

Welcome to the University of California, Berkeley. Below is a list of web links and contacts that will help you get started. Contact your HR representative to complete hire forms and to get help with any personnel matters.

1. **Employee ID**

Once you have completed your hire forms, your HR representative will provide you with your Employee ID. You will use this to access several services offered to UC Berkeley employees and affiliates. Please be aware that it takes a couple of days for your employee ID to download to the different campus systems.

2. **Cal 1 Card /Cal Net ID Activation**

Cal 1 Card Office, 180 Cesar Chavez Center, Lower Sproul Plaza, 510.643.6839, Monday – Friday, 9:00 AM – 4:30 PM
<http://services.housing.berkeley.edu/c1c/static/gettingcard.htm>

You can get your Cal 1 Card (ID card) 48 – 72 hours after your appointment has been entered in the HR database system. In addition to your CalNet ID, please take a government-issued identification card (e.g., driver's license or passport), for identification purposes.

Please also ask the Cal 1 Card office for a **registration token and follow their directions.** -

3. **bConnected Account (bMail, bCal & bDrive)**

Once your Cal Net ID is activated go to <http://ist.berkeley.edu/bconnected>. On the far left side under bConnected Quick Links, click on "Create Account". Follow the prompts to create your e-mail account. You probably should bookmark the <http://ist.berkeley.edu/bconnected> address as this is where you will access your e-mail, calendar and bDrive.

4. **Health and Welfare Benefits**

You have a Period of Initial Eligibility (PIE), which is 31 days from your date of hire. You must enroll within that period of time. Enroll at <http://ucnet.universityofcalifornia.edu> .

All information regarding the health and retirement benefits available to UC Berkeley faculty and staff can be found in the Benefits section, <http://hrweb.berkeley.edu/benefits> of HR Web. We encourage you to watch a video overview about employee benefits: <http://ucnet.universityofcalifornia.edu/compensation-and-benefits/>

5. **W-4 Tax Withholdings**

All new employees will default to withholding Single 0. To update your tax withholdings, you must log into <http://ucnet.universityofcalifornia.edu/>. For detailed instructions on how to do so, please go to the following link: http://hrweb.berkeley.edu/hrms/W4_Instructions.pdf. If you are not a US Citizen or Permanent Resident, then you must complete a Non-Resident W-4.

6. **Building Access and Safety**

Once you have your Cal 1 Card, please contact your Supervisor- in order to arrange access to your building and get any necessary keys.

Please also see your supervisor for new employee safety training, including the Injury and Illness Prevention Program (IIPP) and Building Emergency Plan (BEP) training. Lab employees must also attend the EH&S Laboratory Safety for New Employees class, be trained on the lab's chemical hygiene plan, and attend additional safety training for hazardous operations, such as using radioactive materials, biohazardous materials, or lasers.

7. **Parking & Transportation** <http://pt.berkeley.edu/> 2150 Kittredge Street, 510.643.7701, Monday – Friday, 7:30 AM – 4:00 PM

To obtain a parking pass or buy a discounted BART or bus pass , please visit Parking & Transportation with your Cal 1 Card. Employees can purchase annual parking and transit passes pre-tax through the Wageworks program. Please note that it takes approximately one week for your employment record to upload to the Wageworks program.

If you need to arrange for parking before your employment start date, please contact your HR representative, who can provide you with an employment verification letter to take to Parking & Transportation.

8. Paychecks/Direct Deposit and W-2 Statements

Paychecks will be mailed to the employee’s home address unless direct deposited. Employees who receive direct deposit will be notified via e-mail that direct deposit has been completed. You can check your Direct Deposit Statements online at *UCnet*. Employees can also download W-2 statements from *UCnet*: <http://ucnet.universityofcalifornia.edu>

There is a waiting period before Direct Deposit takes effect, which is determined by the payroll system and the entry date of the request. If a payroll payment is generated during the waiting period, a paper check will be produced. Changing the bank information in between pay periods may also result in a paper check.

All monthly employees (including GSRs), Academic Appointments (Researchers, Specialists, and Postdoctoral Scholars), and administrative staff employees are paid on the 1st of each month. When the 1st falls on a weekend or holiday, the payday becomes the last business day before the 1st.

9. Observed Holidays

The table below lists the standard holidays that UC observes in a calendar year.

Holiday	Date
New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Cesar Chavez Day	Last Friday in March
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24 (or equivalent)
Christmas Day	December 25
New Year's Eve	December 31 (or equivalent)

10. BLU <https://blu.berkeley.edu>

You may self-manage direct deposit, update your contact information, sign up for campus trainings, and order supplies through the BLU system. Log in using your CalNet ID and go to the *People* tab. Open the desired link on the left-hand side under *Self Service*.

11. Sign up for Warn ME emergency alert service

Warn-Me is UC Berkeley's alerting and warning service. It is activated to contact you when there is an immediate threat to safety or health affecting the campus community. You may choose which option you prefer to be alerted— phone, text message, or E-Mail.

- a. To sign up, go to <http://warnme.berkeley.edu/>
- b. Click on the "Faculty & Staff" blue button on the top right of the webpage.
- c. Sign in with your CalNet ID and passphrase.
- d. Enter your information.

12. Timesheets & Department Work Rules

A CSS- Team 9 Payroll Representative will be in contact with you regarding applicable timekeeping procedures.

Please see your supervisor for department specific work rules.

13. New Employee Campus Orientation <http://hrweb.berkeley.edu/NEO/neocmps.htm>

We encourage new career employees to attend as soon as possible after beginning work at Berkeley – you'll learn about the campus services and opportunities.

14. Personnel Policies

Policies for staff positions can be found at

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/index.html.

15. University of California Policy on Sexual Harassment <http://ccac.berkeley.edu/policies.shtml>

Every member of the University community should be aware that the University is strongly opposed to sexual harassment, and that such behavior is prohibited both by law and by University policy. The University will respond promptly and effectively to reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

16. Electronic Usage Policy

The Berkeley Campus Computer Use Policy (<http://technology.berkeley.edu/policy/usepolicy.html>) governs all campus computing and networking activities.

17. UC Berkeley Library <http://lib.berkeley.edu/services/borrowing.html> Privileges Desk, 198 Doe Library, 510.642.3403

Once you have your Cal 1 Card, the Privileges Desk can activate your library borrowing privileges.

18. Cal Recreational Sports Facilities <http://www.recsports.berkeley.edu/index.aspx>

RSF Cashier's Station, 2301 Bancroft Way, 510.642.7796

With your valid Cal 1 Card, you are eligible for a discounted Cal Rec Club membership, which provides access to the Recreational Sports Facility (RSF), Strawberry Canyon Recreation Area (SCRA), Golden Bear Recreation Center (GBRC), Edwards Track, and other facilities. Day passes are also available. Calendars and program information is posted on the website, and you can purchase memberships or passes from the Cashier's Station.

19. UC Mission Statement <http://www.universityofcalifornia.edu/aboutuc/mission.html>

20. About UC Berkeley <http://www.berkeley.edu/about/>

Enrolling in Benefits

You have **31 days from your date of hire** to enroll in the Medical, Dental, Vision, Legal, Supplemental Disability, Supplemental Life, Health Care Reimbursement and Dependent Care plans. This is your Period of Initial Eligibility (PIE). You may enroll in AD&D and the retirement savings plans at any time.

Step 1: Choose Your Plans

1. Review the Benefits of Belonging New Hire Benefits Package.
2. Read *Your Group Insurance Plans*.
3. Review the Medical Plan Summary Spreadsheet.
4. Visit the system-wide benefits website, *UCnet*, located at <http://ucnet.universityofcalifornia.edu>
5. Contact the plan directly if you have specific questions about coverage.
6. Talk to friends and colleagues for additional references.

Step 2: Gather Data

1. You will need your Primary Care Physician (PCP) name and enrollment number to enroll in Health Net Blue & Gold, Blue Shield Health Savings Plan or UC Care (Kaiser does not require a PCP designation). These enrollment codes are available at the medical plans' websites or by calling the medical plan. Medical plan websites and phone numbers can be accessed from the *Contact List* section of *UCnet*
2. If you are enrolling any family members, you will need their full names, dates of birth, social security numbers, and PCP numbers.

Step 3: Enroll

1. You must have an employee ID number to enroll.
2. Enrollment is done online; only intercampus transfers need to enroll via a paper form. The web application is available at: <http://ucnet.universityofcalifornia.edu>
3. Log in by entering your Social Security number and password. Your initial password will be your birthday in an eight-digit format (MMDDYYYY). Once you have entered this information, you will be prompted to create a permanent password. If you have any problems with your password, please contact Benefits at 510.664.9000, press 3 for HR Services or via e-mail at hrapscshelp@berkeley.edu.
4. Choose *Enroll in Benefits* under *Health and Welfare*. An instruction screen will appear to guide you through the enrollment process. If you have any difficulties, please see your Human Resources Generalist.
5. Confirm your benefits selections at the end of the enrollment process. After you do so, a confirmation screen will appear, indicating the actions you have taken and listing a confirmation number. Print this screen for your records.
6. After you've completed your enrollment, return to <http://ucnet.universityofcalifornia.edu> and click on the *Your Beneficiaries* button. Name your beneficiaries for your retirement/savings and insurance plan benefits. You can change this information at any time.

Step 4: Verify Enrollment

1. Review the confirmation statement you will receive after enrolling on the web. If you have a UC email address, you'll receive this statement via e-mail; otherwise, the statement will be mailed to the home address listed in the UC system.
2. Review your paycheck stub or earnings statement to ensure that correct contributions are being made.
3. You may also check your enrollments on the web in the *Your Benefits Online* section of At Your Service. **Report any errors to your Human Resources Generalist immediately!**

Remember to contact your Human Resources Generalist with any questions. If you need additional assistance, please see UCB Benefit website: <http://hrweb.berkeley.edu>.