

SAMPLE of New Hire/Rehire Welcome Email sent once Onboarding is complete

Subject: Welcome! Further Hiring Steps Needed and Employee ID Enclosed - [FULL NAME]

Dear **FIRST NAME**:

Thank you for completing your hiring documents. We have now entered your personal and appointment information into our personnel system which is called **UCPath**. Your new Employee ID (**EID**) is **XXXXXXXXXX**. **Note - your EID is different from your Student ID (SID). EID's should be used for all employee-related items and SID's should be used for student-related items.*

To finalize the onboarding process and get you started with some important actions, please complete the following items as they apply. It's also important to know that while Berkeley is operating under the COVID-19 environment, there are additional **required protocols** in place for active employees who **visit campus and/or plan to physically work** at a campus location (requirements like face masks, daily screeners, a flu shot, etc.). Please review [UC Berkeley's Return to Workplace Requirements](#) and check with your department prior to going on campus.

1. **Find your online Next Steps Checklists** - As a new Berkeley employee, you have additional actions to take and resources to review to help navigate your new appointment. Use the **“Starting a new job at UC Berkeley”** link below to see the checklists for “your first days” *after completing Onboarding* and “things to do your first month” (*and beyond*): <https://regionalservices.berkeley.edu/brs-central-services/onboarding-newly-hired-berkeley-employees/starting-new-job-uc-berkeley>
Below are the a few of the most important actions to get started with.
2. **Setup your CalNet ID, Email/Calendar** - To set up your CalNet ID for accessing campus systems as well as to setup your new UC Berkeley email address and calendar, go to: <https://calnet.berkeley.edu/activate/employee>. You will need to enter your new Employee ID listed above and use the email address you provided on your Personal Information Collection Sheet at onboarding. ****Please disregard if you already have your CalNet ID.***
3. **Update your Contact Information in the CalNet (Campus) Directory** - To be sure that you receive important campus notifications, including alerts about payroll (CalTime), you must have a valid Berkeley email address on file. Use this link and click “Update your listing” to get started: <https://calnet.berkeley.edu/directory/>
4. **Get access to bCourses** - Berkeley’s official Learning Management System platform. If you are a new **Berkeley instructor** and will be teaching remotely, your department will need to add you as the Instructor of Record on Campus Solutions. You will use your CalNet ID for access. Your department can provide more details on using this platform.
5. **Get your Cal 1 Card (your official university ID card)** - Details can be found at: <https://cal1card.berkeley.edu>. **Important note:** during COVID-19, temporary [service restrictions](#) exist and Cal 1 Cards are issued **by appointment only** so be sure to check on the Cal 1 Card website (above) for details and availability. Be sure to follow the required protocols to visit campus. ****Please disregard if you already have a Cal 1 Card.***

6. **Complete important tax, payroll/Direct Deposit, and other personal information** - Once you have your Employee ID and CalNet ID setup, you'll complete this information in **UCPath**, the HR, Payroll and Benefits system for all University of California employees. This includes updating your self-identification and security questions, address, your preferred email address, enroll in Direct Deposit (*so you will receive your pay quicker*), your emergency contact details, W-4 tax withholdings, and more. Go to the UCPath Online Portal at: <https://ucpath.universityofcalifornia.edu/>
 - Additionally, new employees working **outside of CA/US** have additional tax reporting and/or Benefits actions they need to take. Review [this webpage](#) and [this document](#) for those details.
 - **Foreign nationals** working within the US will be receiving a separate email to open a **GLACIER** account. *GLACIER is an online [tax compliance system](#) that collects tax-related information from foreign individuals receiving funds from the University of California. If this applies to you and you've not received the email, contact: glacieradmin@berkeley.edu.*
7. **Understand your Timekeeping Responsibilities** - Based on your appointment type, please use the link below to read important pay schedules and timekeeping directions: *[Before sending, BRS staff will delete the bullet point(s) that do not apply]*
 - [Bi-weekly Timekeeping Instructions](#) - (for hourly employee)
 - [Monthly Timekeeping Instructions](#) - (for salaried employees)
 - [Postdoc Timekeeping Instructions](#)
 - [Bi-weekly Reader/Tutor Employee Timekeeping Instructions](#)
 - [Monthly/Hourly Reader/Tutor Application \(App\) Employees Timekeeping Instructions](#)
 - [Academic](#) - (for non-leave accruing appointments: Faculty/GSIs/GSRs)
8. **Sign up for Benefits, if you are eligible** - It is particularly important to sign up for benefits during the **first 31 days** of your employment with the University of California. Once you get your Employee ID and setup your CalNet ID, you can sign up for Benefits through [UCPath Online](#). The UCPath Center will also send you an automated email to prompt you to sign up (and send you a confirmation once you do). Contact the UCPath Center for any needed help or if you do not receive confirmation. Note that you will need to respond to the self-identifying questions in UCPath prior to signing up for Benefits.

For HR questions, you have many options, you can use [ServiceNow](#) to open an online service request (i.e., ticket), call our Berkeley Regional Services (BRS) HR First Contact Team at [510-664-9000](tel:510-664-9000), option 3, inquire with your BRS HR Partner/Generalist, or contact your supervisor/manager.

Regards,

[Regional Designee Name]

Berkeley Regional Services (BRS)