HUMAN RESOURCES’ ORIENTATION CHECKLIST

PRIOR TO THE EMPLOYEE’S ARRIVAL

- Provide employee with EA Information Packet
- Send hiring supervisor Orientation Program Overview and Checklists
- Prepare HR New Hire Packet
- Notify TTC, HelpDesk & EA Parking Coordinator of new hire

UPON EMPLOYEE’S ARRIVAL & WEEKS TO FOLLOW

- EA Human Resources New Hire Sign-in with EA-HR Representative
- Distribute HR New Hire Packet
- Review employee information:
  - Division
  - Division head
  - Supervisor
  - Campus Phone
  - Work location
  - Work hours
  - Job title
  - Grade
  - Salary
  - Exempt/Non-Exempt
  - Probationary period
  - Performance evaluation process
  - Merits and range adjustments

- Complete new hire paperwork
- Discuss procedures for mandatory Background Check
- Review benefits – Period of Initial Eligibility (PIE)
  - Medical
  - Dental
  - Vision
  - Life Insurance
  - Disability
  - AD&D
  - HCRA
  - Dep Care
  - Legal
  - Auto/Homeowners
  - Retirement System
  - Savings Plans
    - Defined Contribution Plan
    - 403(b) Plan
    - 457(b) Plan

- Emergency information
- Introduce Time Reporting System
  - Career – due by 2nd of the month
  - Limited – due according to UCLA bi-weekly payroll calendar
  - Vacation leave accrual
  - Sick Leave accrual
- Payroll cycle/Surepay statements
- Introduce Bruin Card
- Discuss EA phone roster and on-line directory
- Discuss at-work security
  - UCLA Hotline
- Discuss Staff & Faculty Counseling Center
- Schedule for new employee orientation with Campus Human Resources
- Enter new employee Information in:
  - Employee Database
  - Campus Directory
  - EA Phone Roster
  - Comings & Goings
  - Organizational Chart

- Give new employee copies of all orientation checklists

- Parking – prompt EA Parking Coordinator to assign parking permit
- Technology orientation – prompt TTC to schedule one-on-one technology orientation