

welcome

UNIVERSITY OF CALIFORNIA, BERKELEY



DIVISION OF STUDENT AFFAIRS

DEAN OF STUDENTS

RESIDENTIAL & STUDENT SERVICE PROGRAMS

REC SPORTS

ADMISSIONS & ENROLLMENT

UNIVERSITY HEALTH SERVICES

VICE CHANCELLOR IMMEDIATE OFFICE

**NEW EMPLOYEE
QUICK-START GUIDE**

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 Central Human Resources at (510) 642-7053 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 Management 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.

180 César Chávez Center, Lower Sproul Plaza
Monday – Friday, 9:00 a.m. – 4:30 p.m.
510-643-6839
cal1card@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. 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 UC Berkeley employee ID #, CalNet ID, and a passphrase.
- BMAIL:** After receiving 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 **Berkeley bConnected**.
- BCAL:** Set up your online electronic calendar service, bCAL, that is used for faculty and staff. The login ID is your CalNet ID and passphrase. You will be able to access your bCAL account via the web and at **Berkeley bConnected**.
- 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.

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

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 [University of California: At Your Service Online](#) website.

JOB DESCRIPTION: Obtain your job description, classification specifications, and working title from your supervisor or Human Resources.

PROBATIONARY PERIOD: Discuss your probationary period with your supervisor: what's expected, performance evaluations during probation and beyond, the department's training plan for you during your probationary period.

UNION & POLICY CONTRACTS (if applicable): 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.

WORK RULES: Learn about [work rules](#), call-in procedures in case of tardiness or absence, use of vacation and sick leave, completing time sheets, pay schedules and work schedules in your department.

SAFETY: Attend the Injury and Illness Prevention Program (IIPP) Training - an orientation to safety, emergency procedures, injury reporting obligations, evacuation procedures, location of fire extinguishers and work hazards.

CAMPUS TOUR: Take a campus tour from the [Visitor Center](#) at the Memorial Stadium.

BUSINESS CARDS: The campus uses [UC Print Storefront](#) 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 [Student Affairs Business Operations](#).

LIBRARY PRIVILEGES: Staff and faculty are entitled to [library](#) privileges, and your Cal1Card 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 Overview for New Employees](#) which you must adhere to.

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 Management](#) website. Read all about the campus [WarnMe/Nixle](#) emergency alert service. If you have an office emergency and need immediate assistance, dial 911 from a campus phone.

SEXUAL HARASSMENT PREVENTION TRAINING FOR NEW STAFF: California Law AB 1825 requires Mandatory Sexual Harassment Prevention Education for Supervisors and Staff within the first six weeks of employment. If you are a supervisor, please type "AB 1825 EXTERNAL SHP - HHMI" in the [UC Learning Center](#)'s search box. Staff, please type "UC Sexual Violence and Sexual Harassment Prevention Training for Staff" in the [UC Learning Center](#)'s search box.

ETHICS & CONFLICT OF INTEREST BRIEFINGS FOR NEW EMPLOYEES: The Office of Ethics, Risk and Compliance Services (OERCS) has published two mandatory briefings for new employees regarding Ethics and Financial Conflict of Interest. The briefings can be accessed through the [UC Learning Center](#): please type "Ethics for new employees" and "Financial Conflicts of Interest Briefing". New employees are expected to view these briefings, which last about 30 minutes each, within the first 90 days of employment.

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

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- ❑ **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.
- ❑ **IDENTIFY COMMUTE OPTIONS:** View and obtain information about bicycle, parking and shuttle maps on the **Parking & Transportation** website. Get help with carpool matching, sign up for the CarShare program, buy the appropriate parking permit, or learn about bus plans and pay by phone parking.
- ❑ **UC BERKELEY NEW EMPLOYEE ORIENTATION** is held every 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. You will be contacted by Learning and Development within your first two months as a new staff member or a supervisor will contact you to attend.

GETTING TO KNOW UC BERKELEY & STUDENT AFFAIRS

- **Colleague Bonding:** Attend Coffee with Colleagues on the first Friday of every month at Crossroads from 8:30 am-9:30 am. Attend the Student Affairs Roundtable which occurs four times a year.
- **UC Berkeley website:** The **UC Berkeley website** is rich with information.
- **Systemwide Personnel Policies:** Review and familiarize yourself with the **University's systemwide personnel policies**.
- **UC Berkeley News:** Catch what's going on around campus by viewing in-depth news articles online at **Berkeley News**.
- **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.
- **UC Berkeley Student Affairs Division Calendar** Add the **calendar** to attend campus events and to get to know your fellow colleagues.
- **Go Big website:** Learn more about the Student Affairs **GO BIG Staff Initiative**, which is aimed at fostering a high potential and cohesive culture based on Community, Pride and Trust.

LEARNING AND DEVELOPMENT

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

- **Student Affairs Learning & Development** **L&D** offers a wealth of programs, events, and opportunities designed specifically to enhance professional development.
- **Campus Learning & Development** 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:** There are many online learning classes available for UC Berkeley staff. The wide range of resources includes:
 - **Lynda.com:** 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.

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- **UC Learning Center:** a portal to workplace learning where UCB staff can enroll in campus-sponsored classes, instructor-led training, 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 UC Learning Center in the "Self Service" section.
- **UC Berkeley Technology & Systems Training:** 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.
- **Student Affairs Fellowship Program:** Provides valuable professional development experience to practitioners who want to expand their experience and expertise. Paired with senior campus leaders, Fellows have the opportunity to develop new skills and knowledge, as well as collaborate and network across the department and campus. For more information, contact Dave Atwood at davidatwood@berkeley.edu.
- **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** through **Free UC Berkeley Extension Courses** for Eligible Staff Employees.
- **CalPact:** To see the schedule, you will need to need to log into CalShare with your CalNet login. Classes include: bDrive and Box File Sharing, Google Sheets Spreadsheet Design and Formatting, Microsoft Excel Charts, Microsoft Excel Database and Lookup Functions, Microsoft Excel PivotTables and PivotCharts, Microsoft OneNote Fundamentals, and much more.
- **KEYS (Manager & Supervisor Development)** – the Keys to Enhancing Your Supervisory Success, a supervisor training program, is a great resource to check out!
- **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:** University Health Services 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.



KEY CAMPUS RESOURCES

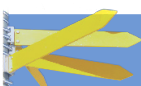
Count on these people and departments to provide the support you need.

- **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**
 - **UC Berkeley Human Resources**
- **University Health Services** provides comprehensive medical, mental health and health promotion services to all Cal students and a variety of occupational health services to faculty and staff.
- **RecSports** is dedicated to enhancing the knowledge, wellness, fitness, personal skills and quality of life for students, faculty, staff, and the community.

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- **Student Affairs Information Technology (SAIT)** is available for all your technological needs. Submit an online request at saitservice@berkeley.edu 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. SA also has a link to safety on our BusOps website. Check this link for forms, services, and trainings.
- **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.
- **Office for the Prevention of Harassment and Discrimination:** 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.
- **UCPD and Office of Emergency Preparedness:** Safety is of utmost importance at UC Berkeley. Click to see more information.
- **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.
- **SA Business Operations(BusOps):** BusOps provides a one-stop-shop for Student Affairs departments and to get a variety of administrative operational assistance!The BusOps site is a singular location for all forms, checklists, and instructions needed for event planning, travel, cashiering, finance, purchasing, safety, fleet services, and more!
- **Be Well at Work - Wellness Program** (formerly known as Health*Matters) strives to create a healthy work environment through integrated programs designed to: Provide faculty and staff with tools and skills for leading healthy lifestyles, preventing injury and illness and contributing to higher performance, morale and job satisfaction and Build a healthy workplace culture that makes the healthy choice the easy choice.



GETTING CONNECTED

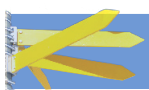
Help yourself feel comfortable in your new surroundings — plan time to explore all that UC Berkeley has to offer.

- **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.
- **UC Berkeley Student Affairs Division Calendar:** Add this resource to your bCal so you may be up-to-date in division-wide events. Instructions found on website.
- **Cal Performances:** 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.

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- **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 on the [Cal Dining](#) website.
- **Discounted Events and Services:** Most campus events and museums offer **Staff Perks** 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, Transportation discounts, including EasyPass.
- **Public Service Center:** There are various opportunities to volunteer, give back and provide service on campus.
- **Reduced Fee Enrollment Program:** Eligible employees who are enrolled as students at UC Berkeley may receive the benefit of a fee reduction.
- **Greek Theatre and Cal Athletics:** Go to a concert or come out to a game with your coworkers.



COMPLAINT RESOLUTION

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

- **Berkeley Campus Procedures for Reporting or Responding to Reports of**
 - **Sexual Harassment**
 - **Discrimination Issues**
 - **Racial Harassment**
 - **Hate Crimes**
- **Policies and procedures** for the above incidents.
- **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.
- **Injury Reporting:** For information regarding what do if you are hurt on the job.

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LINKS

At Your Service: atyourserviceonline.ucop.edu/ayso/

bCAL: bconnected.berkeley.edu

Be Well at Work - Employee Assistance: uhs.berkeley.edu/bewellatwork/employee-assistance

Be Well at Work - Wellness Program: uhs.berkeley.edu/wellness

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

Berkeley Campus Procedures for Responding to Reports of Racial Harassment: ophd.berkeley.edu or <https://diversity.berkeley.edu/report-incident>

Berkeley Campus Procedures for Responding to Reports of Sexual Harassment: ophd.berkeley.edu or <https://diversity.berkeley.edu/report-incident>

Blu: blu.berkeley.edu

bMAIL: bconnected.berkeley.edu

Cal Dining: caldining.berkeley.edu

Cal Performances: calperfs.berkeley.edu

Cal 1 Card Office: cal1card.berkeley.edu

CalNet ID and campus ID numbers: calnetweb.berkeley.edu/

CalNet Directory: calnet.berkeley.edu/directory

Campus Climate & Compliance: diversity.berkeley.edu/initiatives

Career Development at UC Berkeley: hr.berkeley.edu/development/professional-development

Collective Bargaining and HEERA: hr.berkeley.edu/labor/general/collective-bargaining

Department of Public Safety: police.berkeley.edu

Discounted Events and Services: hr.berkeley.edu/compensation-benefits/perks

Early Childhood Education Program: ece.berkeley.edu/

Electronic Communications Policies: technology.berkeley.edu

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

Environmental Health & Safety: ehs.berkeley.edu/responsibility-environment-health-and-safety

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

Injury Reporting: uhs.berkeley.edu/bewellatwork/disability-management

Information Security and Policy: security.berkeley.edu/node/25

Manager & Supervisor Development: hr.berkeley.edu/development/manager-supervisor

Office of Ethics, Risk and Compliance Services (OERCS): chancellor.berkeley.edu/oercs-services

Office of Emergency Management: oem.berkeley.edu/

Ombuds Office: staffombuds.berkeley.edu

Parking and Transportation: pt.berkeley.edu

Recreational Sports: recsports.berkeley.edu/

Reduced Fee Enrollment Program: hr.berkeley.edu/policies/policies-procedures/university/reduced-fee-enrollment

Reporting Hate Crimes: diversity.berkeley.edu/report-incident

Resolving Discrimination Issues: ophd.berkeley.edu/

Sexual Harassment Prevention Education: ophd.berkeley.edu/

Software Central: software.berkeley.edu

Staff Organizations: stafforg.berkeley.edu

Student Affairs Business Operations: busops.berkeley.edu

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

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

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

UC Berkeley Botanical Garden: botanicalgarden.berkeley.edu

UC Berkeley Computer Use Policy: technology.berkeley.edu/about

UC Berkeley Events Calendar: events.berkeley.edu

UC Berkeley Extension: extension.berkeley.edu

UC Berkeley NewsCenter: news.berkeley.edu

UC Berkeley Sustainability: sustainability.berkeley.edu

UC Whistleblower: ucop.edu/uc-whistleblower/

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

University Health Services: uhs.berkeley.edu/

Volunteering, Giving, & Community Service: publicservice.berkeley.edu/

WarnMe: warnme.berkeley.edu

Work Overview: berkeley.edu/work

