



# BRUIN FIRST, NEXT, AND FUTURE STEPS

## NEW EMPLOYEE CHECKLIST

Utilize this checklist and resources below to assist in acclimating to and beginning work at UCLA. From getting to work, enrolling in benefits, setting up your e-mail, attending New Employee Orientation and enjoying the amenities of the campus, delineated below are all tasks for your reference. You can begin checking off tasks today.

### BEFORE YOUR FIRST DAYS

LINKS TO DETAILED INFORMATION

☐ Schedule a Fingerprinting Appointment with the HRPC-N and complete the New Hire Paperwork. **REQUIRED**

☐ Complete fingerprinting and hire paperwork. **REQUIRED**

☐ Obtain your welcome letter indicating your start date. **REQUIRED**

### YOUR FIRST DAYS

LINKS TO DETAILED INFORMATION

☐ Obtain your University Identification Number (9 digit UID). This will be provided by your supervisor and/or HRPC-N when available. **REQUIRED**

☐ Create your UCLA Logon ID to access UCPath as well as UCLA systems. **REQUIRED** [Logon.ucla.edu](https://ucla.edu/logon)

☐ Enroll in Multi-Factor Authentication (MFA). **REQUIRED** [MFA Enrollment](#)

☐ Visit the Transportation website to learn about commuting options. Click on the link if you need to obtain a parking permit. **REQUIRED** [Transportation Services](#)  
[Campus Parking](#)  
[Obtain a Parking Permit](#)

☐ Review a campus map to locate relevant buildings and parking lots. **RECOMMENDED** [Campus Map](#)

The banner features a blue background with a geometric pattern. On the left, there is a photograph of the UCLA campus, including the iconic Campanile tower. On the right, a group of diverse, smiling people, likely UCLA employees, are shown. The text "BRUIN FIRST, NEXT, AND FUTURE STEPS" is prominently displayed in the center in a bold, yellow, sans-serif font.

# BRUIN FIRST, NEXT, AND FUTURE STEPS

## YOUR FIRST DAYS *(continued)*

### LINKS TO DETAILED INFORMATION

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- ☐ Review timekeeping practices and procedures with your supervisor and/or colleagues. **REQUIRED**
  - ☐ Set up your office voicemail, email and workstation if incomplete (and if applicable to your position). **REQUIRED**
  - ☐ Coordinate the pick-up of your BruinCard with either your supervisor or local HR representative. **REQUIRED**
  - ☐ Confirm that you have the building access and privileges necessary to fulfill your job duties. Most access is programmed on your respective BruinCard by your department access representative. **REQUIRED**
  - ☐ Confirm scheduled participation in a New Employee Orientation (NEO) session. You should receive a confirmation e-mail from the HRPC-N scheduling system. **REQUIRED**
  - ☐ Check the UCLA Directory to make sure your name and department information is correct (if applicable). For corrections, please contact your department's Directory Coordinator. **REQUIRED**
  - ☐ Complete Mandatory Compliance Training for New Employees- Ethical Values and Conduct\*, Cyber Security Awareness and Sexual Violence & Sexual Harassment Prevention. **REQUIRED**  
\* Ethics training is provided at in-person HRPC-N NEO sessions.
  - ☐ Enroll in Direct Deposit (under the Income & Taxes Section). This may take one to two payroll cycles to go into effect. **RECOMMENDED**  
\* Please note, until Direct Deposit goes through, the paychecks will be mailed out on payday to the mailing address indicated at the time of hiring and may take approximately 3-5 business days to be delivered. If you do not receive your paycheck within 5 business days, please reach out to UCPath at (855) 982-7284, Monday-Friday, 8:00 am-5:00 pm.

[Email Services](#)

[Phone & Voice Services](#)

[UCLA BruinCard](#)

[UCLA Campus Directory](#)

[UC Learning Center](#)

[UCPath Online](#)

# BRUIN FIRST, NEXT, AND FUTURE STEPS

## YOUR FIRST DAYS *(continued)*

### LINKS TO DETAILED INFORMATION

- ☐ Update Personal Contact and Emergency Contact Information within UCPATH Online Profile. Click "Edit Profile" to update.
- REQUIRED**

[UCPATH Online](#)

- ☐ Learn about your vacation and sick leave accruals. **REQUIRED**

[Personnel Policies for Staff Members](#)

[Labor Contracts](#)

[Other Provisions & Privileges](#)

## STEP 1 | YOUR FIRST WEEKS

### LINKS TO DETAILED INFORMATION

- ☐ Participate in New Employee Orientation. **REQUIRED**

- ☐ Read about and analyze your Benefits and Retirement Package. **REQUIRED**

[UCnet New Employee](#)

- ☐ Enroll in benefits within your Period of Initial Eligibility (PIE) - 31 days from your hire date. **REQUIRED**

[UCPATH Online](#)

- ☐ Check your medical plan ID card when it arrives to be sure it reflects your benefits choices. **RECOMMENDED**

[UCPATH Online](#)

- ☐ Select your retirement plan (if applicable). Also, plan now for your future retirement by visiting FITSCO. **REQUIRED**

[Fidelity NetBenefits](#)

[UC Retirement Plans](#)

- ☐ For office/telecommuting employees, complete the "Healthy Working" eCourse through LMS. **REQUIRED**

[UC Learning Center](#)

- ☐ For any employees experiencing discomfort, notify your supervisor and complete an "Evaluation Request Form" to schedule an ergonomic assessment. **RECOMMENDED**

[Evaluation Request Form](#)

- ☐ Visit Environment, Health & Safety to learn more about safety training and policies. **RECOMMENDED**

[Environment, Health & Safety](#)

# BRUIN FIRST, NEXT, AND FUTURE STEPS

## STEP 1 | YOUR FIRST WEEKS *(continued)*

### LINKS TO DETAILED INFORMATION

- ☐ Learn about policies that drive processes and procedures that relate to your work. **REQUIRED**

[Personnel Policies  
for Staff Members](#)

[Other Personnel Policies,  
Program & Initiatives](#)

[Policies Governing Workplace  
Conduct](#)

- ☐ Review what to do in case of an emergency on campus. **REQUIRED**

[UCLA Emergency  
Management](#)

[Bruins Safe Online](#)

- ☐ Visit Campus Services to learn about campus business tools and resources you may need or find beneficial. **RECOMMENDED**

[Campus Services](#)

- ☐ Sign up for the Training and Development e-mail notifications. (Send subscription request with empty subject line. Write "Subscribe" in message area.) **RECOMMENDED**

[chr-training-news+subscribe  
@lists.ucla.edu](mailto:chr-training-news+subscribe@lists.ucla.edu)

## STEP 2 | YOUR FIRST MONTHS

### LINKS TO DETAILED INFORMATION

- ☐ Review your first paycheck to be sure it reflects your health and welfare choices, payroll deductions, personal information and more. **RECOMMENDED**

[UCPath Online](#)

- ☐ Visit the HRPC-N website to access current news and information. **RECOMMENDED**

[HRPC-N Website](#)

- ☐ Revisit UC Learning Center to explore ongoing opportunities for Training and Development. **RECOMMENDED**

[UC Learning Center](#)

- ☐ Learn about certificate programs offered through Training and Development. **RECOMMENDED**

[Certificate Programs](#)

- ☐ For managers and supervisors, complete the People Management Series Certificate within 60 days of hire (for UCLA Administration supervisors). **REQUIRED**

[UC People Management  
Certificate](#)

# BRUIN FIRST, NEXT, AND FUTURE STEPS

## STEP 2 | YOUR FIRST MONTHS *(continued)*

### LINKS TO DETAILED INFORMATION

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|--|---|
| <input type="checkbox"/> If you are a supervisor, consider enrolling in Introduction to Supervision and Supervisory Principles classes. <b>RECOMMENDED</b>       | <a href="#">UC Learning Center</a>  |
| <input type="checkbox"/> If you are a manager, consider enrolling in the Management Seminar Series. <b>RECOMMENDED</b>   | <a href="#">Management Seminar Series</a>   |
| <input type="checkbox"/> Learn about system-wide development programs for staff (for example, the UC Business Officer Institute). <b>RECOMMENDED</b>             | <a href="#">UC Training Institutes</a>  |
| <input type="checkbox"/> Review UCLA's policies about educational benefits and reduced-fee enrollment. <b>RECOMMENDED</b>  | <a href="#">Reduced-Fee Enrollment</a><br><a href="#">UCLA Extension Information (PDF)</a>                      |
| <input type="checkbox"/> Explore and join UCLA Staff Assembly to enhance your experience at UCLA. <b>RECOMMENDED</b>   | <a href="#">Welcome to UCLA Staff Assembly</a>  |
| <input type="checkbox"/> For new managers and senior professional staff, learn more about UCLA's Administrative Management Group. <b>RECOMMENDED</b>             | <a href="#">UCLA Administrative Management Group</a>  |
| <input type="checkbox"/> Visit the UCLA Happenings and Events & Ticketing websites to learn about sports, arts and cultural events on campus. <b>RECOMMENDED</b> | <a href="#">UCLA Events &amp; Ticketing</a><br><a href="#">UCLA Happenings</a>                                  |
| <input type="checkbox"/> Give back to the community by volunteering at one of the many opportunities listed on the UCLA Volunteer Center. <b>RECOMMENDED</b>     | <a href="#">UCLA Volunteer Center</a>   |
| <input type="checkbox"/> Join UCLA Recreation and enjoy the benefits of accessing their programs, training, expertise and (facilities). <b>RECOMMENDED</b>       | <a href="#">UCLA Recreation Center</a>  |
| <input type="checkbox"/> Check out the restaurants and stores on campus and in Westwood Village. <b>RECOMMENDED</b>  | <a href="#">Campus Dining</a><br><a href="#">BruinCard Merchants</a><br><a href="#">Westwood Village Online</a> |
| <input type="checkbox"/> Visit the UCOP website to learn about the Office of the President. <b>RECOMMENDED</b>   | <a href="#">Office of the President</a>   |



## STEP 3 | ONGOING ITEMS

### LINKS TO DETAILED INFORMATION

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|---|--|
| <input type="checkbox"/> Make changes to your personal and payroll information as your life events affect it and milestones occur. <b>REQUIRED</b>  | <a href="#">UCPath Online</a>  |
| <input type="checkbox"/> Learn about UCLA career development programs. <b>RECOMMENDED</b>   | <a href="#">UCLA Career Development Programs</a>   |
| <input type="checkbox"/> Visit the UCLA home page to access news and information. <b>RECOMMENDED</b>  | <a href="#">UCLA Home Page</a>   |
| <input type="checkbox"/> Attend campus-wide functions to network, meet colleagues, stay informed and relax during lunch or after hours. <b>RECOMMENDED</b>  | <a href="#">UCLA Events &amp; Ticketing</a><br><a href="#">UCLA Happenings</a>                 |
| <input type="checkbox"/> Read UCLA publications to stay informed. <b>RECOMMENDED</b>  | <a href="#">UCLA News</a><br><a href="#">UCLA Magazine</a><br><a href="#">UCLA Daily Bruin</a> |
| <input type="checkbox"/> Discover and review announcements, programs, special projects and strategic plans for UCLA Administration. Also, subscribe to receive quarterly news from UCLA Administration to stay informed. <b>RECOMMENDED</b> | <a href="#">Office of the Administrative Vice Chancellor</a>                                   |
| <input type="checkbox"/> Visit the UCLA Administration site to learn about the administrative structure at UCLA. <b>RECOMMENDED</b>   | <a href="#">Administration</a>   |