



OFFICE OF THE EXECUTIVE VICE PRESIDENT—
ASSOCIATE VICE PRESIDENT, SYSTEMWIDE CONTROLLER

BUSINESS RESOURCE CENTER

OFFICE OF THE PRESIDENT
1111 Franklin Street, 9th Floor
Oakland, California 94607-5200

Welcome to the University of California, Office of the President!

Included with this letter are the required employment forms and links to the pdfs, which you will need to read, complete and bring with you to your Payroll/BRC appointment.

1. [Personal Data Sheet UPAY544](#) for non-represented staff or [Personal Data Sheet UPAY544a](#) for represented staff
2. [Voluntary Self-Identification of Race, Ethnicity & Veterans Status](#)**
3. [New Voluntary Self-Identification of Disability \(pdf\)](#)
4. [UC-W-4 Form](#): Federal and State Withholding Allowances
5. **Out of State employees** must complete the [Out of State Tax Withholding](#) form and return it to: UCOP BRC Payroll, 1111 Franklin, 9th Floor, Oakland, CA 94607
6. [UPAY 585 – State Oath of Allegiance, Patent Policy, and Patent Acknowledgement](#): Be sure to date and sign them in the presence of your Payroll Representative
7. [UC Electronic Information Resources-User Agreement](#)
8. [Request for Prior Service Verification](#)
 - To be completed only by current or previous employees of the University of California, California State University or the state of California
 - Intercampus transfers – HR must notify BRC Payroll so that BRC requests UFIN-301 from the current departing campus.

As outlined in your **Welcome Email**, you will be meeting with a Payroll Representative from the Payroll/BRC Team to complete the necessary UCOP employment documents. You will also be provided with a brief summary regarding benefits, and local UCOP programs. The **Benefits of Belonging** packet which contains important benefits information will be provided to you by our benefits office at UC Path Center. Further details will be provided during your new hire orientation. Please make the time to attend.

Thank you, and please contact us with any questions. We look forward to having you join the UC team!

Payroll/Business Resource Center (BRC)

510-987-9057

** In order to ensure the effectiveness of affirmative action/equal employment opportunity programs, the Office of Federal Contract Compliance Programs (OFCCP) requires that federal contractors identify the race/ethnicity designation for all their employees and will impose non-compliance violations on contractors with gaps in data that cannot be reasonably justified. Therefore, in order to achieve the highest levels of compliance possible, all academic and staff employees must have the opportunity to complete all sections of Form U5605 (Demographic Data Transmittal form) at the time of hire. The Office of the President and Principal Officers of the Regents are committed to support the nondiscrimination and affirmative action policies, goals, and procedures as stated in the University of California / Office of the President Affirmative Action Plan.