To be I-9 compliant, work cannot start until onboarding is complete.

In order to get paid on 9/1/2019, onboarding must be completed no later than 8/8/2019.

Onboarding completed after 8/8/2019 will delay receiving pay, access, and Fee Remissions (if appl.)

IMPORTANT: Short Work Break
Departments will need all GSAO and funding approvals in SmartSheet for their Fall 2019 appointments by 5/15 in order to use SHORT WORK BREAK (if appl.)

CRITICAL DATES
- UCPATH BRS entry deadline: 8/15
- BRS Payroll cutoff: 8/23

I-9 COMPLIANCE
To be I-9 compliant, work cannot start until onboarding is complete.
# Onboarding Dates for ASE/GSR and Lecturers 8/1/2019 Appointments

**IMPORTANT:** Completing onboarding after 8/8/19 will impact your access, pay & benefits (if eligible).

- Due to high demand for appointments in August 2019, it is strongly recommended onboarding occur prior to 7/31/19.
- Link to schedule an onboarding session: [https://tinyurl.com/y8t5thmt](https://tinyurl.com/y8t5thmt). Onboarding can only be scheduled after receipt/completion of DocuSign packet. Contact your hiring department if there is a delay in receiving the packet.
- Please contact [onboarding@berkeley.edu](mailto:onboarding@berkeley.edu) if you have any questions or need alternative dates.
- Employment contracts for **LECTURERS** require onboarding NO LATER than 8/21/19.

## HOW TO ONBOARD

<table>
<thead>
<tr>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEPT</th>
<th>OCT</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="calendar.png" alt="Calendar" /></td>
<td><img src="calendar.png" alt="Calendar" /></td>
<td><img src="calendar.png" alt="Calendar" /></td>
<td><img src="calendar.png" alt="Calendar" /></td>
<td><img src="calendar.png" alt="Calendar" /></td>
</tr>
</tbody>
</table>

- Onboarding
- Last day to onboard to receive pay on 9/1
- Last day to (late) onboard to receive pay on 10/1
- Last day to (late) onboard to receive pay on 11/1
- H Holiday

Last Modified on 7/22/2019 // Page 2