



Welcome to UC!

Welcome to the University of California and congratulations on your appointment with the Office of the President. You are joining a unique institution and a vibrant community of more than 190,000 faculty and staff. We are glad you are going to be a part of it! The following information will help prepare you for your first few days.

BEFORE YOU START, (Click the links below for more information)

- In order for me to establish your employee ID, **complete the attached Personal Data Sheet, Self-Identification Sheet and User Agreement. Please return those to me via SAFE email as soon as possible.** The email you receive will include a link and instructions for accessing and using SAFE.
- Be prepared to provide required hire documentation, including proof of eligibility to work in the United States. ***Please review the information below regarding your remote payroll appointment.***
- [Review a Complete Guide to your UC Health Benefits](#) and attend a [New Employee BENEFITS Orientation webinar](#) from your desk, so you are prepared to enroll within 31 days of your hire date. You can also speak with a Benefits expert by calling (855)-9UCPATH.
- Plan to meet senior leaders and learn about [UC and UCOP at the New Employee Orientation](#)! Review the schedule and [registration](#) information.
- [Learn about commute and parking options](#) available for your work location.

FIRST DAY APPOINTMENTS

Your first day of employment is

- At **9:00 A.M.**, please call Joann De Castro at (510) 987-9561 or Londia Tracy at (510) 987-9403 to go over your payroll documents.
- After your payroll appointment, please contact **Hiring Manager**, your hiring manager to discuss your work assignment.
- **Please Note:** Your badge appointment will be scheduled at a later date.

NEW EMPLOYEE RESOURCES (Click the links below for more information)

[Navigating Your Way Through UCOP](#) – Our Quick Reference Guide, which includes information about our Downtown Oakland community (restaurants, transportation), Commuter Benefits, Employee Discounts and much, much more!

[Learning and Development](#) – You will have access to the [UC Learning Center](#) about 5 days after you are on boarded. Your required classes will appear on your dashboard. You can also learn about [L&D offerings at the LINK Classes & Workshops page](#). For questions, email ucopld@ucop.edu.

[Human Resources Team](#)

[Directions & Office Locations](#)

[BART](#)

[UC Policies and UCOP Procedures](#)

[Working at UC \(includes important news and benefits information\)](#)

Have Questions?

Human Resources: Janie Vaden, 510-587-6358 or Janie.Vaden@ucop.edu

I look forward to working with you during the next few days and encourage you to contact me with any questions.

Again, welcome to the University of California, Office of the President!

Best regards,

Janie Vaden

Human Resources Assistant