**Departmental**

**New Hire Checklist**

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| **EMPLOYEE INFORMATION** | | | |
| **NAME:** |  | **EMPL ID:** |  |
| **START DATE:** |  | **POSITION #:** |  |
| **SUPERVISOR:** |  | **POSITION TITLE:** |  |
| **HIRE TYPE:** |  | | |

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| **ADMINISTRATION** | | | | | |
| **ACTION ITEM** | **DESCRIPTION** | | | **CONTACT** | **DATE** |
| Welcome Letter | Informational email from Unit | | |  |  |
| Live Scan | New hire appointment with UCM Police Department. Supervisor receives confirmation of fingerprint completion. | | | [Police Dept](https://police.ucmerced.edu/)  (209) 228-4770 |  |
| Request New Hire Intake-Onboarding Appointment | New Hire Intake Request | | | <https://bfs.ucmerced.edu/payroll-services>  [Understanding New Hire Intake-Onboarding Process](https://bfs.ucmerced.edu/sites/bfs.ucmerced.edu/files/page/documents/job_aid_understanding_new_hire_onboarding_process.pdf) |  |
| New Employee Info | Informational email from Payroll Services- Welcome Email will include links and contacts applicable to New Hire | | | [Payroll Services](https://bfs.ucmerced.edu/payroll-services)  [Payroll Inquiry Form](https://bfs.ucmerced.edu/form/payroll-services-inquiry) |  |
| UCM ID Badge | Campus official picture identification card  Visit CatCard Office at Granite Pass, Room 171 | | | [CatCard Srv](https://catcard.ucmerced.edu/Obtain_Catcard)  (209) 228-2228 |  |
| UC Merced NetID | UCMNetID provides access to UC Merced network and Internet services. Claim your NetID by going to <https://idm.ucmerced.edu/claim> | | | [IDM](https://idm.ucmerced.edu/claim) |  |
| UCPATH Portal | Go to <https://ucpath.universityofcalifornia.edu/> to login and complete the following: | | | [HR Benefits](https://hr.ucmerced.edu/benefits)  [Ask UCPath](https://ucpath.universityofcalifornia.edu/)  [UCPATH Portal OnBoarding-How to](https://bfs.ucmerced.edu/our-services/payroll-services/workforce-boarding-hub/ucpath-portal-onboarding)  [Campus Onboarding Actions](https://bfs.ucmerced.edu/our-services/payroll-services/workforce-boarding-hub/campus-onboarding-actions) |  |
| Enroll in Health & Welfare Benefits  Enroll in Retirement Plan (if applicable) | Enroll in Direct Deposit  Enroll in Electronic Form W-2  Update Form W-4 | |
| Desktop/Laptop Configuration & Applications | Global Connect VPN  Communicator Basic (VoIP)  Outlook Email  Adobe Acrobat ReaderPro  Box Sync/Drive  Access  Zoom | | Skype for Business  Microsoft Team  Microsoft Office Suite  Microsoft Project  *(check with supervisor)*  Microsoft Visio  *(check with supervisor)* | [OIT](https://it.ucmerced.edu/)  (209) 228-4357 |  |
| Submit Request DMV Pull Notice | Submit Request DMV Pull Notice- If Applicable | |  | [DMVPULL@ucmerced.edu](mailto:DMVPULL@ucmerced.edu) |  |
| Web Contacts | Supervisor to request to add new team member’s contact information to website: ADD Department Link Directory Here | | | Supervisor |  |
| New Team Member Guide | Provide New Team Member Guide PowerPoint | | | Supervisor |  |
| Copy Printer Services | Request Copy Printer Services | | | [stinoco@ucmerced.edu](mailto:stinoco@ucmerced.edu)  Sara Tinoco |  |
| Request Physical Key | Request Physical Keys (if needed) | | | ffimbrez@ucmerced.edu Frank Fimbrez |  |
| Request Travel &Expense Card | Submit T&E Card Application (only if needed)  <https://travel.ucmerced.edu/> | | | [ServiceNow T&E Card Request](https://ucmerced.service-now.com/hub/com.glideapp.servicecatalog_cat_item_view.do?v=1&sysparm_id=cbd047bcdb042c10f1b9d8965e9619fc) |  |
| Request P Card | Submit P Card Application (only if needed) | | | [pcard@ucmerced.edu](mailto:pcard@ucmerced.edu) |  |
| Moving and Relocation Expense | Moving and Relocation Expense Process (only If needed)  <https://travel.ucmerced.edu/relocation> | | | **Questions? Submit a**[**Service Now**](https://ucmerced.service-now.com/dfa?id=dfa_sc_category&sys_id=b29772fcdbc02c10f1b9d8965e961987&catalog_id=-1)**ticket to Travel & Expense Management** |  |

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| **WORK LOCATION** | | | | |
| **ACTION ITEM** | **DESCRIPTION** | | **CONTACT** | **DATE** |
| Facility Tour | Facility Tour – building access, restrooms, kitchen, coffee/vending machine, printers, office supplies, parking, emergency exits | | Supervisor | N/A |
| Introductions | Introductions – Unit Team, Divisions Teams, OIT team, other collaborators | | Supervisor |  |
| Communication Device | Is a Cellphone or VOIP needed? Contact your units chief administrative officer to review process for request. | | Supervisor |  |
| Workstation Electronics | Monitor Serial No: |  | Supervisor |  |
| Laptop Serial No: |  |
| Mouse Serial No: |  |
| Headset Serial No: |  |
| Keyboard Serial No: |  |

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| **POSITION INFORMATION** | | | |
| **ACTION ITEM** | **DESCRIPTION** | **CONTACT** | **DATE** |
| Job Description | Review Job Description (JD), electronic copy | Supervisor |  |
| Work Schedule | Review and confirm work schedule/hours | Supervisor |  |
| Task Tracking | Review process for managing workloads | Supervisor |  |
| Leave Requests | Requesting vacation/sick time off | Supervisor |  |
| Performance Management | Discuss professional development goals for the first 6-12 months (Log into [Saba](https://hr.ucmerced.edu/node/127/)). | Supervisor |  |
| Timesheet | Time Reporting System (TRS) <https://trs.ucmerced.edu/>  *(To submit time work and/or leave usage as an employee.)* | Supervisor |  |
| Required Training | UCM Required  New Employee Orientation (NOE)  Cyber Security Awareness Fundamentals  UC Sexual Violence & Sexual Harassment Prevention  General Compliance Briefing: UC Ethical Values and Conduct | [UC LEARNING CENTER/LMS](https://hr.ucmerced.edu/uclc) |  |
| Other  IS3: Electronic Information Security <https://policy.ucop.edu/doc/7000543/BFB-IS-3>  Linked in Learning: <https://hr.ucmerced.edu/LinkedinL>  Enter Other Unit Specific Training | Supervisor |  |
|
| Team Email Distribution and Systems | Team specific systems access- List Below- Adapt for your business  SAP Concur  Oracle  UCPATH  TRS  Banner  UCM Plan | Supervisor |  |
| Other Access | Calm App: <https://it.ucmerced.edu/CalmApp>  LinkedIn Learning: <https://hr.ucmerced.edu/LinkedinL>  O’Reilly: <https://www.oreilly.com/library/view/temporary-access/>  Employee Assistance Program (EAP):  <https://hr.ucmerced.edu/hr-units/benefits/other-benefits/insight-eap> | Supervisor |  |
| UC Wide Resources | <https://ucnet.universityofcalifornia.edu/> UC NET- Systemwide Information  Some employment policies and rules may vary depending on your position. To help you understand which ones apply to you, check out the links below to policies, contracts and updates for [**academic appointees**](https://ucnet.universityofcalifornia.edu/resources/employment-policies-contracts/#academic), [**policy-covered staff**](https://ucnet.universityofcalifornia.edu/resources/employment-policies-contracts/#staff) and [**union-represented employees**](https://ucnet.universityofcalifornia.edu/resources/employment-policies-contracts/#union). | | |
| Meetings | Team Meeting (Task Tracker)  Schedule 1:1 check-in | | |
| Other Resources |  | | |