UCRIVERSIDE
UCPATH PILOT

Onboarding Checklist

Contingent Worker Name: _____   Exit Interview Appointment Time/Date_____

Employee ID: _____   Job Code ID: _____   Start Date_____

Job Code Description(s)_____   Live Scan: DOJ (Y or N):_____   FBI (Y or N):_____

	DocuSign Packet		
□	Personal Data Form	Required	Transaction Unit
□	Patent	Required	Transaction Unit
□	Voluntary Self-Identification of Race, Ethnicity, and Veteran Status	Optional	Transaction Unit
□	Voluntary Self-Identification of Disability	Optional	Transaction Unit
□	Mandatory Child Abuse Reporter Form (UCPD/ECS/HOUSING)	Required to Review	Transaction Unit
□	Volunteer Registration Form (Volunteers Only)	Required to Review	Transaction Unit
□	Volunteer Application (Volunteers Only) CWR's are required to fill out this form with the exception of those CWR's that are in the butterfly project in a non-critical position. The CWR's in a critical role will be required to fill out the form.	Required	Transaction Unit
	Informational Packet in DocuSign		
□	Rights of Victims of Domestic Violence, Sexual Assault, and Stalking	Required to Review	Transaction Unit
□	Cybersecurity Attack Training	Required to Review	Transaction Unit
□	UC Sexual Violence & Sexual Harassment Prevention Training	Required to Review	Transaction Unit
□	UCR Volunteer Policies and Procedures (Volunteers Only) *Note: This is for Staff titles only*	Required to Review	Transaction Unit
□	Worker's Compensation *Note: 1. Contingent Workers – Not covered under Workers Comp, as they are not "employees". 2. WOS appointments and Registered Volunteers – Covered under Workers Comp and 100% need to be in the system / tracked. 3. Temporary Agency Workers, although they are CWRs, they are not volunteers. They are covered by their agency.*	Required to Review	Transaction Unit

Affiliate Process Document			
☐	Affiliate Account Request	Required	Transaction Unit
Additional Training/Information			
☐	Background check (Live Scan or Hire Right) Hire Right is quicker than Live Scan. For critical positions Live Scan is required. HR determines if the position that they are hiring for is critical.	If Required	CWR
☐	Lab Safety Course	If Required	CWR
Data Entry			
☐	Initiate TBH for CWRs	Required	Transaction Unit
☐	Attach Appointment Letter	Required	Transaction Unit
☐	Patent	Required	CWR
☐	Attach Personal Data From	Required	Transaction Unit
Verification of Data Entry			
☐	Verify Personal Data Form	Required	SSC
☐	Verify Appointment Letter	Required	SSC
☐	Verify Patent	Required	SSC
☐	Verify TBH	Required	SSC
☐	Verify Action/Reason Code	Required	SSC
☐	Verify Job Data	Required	SSC
☐	Approve/Deny Transaction	Required	SSC
☐	If Transaction is Denied send notice to Transactional Unit Initiator	Required	SSC
UCPC Approval			
☐	Verify Job Data	Required	UCPC
☐	Approve/Deny Transaction	Required	UCPC
☐	If Transaction is Denied send notice to Transactional Unit Initiator	Required	UCPC