

Workforce On-Boarding Hub

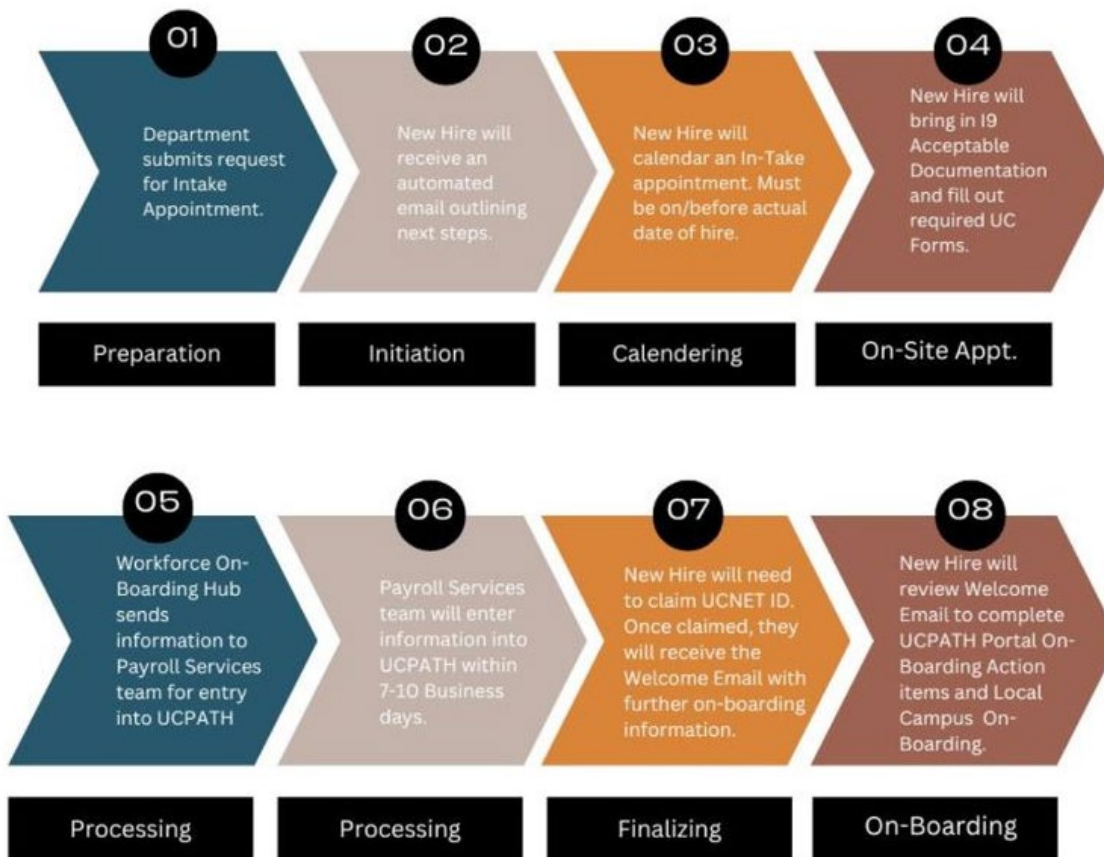
A new hire or rehire of the University of California, Merced **must** attend an "intake" appointment with UCM Payroll Services **Workforce Onboarding Hub** to complete all required paperwork **on or before** the date they begin performing services for the University.

(Need help understanding Form I9- Check out our [Local Training](#) for more information)

Departments (or their representative) are responsible for notifying UCM Payroll Services **Workforce Onboarding Hub** of the need to schedule the appointment with the new/rehired employee.

What to Expect

New Hire Onboarding Process



Reference Links for Hiring Units:

Visit Payroll Services: <https://bfs.ucmerced.edu/payroll-services> and submit the Intake Request form you need for your employee:

- [Student Employee Intake Appointment Request](#)
- [Staff Intake Appointment Request](#)
- [Academic Intake Appointment Request](#)
- [Remedial Tutor/Reader Intake](#)
- [Contingent Worker Intake Appointment Request](#)

As a general reminder:

Departments are encouraged to consult with the [International Students and Scholars Office OIA](#) before committing to hiring an individual who is not a U.S. citizen or permanent resident. OIA is available to talk with the candidate (either in person, if the candidate is on campus, or by phone or email) to make sure the immigration status selected best suits the scholar's immediate needs and plans.

Reference Links for New Employees:

- [Intake Appointment Parking Information](#)
- [Work Authorization Requirements](#)
- [UCPATH Portal Onboarding Items](#)
- [Campus Onboarding Items](#)
- [I9 List of Acceptable Documents](#)
- [Deadlines and Calendars](#)
- Payroll: [Job Aids](#)
- [Payroll Services Inquiry Form](#)

Note: Failure to sign Oath form before commencing services results in being out of compliance and will require [Damage Payment Process](#).

It is the policy of the University of California to make a "Damage Payment" to an employee who, without knowledge of the State Oath of Allegiance requirement, would perform services for the University *prior* to signing the State Oath of Allegiance. A "Damage Payment" constitutes a settlement of a claim by an employee based upon services rendered.

See Also: [UC Policy on Damage Payments](#)