Form</i>)
<input type="checkbox"/> UC State Oath, Patent Policy & Patent Acknowledgement
<input type="checkbox"/> Probationary Letter
<input type="checkbox"/> Child Abuse and Neglect Reporting Act (CANRA) Form
<input type="checkbox"/> Benefits Eligibility Level Indication (BELI) – UPAY726
<input type="checkbox"/> Student Life Emergency Contact Form
<input type="checkbox"/> Direct Deposit Form
<input type="checkbox"/> Overtime Election Form (<i>non-exempt employees only</i>) | <input type="checkbox"/> Staff ID Card
<input type="checkbox"/> Signed Application Packet
<input type="checkbox"/> Job Posting Copy
<input type="checkbox"/> Payroll Calendar
<input type="checkbox"/> Set up on MyTime
<input type="checkbox"/> Emailed Employee (<i>cc to Supervisor</i>):
<input type="checkbox"/> New Hire Orientation Information
<input type="checkbox"/> Benefits Orientation Information
<input type="checkbox"/> My Time Instructions |
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SUPERVISORS:

- | | |
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| <input type="checkbox"/> Set up:
<input type="checkbox"/> Telephone
<input type="checkbox"/> Work Station & Order Office Supplies
<input type="checkbox"/> Business System Access (see SLBO checklist)
<input type="checkbox"/> Key Request
<input type="checkbox"/> Request:
<input type="checkbox"/> Express Card <input type="checkbox"/> Travel Card
<input type="checkbox"/> Introduce new hire to Student Life via email | <input type="checkbox"/> Review & Sign Job Description (<i>return to SLHR</i>)
<input type="checkbox"/> Update BLINK Directory
<input type="checkbox"/> Review Performance Standards
<input type="checkbox"/> Review Absence Policies & Procedures
<input type="checkbox"/> Verify completion of UC Mandatory Trainings
<input type="checkbox"/> Add to Staff Associations List Serve
<input type="checkbox"/> Add to Student Affairs List Serve
<input type="checkbox"/> Discuss Professional Development Opportunities |
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ONBOARDING SUGGESTIONS FOR SUPERVISOR:

- Welcome Announcement
- Schedule a Campus and Student Life Tour
- Schedule Meet & Greet with AVC / Department Head
- Assign a go-to person in case new hire has questions

UC MANDATORY TRAININGS (AVAILABLE ON UC LEARNING):

Training Notification Sent

- Injury and Illness Prevention Program – enroll within 30 days of hire, complete within 90 days of hire; classroom ~75mins
- UC Sexual Violence & Sexual Harassment Prevention – biennial e-course ~55mins
- UC Cyber Security Awareness – e-course ~55mins; *refresher ~35mins*
- UC Ethical Values and Conduct – complete within 7 days of hire, e-course ~35mins