

**ONBOARDINGGG Checklist**

Some of these activities are done via mail, email, in person and/or via DocuSign

**Initial Written Communication**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **If applicable?** | **Required in person** | **Responsibility**  |
| □ Offer Letter  |  |  | **D**epartment |

**Information Only Packet**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **If applicable?** | **Required in person** | **Responsibility**  |
| □ Navigating UC Path  |  |  | SSC |
| □ Patent Acknowledgement |  |  | SSC |
| □ Direct Deposit |  |  | SSC |
| □ Benefits Enrollment |  |  | SSC |
| □ Tax Withholding  |  |  | SSC |
| □ ACA Handout |  |  | SSC |
| □ Sexual Harassment and Sexual Violence Prevention Training |  |  | SSC |
| □ Notice to Victims of Domestic Violence, Sexual Assault and Stalking |  |  | SSC |
| □ TARS Information |  |  | SSC |
| □ Glacier | x |  | SSC |
| □ Worker’s Compensation pre-designation |  |  | SSC |
| □ New Staff Orientation (Must attend by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | x |  | SSC |
| □ I-9 Form (Employment Eligibility Verification) Tracker |  | x | SSC |
| □ State Oath form (Only US Citizens complete State Oath) | x | x | SSC |

**Onboarding (New Hire to Complete) Packet**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **If applicable?** | **Required in person** | **Responsibility** |
| □ Personal Data Form  |  |  | SSC |
| □ Comp Time Selection form (non-exempt only)  | x |  | SSC |
| □ Background Check Release form  | x |  | SSC |
| □ UCR 419 (Social Security Protection Act) (all w/o full benefits) |  |  | SSC |
| □ Non-Disclosure Agreement (NDA) | x | x | SSC |
| □ Volunteer - CWR | x |  | SSC |
| □ Lab training | x |  | Department |

**Post Hire Information**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **If applicable?** | **Required in person** | **Responsibility** |
| □ UCR NetID and Email auto provision via ITS process |  |  | Department |
| □ Provide information on Benefits Webinar |  |  | Department |
| □ Ensure employee has signed up for new staff orientation | x |  | Department |