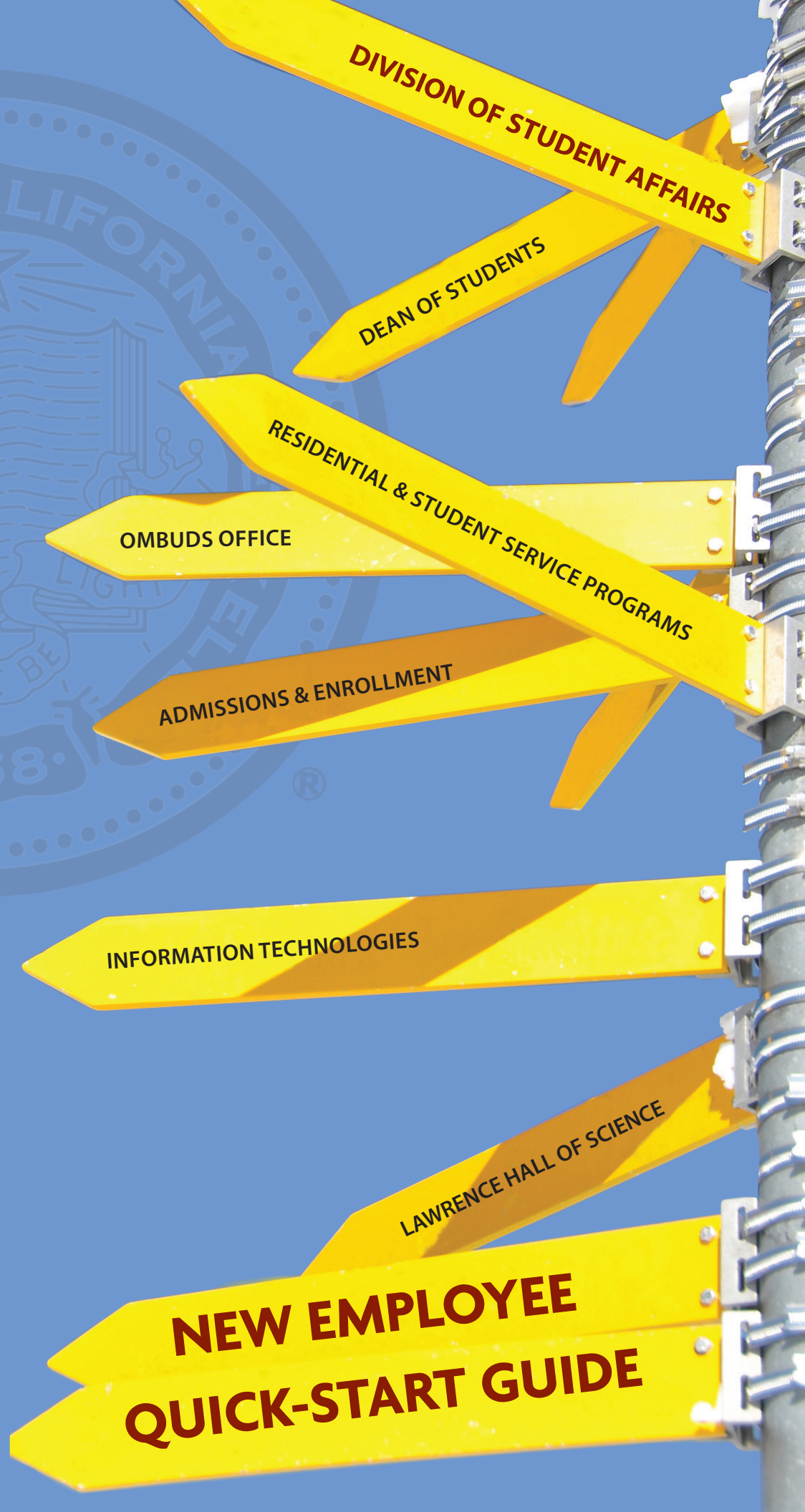
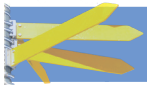


welcome

UNIVERSITY OF CALIFORNIA, BERKELEY



new employee quick-start guide



ACTION STEPS

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 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 you go to the Cal 1 Card office to your picture taken for their Cal 1 Card. Employees coming to the Cal 1 Card Office to get a Cal 1 Card must 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 a.m. – 4:30 p.m.
510-643-6839
cal1card@berkeley.edu

CALMAIL: 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 via the desktop and the [CalMail web site](#).

CALNET ID: Obtain your Berkeley's 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 such as AirBears, e-Parking, WebDisk, ezSurePay and CalNet Directory updates. 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 which is 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 if you present a state photo ID along with your employee ID number. If you forget your passphrase, a Cal 1 Card staff can reset your passphrase by issuing you a new token which you can use 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.

CALAGENDA: Set up your online electronic calendar service, CalAgenda, that is used for faculty and staff. The logon ID is your first and last name, and the default password is "calagenda". You will be able to access your CalAgenda account via the web and the [CalAgenda web site](#).

CALNET DIRECTORY: Enter or update your directory listing in the [Berkeley Directory](#).

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BENEFITS: For benefits-eligible employees, review Health and Welfare benefit plans online at [At Your Service](#).

You have a period of initial eligibility (PIE) during which you may enroll yourself and your 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 [At Your Service](#) 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: Learn 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: Get 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.

BUSINESS CARDS: The campus uses [UCSF Campus Life Services](#) as the designated printer of campus business cards. You’ll need an authorizing signature to complete your order.

LIBRARY PRIVILEGES: Staff and faculty employees 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 [UC Berkeley Computer Use and Electronic Communications](#) policies of which you must adhere.

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: [Campus Climate & Compliance](#) web page.

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.

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 address, emergency contact information, direct deposit, sign up for campus classes and much more. Please visit the [blu](#) web site.

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* Please note that all blue phrases are links to the corresponding 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. 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."

GETTING TO KNOW UC BERKELEY

Learn how your work fits in at Berkeley.

- **Campus Committees:** Look for opportunities to connect with and learn from others, including project teams, committees, and task forces, as this helps you clarify your role.
- **UC Berkeley web site:** The UC Berkeley web site is rich with information and the [Work Overview](#) page is a great place to start.
- **Organization Charts:** Get to know the organizational structure at: berkeley.edu/admin/org.shtml#charts
- **Systemwide Personnel Policies:** Review and familiarize yourself with the University's systemwide personnel [policies](#).
- **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

LEARNING AND ORGANIZATIONAL EFFECTIVENESS

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

- **Organizational and Workforce Effectiveness.** The [Center for Organizational and Workforce Effectiveness](#) (COE) is UC Berkeley's hub for campus leaders and managers who are seeking to make organizational improvements. COE also supports the development of the workforce through learning and development programs aligned with organizational initiatives. COE's services include: Organizational Consulting, Learning and Development Consulting, Sponsorship of professional networks, Deliver Learning and Development Programs.
 - **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.
 - **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.
- **Online Learning:** There are many online learning classes available to UC Berkeley staff. The wide range of resources includes:
 - **E-Learn:** a set of online learning options

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

- **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](#).
- **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 UC Berkeley Extension 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:** There are a number of resources available for managers and supervisors to enhance their skills and knowledge and to learn more about management. 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
- **Leadership Development:** Berkeley has a program for emerging leaders, the [Leadership Development Program \(LDP\)](#) that encourages people at all levels to engage in a program that develops leadership skills through involvement in comprehensive campus research projects. This program defines leadership as “exerting positive influence.”
- **Career Development:** UC Berkeley offers various resources for your career development, including:
 - **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.

It also provides the opportunity to gather information, develop peer support, learn more about management and better understand the organizational culture.
- **Consulting Services:** The Center for Organizational and Workforce Effectiveness (COrWE) provides customized training classes and diagnostic/consulting services as needed to address specific workforce effectiveness issues. Consulting Services include facilitation, retreat planning, strategic planning and needs assessments. To inquire, contact [COrWE](#).



KEY CAMPUS RESOURCES

Count on these people and departments to provide the support you need.

- **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](#)
 - [RSSP Human Resources and Payroll](#)
 - [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.

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- **Technical Support: Student Affairs Information Technology (SAIT)** is available for all your technological needs. Submit an online request or call in to get help for computing, systems and more.
- **Environmental Health & Safety (EHS):** Concerned about health and workplace safety? Review safety training information and other materials offered by EHS.
- **Ombuds Office:** Having a problem in the office? The Ombuds Office provides strictly confidential and informal conflict resolution and problem-solving services.
- **Equity, Inclusion and Diversity Office:** We value diversity and its benefits here at UC Berkeley. This office ensures staff diversity and helps to foster a welcoming climate in the workplace.
- **Campus Climate & Compliance Office:** Having a comfortable campus and office environment is essential to workplace cohesiveness. This office ensures the University provides an environment for faculty, staff and students that is free from all kinds of discrimination and harassment.
- **Department of Public Safety (DPS) :** Safety is of utmost importance at UC Berkeley. DPS provides a multitude of resources to keep you and your belongings safe.
- **Childcare:** The **Early Childhood Education Program (ECEP)** provides affordable, quality, early childhood services to children of universal faculty, staff and students at seven centers in Berkeley and Albany. See what it can do for you today.
- **Student Life and Admissions & Enrollment Business Operations (BusOps):** BusOps provides a one-stop-shop for Student Affairs departments and the Shared Service Centers (LHS, RSSP, Student Life/A&E). The BusOps site is a singular location for all forms, checklists, and instructions needed for all Human Resource, Budget and Finance, and General Administration business. There you will find all the resources to complete your business transactions.
- **Health*Matters Wellness Program for Faculty and Staff:** Health*Matters, UC Berkeley's wellness program for faculty and staff, is a collaborative partnership of several campus departments that strives to create a healthy campus community and work environment through integrated programs and services.



GETTING CONNECTED

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

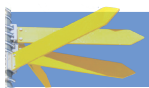
- **Things to Do-All Things Cal:** Explore Cal and its environs through the **Cal Marketplace**. Buy Cal merchandise, discover new things to do and find places to stay on and around campus.
- **Tours of the Campus:** Put on a pair of comfortable shoes, bring your family and friends, and take a free campus walking tour offered by **UC Berkeley Visitor Services**. Available seven days a week, rain or shine.
- **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.
- **Credit Unions:** As a UC employee, you have access to certain credit unions. Locally, they are the Patelco

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

Credit Union and the USE Credit Union. Please see more information at: hrweb.berkeley.edu/benefits/plans/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 on the Cal Dining web site at caldining.berkeley.edu.
- **Discounted Events and Services:** Most campus events and museums offer **discounts** to faculty, staff and students. Your Cal 1 Card photo ID 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, The Scholar's Workstation and 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/toolkits/employees/volunteering for more information.
- **Reduced Fee Enrollment Program:** Eligible employees who are enrolled as students at UC Berkeley may receive the benefit of a fee reduction.
- **Cellular Discounts:** UC Berkeley employees have access to discounts on some personal cellular plans.

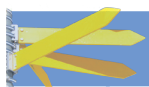


COMPLAINT RESOLUTION

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

- **Berkeley Campus Procedures for Responding to Reports of Sexual Harassment**
ccac.berkeley.edu/procedures.shtml
- **Resolving Discrimination Issues**
ccac.berkeley.edu/resolving.shtml
- **Berkeley Campus Procedures for Responding to Reports of Racial Harassment**
ccac.berkeley.edu/race_procedures.shtml
- **Reporting Hate Crimes**
dl.dropbox.com/u/11457168/Infosheets/HateCrimeInfoSheet31.pdf
- **UC Whistleblower**
ucwhistleblower.ucop.edu/
- **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.
- **Injury Reporting:** For information regarding what to do if you are hurt on the job, please visit: uhs.berkeley.edu/facstaff/dms/eefaq.shtml

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LINKS

At Your Service: atyourservice.ucop.edu

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

Berkeley Campus Procedures for Responding to Reports of Racial Harassment: ccac.berkeley.edu/race_procedures.shtml

Berkeley Campus Procedures for Responding to Reports of Sexual Harassment: ccac.berkeley.edu/procedures.shtml

Blu: blu.berkeley.edu

CalAgenda: calagenda.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>

Calmail: <https://calmail.berkeley.edu>

CalNet Directory: calnet.berkeley.edu/directory

Campus Climate & Compliance Office: ccac.berkeley.edu

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

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

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: dps.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: www.ehs.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

Lawrence Hall of Science: lawrencehallofscience.org

Leadership Development Program: hrweb.berkeley.edu/learning/leadership/ldp

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- Manager & Supervisor Development:** hrweb.berkeley.edu/learning/manager-supervisor
- Office of Emergency Preparedness:** oep.berkeley.edu
- Ombuds Office:** staffombuds.berkeley.edu
- Organization Charts:** berkeley.edu/admin/org.shtml#charts
- Organizational and Workforce Effectiveness (COrWE):** hrweb.berkeley.edu/learning/corwe
- 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:** dl.dropbox.com/u/11457168/Infosheets/HateCrimelInfoSheet31.pdf
- Resolving Discrimination Issues:** ccac.berkeley.edu/resolving.shtml
- Sexual Harassment Prevention Education:** ccac.berkeley.edu/faq_AB1825.shtml
- Staff Organizations:** stafforg.berkeley.edu
- Student Affairs Business Operations:** campuslife.berkeley.edu/busops
- Student Affairs Information Technologies (SAIT):** campuslife.berkeley.edu/sait
- Systemwide Personnel Policies:** atyourservice.ucop.edu/employees/policies_employee_labor_relations/index.html
- 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:** ucwhistleblower.ucop.edu
- Volunteering, Giving, & Community Service:** hrweb.berkeley.edu/toolkits/employees/volunteering
- WarnMe:** warnme.berkeley.edu
- Work Overview:** berkeley.edu/work

Notes:



DIVISION OF STUDENT AFFAIRS