welcome

NEW EMPLOYEE QUICK-START GUIDE

RESIDENTIAL & STUDENT SERVICE PROGRAMS
ADMISSIONS & ENROLLMENT
DEAN OF STUDENTS
DIVISION OF STUDENT AFFAIRS
LAWRENCE HALL OF SCIENCE
VICE CHANCELLOR IMMEDIATE OFFICE

UNIVERSITY OF CALIFORNIA, BERKELEY
LAURENCE HALL OF SCIENCE
Complete these steps at the beginning of your employment. If you are unsure about any of the steps, check with your
department supervisor or Human Resources at (510) 643-1828 for clarification.

All students, faculty, and staff at UC Berkeley have a UC Berkeley ID number (student or employee), a Cal 1 Card, which shows
the UC Berkeley ID number, and a CalNet ID

UPON HIRING:

- **EMPLOYEE ID**: Note your Employee ID (EID); you will use the number to get your ID card and network ID.
- **CAL 1 CARD ID**: Get your Cal 1 Card. All non-academic career staff or faculty receive a Cal 1 Card. An employee’s
  hiring data must be entered in the Campus’ Human Capital System (HCM) before they can be issued a Cal 1 Card.
  Once the data has been entered into HCM, a unique ID number will be generated for the employee. The employee’s
  ID number will be uploaded to the Cal 1 Card database within two business days. After two business days go
to the Cal 1 Card office to get your picture taken for the Cal 1 Card. Bring along a “current government-issued photo
  identification card” (driver’s license or passport or state ID card). You will be given your new Cal 1 Card before you
  leave the Cal 1 Card Office.

  80 César Chávez Center, Lower Sproul Plaza
  Monday – Friday, 9:00 a.m. – 4:30 p.m.
  510-643-6839
  cal1card@berkeley.edu

- **BMAIL**: After getting your EID and CalNet ID, you can set up your UC Berkeley e-mail account. You will be able
to access your e-mail account at bconnected.berkeley.edu.

- **CALNET ID**: Obtain your Berkeley network ID together with an associated secret passphrase. Everyone at UC
  Berkeley has a CalNet ID. Initially, your CalNet ID is the same as your Employee ID number. This is your personal
  network identity for accessing campus online services (see attached sheet CalNet ID. In order to use your CalNet ID,
you must first activate it and choose an associated passphrase. You must change your CalNet ID after the activation.
It is important to realize that your CalNet ID provides access to sensitive or confidential information about yourself
and identifies you, personally, to online services. Therefore it is essential that you keep your CalNet passphrase
secret. Do not allow anyone else to use your CalNet ID. To activate your CalNet ID, you must:

  1. Obtain a temporary CalNet Token (a numeric code) from a departmental CalNet Deputy or the Cal 1 Card
     office. A token is a temporary password given to you to assist you in creating a permanent password. You will
     get a new token from the Cal 1 Card Office if you present your Cal 1 Card or a state photo ID along with your
     employee ID number. If you forget your passphrase, Cal 1 Card staff can reset your passphrase by issuing you a
     new token to create a “new” passphrase.

  2. Go to the Activate CalNet ID web page and follow the posted instructions. You can do this from any computer
     that has network access. You will be requested to input your CalNet ID (UC Berkeley employee ID), the token and
     a passphrase.

- **BCAL**: Set up your Google calendar service, bCAL, for faculty and staff. The logon ID is your CalNet ID and passphrase. You will be able to access your bCAL account at bconnected.berkeley.edu.

- **CAMPUS DIRECTORY**: Enter or update your directory listing in the Campus Directory.

*Please note that all blue phrases are links to the corresponding web site.
**BENEFITS:** For benefits-eligible employees, review Health and Welfare benefit plans online at [atyourserviceonline.ucop.edu/ayso](http://atyourserviceonline.ucop.edu/ayso).

You have a period of initial eligibility (PIE) during which you may enroll yourself and eligible family members. Your PIE starts on the first day of eligibility (for example, the day you begin work in a position that makes you eligible for medical coverage). The PIE ends 31 days later for online transactions. For paper-form transactions, your PIE ends 31 days later or on the last working day of that 31-day period, whichever comes first.

Benefits such as life insurance or disability require you to submit a statement of health if you do not enroll during PIE. The insurance company may or may not approve your enrollment at that point.

The default password for At Your Service is an eight-digit number corresponding to your date of birth. It will be in the “mmddyyyy” format with no dashes or slashes. You will be prompted to customize this default password the first time you use it and to accept terms and agreement for use.

**PAYROLL:** Complete payroll information such as tax withholding, view earning statements, retirement information for staff on the [atyourserviceonline.ucop.edu/ayso/](http://atyourserviceonline.ucop.edu/ayso/) web site.

**JOB DESCRIPTION:** Get a job description, classification specifications, and your working title from your supervisor.

**PROBATIONARY PERIOD:** With your supervisor, discuss your probationary period: what’s expected; performance evaluations during probation and beyond; the department’s training plan for you during your probationary period.

**UNION & POLICY CONTRACTS:** Find out what union contract or University policy covers your position; obtain and read a copy of the contract or policy. Ask about your “fair share contribution” to your union, if applicable.

**WORK SCHEDULES:** Ask your supervisor about work schedules, call-in procedures in case of tardiness or absence, use of vacation and sick leave, completing time sheets, pay schedules, and work rules in your department.

**SAFETY:** Request an orientation to safety, emergency procedures, injury reporting obligations, evacuation procedures, location of fire extinguishers, work hazards.

**CAMPUS TOUR:** Take a campus tour from the Visitor Center in Sproul Hall or during the New Employee Onboarding Series.

**BUSINESS CARDS:** The campus uses [campuslifeservices.ucsf.edu/ucprint](http://campuslifeservices.ucsf.edu/ucprint) as the designated printer of campus business cards. You’ll need an authorizing signature to complete your order. You can also place a request with busops.berkeley.edu.

**LIBRARY PRIVILEGES:** Staff and faculty are entitled to library privileges, and your Cal 1 Card will enable you to use them right away.

**TECHNOLOGY** (computers, e-mail and telephones): Many services are arranged for you by your department, so check with your supervisor. Additionally, before setting up your technology services, please read the IT policy for new employees policies of which you must adhere. [security.berkeley.edu/node/25](http://security.berkeley.edu/node/25)

**EMERGENCIES:** Ask your supervisor about building emergencies (where to go in the event of a fire alarm, how to check in to let someone know you are out of the building). For information on campus emergency preparedness, go to the Office of Emergency Preparedness web site. Read all about the campus WarnMe emergency alert service. If you have an office emergency and need immediate assistance, dial 911 from a campus phone.

**SEXUAL HARASSMENT PREVENTION TRAINING FOR SUPERVISORS:** California Law AB 1825 requires Mandatory Sexual Harassment Prevention Education for Supervisors within the first 90 days of employment. Please visit: [ophd.berkeley.edu/education-prevention/ab-1825-training](http://ophd.berkeley.edu/education-prevention/ab-1825-training)

**ETHICS & CONFLICT OF INTEREST BRIEFINGS FOR NEW EMPLOYEES:** The Office of Ethics, Risk and Compliance Services (OERCS) has published two briefings for new employees regarding Ethics and Financial Conflict of Interest. The briefings can be accessed through the UC Learning Center. New employees are encouraged to view these briefings, which last about 30 minutes each, within the first six months of employment. Visit: [hrweb.berkeley.edu/toolkits/new-employees/getting-started/briefings](http://hrweb.berkeley.edu/toolkits/new-employees/getting-started/briefings)

*Please note that all blue phrases are links to the corresponding web site.*
new employee quick-start guide

- BLU is your one-stop employee resource. To access blu, you will need a CalNet ID and passphrase. You will be able to update your personal information, emergency contact, direct deposit, sign up for campus classes and much more. Please visit the blu web site.

- IDENTIFY COMMUTE OPTIONS: Get loads of information and view bicycle, parking and shuttle maps on the Parking & Transportation site. Get help with carpool matching, sign up for the Zipcar program, buy the appropriate parking permit, or learn about bus plans and pay by phone parking. See complete information at the Parking and Transportation web site.

- UC BERKELEY NEW EMPLOYEE ORIENTATION is held every other month. We encourage new employees to attend as soon as possible after you begin work at Berkeley — you’ll learn about the campus, gain understanding of your benefits, and discover some new opportunities that are free to staff. To register, log in to blu, click on “UCB Learning Center” and login using your CalNet ID and passphrase. Enter “New Employee Orientation” in the search box and click on “go.”

- UC BERKELEY STAFF EXPERIENCE PROGRAM: Develop professionally while engaging and connecting with others. Visit: sa.berkeley.edu/ld/staffexp for more information.

GETTING TO KNOW UC BERKELEY & STUDENT AFFAIRS

- Networking: Attend Coffee with Colleagues on the first Friday of every month at Crossroads from 8:30-9:30am.

- UC Berkeley web site: The UC Berkeley web site is rich with information and the Work Overview page is a great place to start.

- Systemwide Personnel Policies: Review and familiarize yourself with the University’s systemwide personnel policies at policy.ucop.edu/manuals/index/html

- UC Berkeley NewsCenter: Catch what’s going on around campus by viewing in-depth news articles online at the NewsCenter.

- UC Berkeley Sustainability: UC Berkeley’s renowned dedication to excellence does not stop at academics – it also translates into efforts to be an environmentally sustainable campus. Check out how you can be a part of this UC Berkeley Sustainability effort.

- Collective Bargaining and Higher Education Employer-Employee Relations Act (HEERA): To learn more about collective bargaining and union representation, visit: hrweb.berkeley.edu/toolkits/managers-supervisors/collective-bargaining

- Go Big Website: To learn more about the Student Affairs GO BIG Staff Initiative, visit: https://studentaffairs gobig.wordpress.com or sa.berkeley.edu/ld/spistaff

LEARNING AND DEVELOPMENT

Learning never stops in a classroom. Continue growing in your professional development.

- Student Affairs Learning & Development
  Offers programs, events, and opportunities designed specifically to enhance professional development. To access and learn more about these opportunities click on: sa.berkeley.edu/ld

- Talent and Organizational Performance
  Supports the development of the workforce through learning and development programs aligned with organizational initiatives. These services include: Organizational Consulting, Learning and Development Consulting, Sponsorship of professional networks, Deliver Learning and Development Programs.

- Online Learning: Online learning classes are available to staff. The wide range of resources include:
  ➢ E-Learn: a set of online learning options available to staff from work or home on a 24-hour basis. Some of the components offered on this site are e-learning courses on business and IT topics, reference books, job aids, preparation for some certification programs, and career development resources. To access e-Learn, log in to Berkeley’s portal, Blu, and click on “e-Learn” in the “Self Service” section.

* Please note that all blue phrases are links to the corresponding web site.
UC Learning Center: a portal to workplace learning where UCB staff can enroll in campus-sponsored classes, take an e-course, read e-books, or create an individual learning plan. To access the learning center, go to Berkeley’s portal, Blu, and select the UCB Learning Center in the “Self Service” section.

CalPact: computer training for UCB staff to learn new skills, enhance productivity and increase career mobility on campus. On-site classes continue to be free to staff and are taught by UCB’s training partner AcademyX. For more information, visit our CalPact page.

Student Affairs Fellowship Program: provides professional development experience to staff who want to expand their expertise. Paired with senior campus leaders, Fellows have the opportunity to develop new skills and knowledge, as well as collaborate across departments. For more information, visit the L&D website.

Wisdom Cafe: learn and share with Berkeley staff through leading, managing, professional development, owning your career, doing your job, community, and more by visiting: wisdomcafe.berkeley.edu

UC Berkeley Extension: take a certificate or specialized program to continue your professional education at UC Berkeley Extension. All UC Berkeley faculty and staff with at least 12 months of University service and an appointment of 50 percent or more are eligible for a 10 percent discount (up to a maximum of $50) on enrollment fees for most courses.

UC Berkeley Courses: interested in auditing an academic course? Get permission from your supervisor and the instructor and complete any documentation necessary to auditing a course.

Manager & Supervisor Development: KEYS – the Keys to Enhancing Your Supervisory Success, a supervisor training program, is a great resource to check out! For a list of resources please see: hrweb.berkeley.edu/learning/manager-supervisor

Career Development:

Career Counseling Program for Staff: provides an opportunity for you to: identify your interests, values, skills and personality preferences and gain an understanding of how these factors relate to career choice and satisfaction on campus; connect with information resources that can assist you in evaluating opportunities at UC; and recognize and address obstacles to career development.

Career Counseling Library: Counseling & Psychological Services (CPS) maintains an extensive reference library of career-related materials, job search books, web resources and the use of computerized career-guidance systems. Assistance with researching and accessing information is available from Library staff.

BSA Mentorship Program: The BSA Mentorship Program is a volunteer program that pairs experienced UC Berkeley staff from all campus units with staff who are seeking to develop themselves professionally. The program provides a supportive structure in which participants can cultivate contacts, explore challenges, and enhance effectiveness as they design their personal growth and career paths at Berkeley.

Senior Leader Onboarding: Assists senior leaders in learning about UC Berkeley culture, their departmental operations, and the role of a leader in the division. For more information, visit the L&D website.

Front Line Leader Onboarding: Provides newly hired and promoted Student Affairs’ frontline leaders with a supportive and cohesive staff culture. Also creates opportunities to meet and network with peers from across the Division, and introduces a variety of practical management models and tools. For more information, visit the L&D website.

Your Supervisor or Manager: Get questions answered or get pointed in the right direction. Just ask!

Your Human Resources Manager or Group:
- Student Affairs Human Resources
- UC Berkeley Human Resources

CARE Services for Faculty and Staff: CARE Services is part of the University Health Services Tang Center at UC Berkeley. These services are the campus faculty and staff assistance program providing free, confidential problem assessment and referral for UC Berkeley faculty and staff.

*Please note that all blue phrases are links to the corresponding web site.
**GETTING CONNECTED**

*Help yourself feel comfortable in your new surroundings — plan time to explore all that UC Berkeley has to offer.*

- **Things to Do:** Explore Cal through the **Cal Marketplace.** Buy Cal merchandise, discover new things to do and find places to stay on and around campus.

- **Cal Exclusive:** Facts, facts and more facts. Take a look at what makes Cal exclusive and the best public university in the world.

- **Join a Staff Organization:** Be **involved!** There are many groups, organizations and communities to choose from on campus.

- **Events:** Whether you like sports, music, theater, dance, or other events, the **Events Calendar** is your one-stop page to see what’s going on at Cal.

- **Cal Performances:** **Cal Performances** is Northern California’s largest presenter of the performing arts. UC Berkeley Faculty and Staff: $5 off single ticket prices (special events excluded). UCB ID required at the door.

- **Get Active and Unwind:** Exercise or take classes at the **Recreational Sports Facility (RSF)** to stay fit and have fun.

- **UC Berkeley Museums and Collections:** The University of California, **Berkeley Art Museum & Pacific Film Archive (BAMPFA)** has plenty of opportunities for you to view art and film exhibits. Into science? Check out the **Lawrence Hall of Science.**

- **UC Berkeley Botanical Garden:** The **Botanical Garden** offers a world class collection of plants. Anytime of the year is a great time to see what the garden has to offer.

- **Software Central:** For more information on free software and tutorials, visit **software.berkeley.edu**

- **Credit Unions:** As a UC employee, you have access to certain credit unions. Locally, they are the Patelco Credit Union and the USE Credit Union. Please see more information at: **hrweb.berkeley.edu/benefits/**

*Please note that all blue phrases are links to the corresponding web site.*
plan/other/credit-unions
- **Places to Eat on Campus:** With seven campus restaurants, your appetite is sure to be satisfied with many delicious and healthy food options. Review the listing of restaurants and get more information about discounted meals at [caldining.berkeley.edu](http://caldining.berkeley.edu).

- **Discounted Events and Services:** Most campus events and museums offer discounts to faculty, staff and students. Your Cal 1 Card will make it easier to get discounts on athletic and cultural events. Some of these discounts include: athletic tickets, Berkeley Art Museum and Pacific Film Archive, Botanical Gardens, Cal Performances, Communication & Network Services, Music Department Performances in Hertz Hall, International House, Lawrence Hall of Science, Library, Phoebe Hearst Museum of Anthropology, Recreational Sports, Transportation discounts, including Bear Pass (AC Transit unlimited ride bus pass).

- **Volunteering, Giving & Community Service:** There are various opportunities to volunteer, give back and provide service on campus. Please visit: [hrweb.berkeley.edu](http://hrweb.berkeley.edu).

---

**COMPLAINT RESOLUTION**

*Should you need assistance, please refer to the following complaint-resolution procedures.*

- **Berkeley Campus Procedures for Responding to Reports of Sexual Harassment** [ophd.berkeley.edu/policies-procedures/complaints](http://ophd.berkeley.edu/policies-procedures/complaints)
- **Resolving Discrimination Issues** [ophd.berkeley.edu/policies-procedures/complaints](http://ophd.berkeley.edu/policies-procedures/complaints)
- **Berkeley Campus Procedures for Responding to Reports of Racial Harassment** [ophd.berkeley.edu/policies-procedures/complaints](http://ophd.berkeley.edu/policies-procedures/complaints)
- **Reporting Hate Crimes** [geneq.berkeley.edu/stophate_form](http://geneq.berkeley.edu/stophate_form)
- **UC Whistleblower** [www.ucop.edu/uc-whistleblower](http://www.ucop.edu/uc-whistleblower)
- **The Staff Ombuds Office** is an independent department that provides strictly confidential and informal conflict resolution and problem-solving services for all Staff, Non-Senate Academics, and Faculty who perform management functions. Visit: [staffombuds.berkeley.edu](http://staffombuds.berkeley.edu)
- **Injury Reporting:** For information regarding what do if you are hurt on the job, please visit: [uhs.berkeley.edu/facstaff/dms/eefaq.shtml](http://uhs.berkeley.edu/facstaff/dms/eefaq.shtml) or [busops.berkeley.edu](http://busops.berkeley.edu) under “safety”.

---

*Please note that all blue phrases are links to the corresponding web site.*
At Your Service: atyourserviceonline.ucop.edu/ayso/

bCAL: bconnected.berkeley.edu

Berkeley Art Museum & Pacific Film Archive (BAMPFA): www.bampfa.berkeley.edu

Berkeley Campus Procedures for Responding to Reports of Racial Harassment: ophd.berkeley.edu/policies-procedures/complaints

Berkeley Campus Procedures for Responding to Reports of Sexual Harassment: ophd.berkeley.edu/policies-procedures/complaints

Blu: blu.berkeley.edu

bMAiL: bconnected.berkeley.edu

Cal Dining: caldining.berkeley.edu

Cal Marketplace: calmarketplace.berkeley.edu

Cal Performances: www.calperfs.berkeley.edu

Cal 1 Card Office: services.housing.berkeley.edu/c1c/static/index.htm

Cal 1 Card, CalNet ID and campus ID numbers: https://wikihub.berkeley.edu/display/calnet/About+CalNet+Deputies

CalNet Directory: calnet.berkeley.edu/directory

Campus Climate & Compliance: ophd.berkeley.edu/education-prevention/ab-1825-training

CARE Services: hrweb.berkeley.edu/guides/managing-hr/wellness/health-safety/services/care

Career Development at UC Berkeley: hrweb.berkeley.edu/learning/career-development

Cellular Discounts: ist.berkeley.edu/wireless/employee-discounts

Collective Bargaining and HEERA: hrweb.berkeley.edu/toolkits/managers-supervisors/collective-bargaining

Credit Unions: hrweb.berkeley.edu/benefits/plans/other/credit-unions

Department of Public Safety: police.berkeley.edu, oep.berkeley.edu

Discounted Events and Services: hrweb.berkeley.edu/toolkits/employees/things-to-do

Early Childhood Education Program: www.housing.berkeley.edu/child

Electronic Communications Policies: technology.berkeley.edu/policy/ucb-ecp.html

Equity, Inclusion, and Diversity: diversity.berkeley.edu

Environmental Health & Safety: busops.berkeley.edu

Facts at a Glance: berkeley.edu/about/fact.shtml

Health*Matters: uhs.berkeley.edu/facstaff/healthmatters

Injury Reporting: uhs.berkeley.edu/facstaff/dms/eefaq.shtml

continued on next page
IT policy: security.berkeley.edu/node/25

Lawrence Hall of Science: lawrencehallofscience.org

Manager & Supervisor Development: hrweb.berkeley.edu/learning/manager-supervisor

Office of Ethics, Risk and Compliance Services (OERCS): hrweb.berkeley.edu/toolkits/new-employees/getting-started/briefings

Office of Emergency Preparedness: oep.berkeley.edu

Ombuds Office: staffombuds.berkeley.edu

Parking and Transportation: pt.berkeley.edu

Recreational Sports: calbears.berkeley.edu

Reduced Fee Enrollment Program: hrweb.berkeley.edu/er/policies/other/reduced-fee-enrollment

Reporting Hate Crimes: geneq.berkeley.edu/stopmate_form

Resolving Discrimination Issues: ophd.berkeley.edu/policies-procedures/complaints

Sexual Harassment Prevention Education: ccac.berkeley.edu/faq_AB1825.shtml

Software Central: software.berkeley.edu

Staff Organizations: stafforg.berkeley.edu

Student Affairs Business Operations: busops.berkeley.edu

Student Affairs Information Technologies (SAIT): campuslife.berkeley.edu/sait

Student Affairs Learning and Development: sa.berkeley.edu/ld

Systemwide Personnel Policies: policy.ucop.edu/manuals/index/htm

UC Berkeley Botanical Garden: botanicalgarden.berkeley.edu

UC Berkeley Computer Use Policy: technology.berkeley.edu/policy/usepolicy.html

UC Berkeley Events Calendar: events.berkeley.edu

UC Berkeley Extension: extension.berkeley.edu

UC Berkeley NewsCenter: newscenter.berkeley.edu

UC Berkeley Sustainability: sustainability.berkeley.edu

UC Whistleblower: www.ucop.edu/uc-whistleblower

UCSF Campus Life Services: campuslifeservices.ucsf.edu/ucprint

Volunteering, Giving, & Community Service: hrweb.berkeley.edu/toolkits/employees/volunteering

WarnMe: warnme.berkeley.edu

Work Overview: berkeley.edu/work
Notes:
GO FORTH
GO BEARS