

8 Things New Employees Need to Know

1 ENROLLING IN BENEFITS

If you are a new hire at UC, your first day of active employment typically marks the beginning of the 31-day Period of Initial Eligibility (PIE). Your PIE often does not coincide with the Open Enrollment period for all employees (October through November of each year)

In the **UCPath portal**, navigate to > **Health and Welfare > Enroll in Benefits**.

After clicking **Submit** from the online form, your enrollment is complete. Your benefit elections will appear in the UCPath portal on the next business day.

Retirement - Elect your University of California Retirement Plan (UCRP) plan right away (within 90 days) – don't wait! For all your retirement questions contact Fidelity Investments Retirement Counselor to discuss options at **(800) 558-9182**.

*Retirement service credit **will not** begin accruing until you enroll in a retirement plan.*

For more information on the benefits offered by the University of California and the UC community please visit UCNet below.

<https://lucnet.universityofcalifornia.edu/index.html>

2 TRANSPORTATION & PARKING

ALL motorized vehicles must have a valid UCR parking permit when parking on UCR property.

Permits for students, faculty, and staff are lot specific. Lot entrance signs will display the appropriate permit required in each lot.

Parking Costs are collected via Pay-roll Deductions (pre-tax)

Where can I purchase my parking permit?

TAPS Office: 683 Linden Street, Riverside, CA 92521

TAPS Phone: 951-827-8277

TAPS Frequently Asked Questions:

<https://transportation.ucr.edu/frequently-asked-questions>

Alternative transportation options: <https://parking.ucr.edu/at/>

3 EDUCATIONAL BENEFITS

Here are some of the perks of being a UCR employee:

- Access to training and development programs.
- Reduced-fee enrollment or discounts on courses
- Access to UCR's academic curriculum for employees meeting academic eligibility criteria
- In some cases, employees may also be able to arrange time off or an alternative work schedule to attend classes.

For more information visit:

<https://hr.ucr.edu/employee-resources/ucr-discounts>

NEW EMPLOYEE BENEFITS ORIENTATION

Recommended for:
 Employees prior to selecting benefits.

How to Join the Web Meeting Online

<https://ucop.zoom.us/j/9517875041>

(www.zoom.us > join a meeting

Use meeting ID 951 787 5041)

Audio (if not using computer audio feature):(408) 638-0968;

Meeting ID: 951 787 5041).

When: Every Friday 10:30 a.m. – 12:00 p.m.

Where: Online Live Webinar

For more information about benefits orientation, contact the UCPath Center at (855) 982-7284 or via email ucpath@universityofcalifornia.edu.

Please visit: <https://hr.ucr.edu/total-compensation/benefits-belonging/new-faculty-and-staff>

4 MANDATORY COURSES

COURSE WEBSITE:

<https://ucrllearning.ucr.edu/>

1. UC Sexual Violence & Sexual Harassment
2. UC Cyber Security Awareness Training
3. UC Ethical Values & Conduct
4. COVID 19 Prevention
5. Safety Orientation

MANDATORY COURSES

DEADLINE: 6 WEEKS FROM

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UCR STAFF ORIENTATION

Orientation provides UCR staff with a historical and visionary overview and hear about important programs, research, and the many opportunities available to you as part of the UCR community.

Recommended for: New Employees to UC Riverside

Register online at <https://uclearning.ucr.edu/>
 Sign on to our Learning Management System (LMS) to sign up for professional development.



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COVID-19 Testing Requirements & Vaccines

Employee testing requirements are broken out into two categories

1. **Anyone who is unvaccinated - Once per week**
2. **All other vaccinated, asymptomatic employees - Once per month**

For more COVID-19 testing information please visit:
<https://campusreturn.ucr.edu/testing-requirements>

COVID-19 Vaccinations

The University of California strongly recommends that all members of the University community obtain the COVID-19 vaccine as soon as they are eligible.

For more information on UC COVID-19 vaccine policy and providing vaccination records please visit:
<https://campusreturn.ucr.edu/vaccines>



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DIRECT DEPOSIT & FEDERAL WITHOLDING

To Sign Up Or Make Changes To Direct Deposit & Federal Withholding

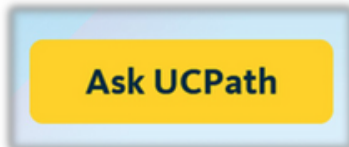
1. Navigate to rspace.ucr.edu
2. Go to tab that reads **Authorized Apps**
3. Click the **UCPath Portal**
4. Select **University of California, Riverside**
5. Go to **Income and Taxes**
6. Select **Direct Deposit** enter information
7. Enter the new information and save the record.
8. Go to **Income and Taxes**
9. Select **Federal Withholding (W-4)** enter information
10. Enter the new information and save the record

Be aware of the following factors when making or revising this request:

- You can only edit your Direct Deposit account information once per day.
- You will need to contact the UCPath Center if you enter incorrect information and request to update the account on the same day.
- You will receive a confirmation notification once you have added or changed your direct deposit settings.

If you need assistance, contact the UCPath Portal by Submitting An Inquiry.

1. Navigate to rspace.ucr.edu
2. Go to tab that reads **Authorized Apps**
3. Click the **UCPath Portal**
4. Click on **Ask UCPath Center** on the right-hand corner of your dashboard.
5. The following screen will read: **How can we help you today?**
6. Proceed by clicking on **“For Me”**.



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PROCUREMENT PROCEDURE

Office Supplies:

- Office supplies are stored in the cabinets found in the kitchen in the SPP Dean's Suite (INTS 4133). Any supplies that are not in stock can be ordered directly with the Executive Assistant via e-mail.

Information Technology Items (ex. Printers, toner, software, etc.):

- Submit a Workfront Request under the request type: *SPP/SOE Requests > Requests for Computing Purchases*

Business Cards:

- Submit a Workfront Request under the request type: *SPP/SOE Requests > Request for Financial Services*

Furniture and Ergonomic Equipment:

- Complete the "Healthy Working" Ergonomic self-assessment course found in the UC Learning Center. Then, submit a Workfront Request under the request type: *SPP/SOE Requests > Request for Financial Services*