

## New Employee Resource Guide & Checklist

Welcome to UC San Diego Health (which includes Health Sciences, Health, School of Medicine, Skaggs School of Pharmacy and Pharmaceutical Sciences, and Herbert Wertheim School of Public Health and Human Longevity Science).

You made an excellent decision to work here and we trust you will be able to contribute to changing lives for the better – including your own. As a new employee, there is a lot to learn. This document will provide you many resources to assist in your onboarding and integration in to one of the nation's leading academic medical centers. For additional Human Resources information, please visit [HHR.ucsd.edu](http://HHR.ucsd.edu).

### BENEFITS

If you are eligible for benefits, you have 31 days from your start date to enroll into benefits via the UCPATH Self-Service Portal. To access the portal please click [here](#).

### DIRECT DEPOSIT

You can sign up for direct deposit by using the UCPATH Self-Service Portal. To access the portal please click [here](#). This can be found under Employee Actions > Income and Taxes.

### JOB DESCRIPTION

It is highly suggested that you review your job description with your supervisor periodically. If at any time there are significant changes in your assigned responsibilities, please discuss them with your supervisor to ensure your job description is kept up-to-date.

### HOLIDAYS

- The University observes fourteen (14) administrative holidays during the calendar year. Holidays are listed in the Personnel Policies for Staff Members manual or bargaining contract for represented employees: [UCSD Observed Holidays](#).
- Part-time non-per diem employees, who work at least 50% time, will receive holiday pay proportionately based on the number of hours on pay status for that particular month.

### MANDATORY ONLINE COURSES

- UC Learning Center: [mycourses.ucsd.edu](http://mycourses.ucsd.edu)
- All new employees should review the [UCLC Overview Training](#).

### OVERTIME COMPENSATION FOR NON-EXEMPT (HOURLY) STAFF

- If you are not represented by a union, overtime hours will be paid as overtime pay.
- If you are represented by a union, how overtime hours are calculated and paid are contingent on the collective bargaining agreement. (See offer letter for link to your collective bargaining agreement.) Dependent on the union, an employee will be paid either by overtime pay or compensatory time off (CTO).
- All non-exempt employees can consult with their supervisor to determine if it is possible to change how overtime is paid for themselves personally.

### PARKING & TRANSPORTATION

- Parking and commute options vary for each employee.
- Parking Information: [Parking.ucsd.edu](http://Parking.ucsd.edu)

### PAY PERIODS/PAYROLL CALENDAR

- [Bi-Weekly and Monthly Payroll Calendars](#)
- Refer to the payroll calendar for pay period end dates, pay dates and Holidays.

### PERFORMANCE EVALUATIONS

- Performance management is an important part of both performance and employee career development. At UCSD Health & Health Sciences, what we do is equally important to how we do it. Expectations for how we get our work done are explained in the Individual Contributor and Leader [Core Competencies](#). To learn more about the performance process, visit [MyPerformance New Hires & New Leaders](#).
- During your probationary period (if applicable), you will receive a probationary performance evaluation, allowing you and your supervisor to discuss your onboarding, initial performance and expectations moving forward. The review year is May 1 – April 30. Employees receive one formal performance evaluation annually prior to May 31st each year.

### PROBATIONARY PERIOD

- All Professional and Support Staff (PSS)-level career employees must serve a probationary period, usually six months of continuous service at 50% time or more, during which time the employee's work performance and general suitability for University employment will be assessed. An employee's probationary period may be extended for up to three months at the University's discretion. (Exception: An employee, who has worked in a Per Diem/Limited appointment immediately preceding the career appointment, may have some or all time in the Per Diem/Limited appointment credited toward completion of the probationary period.)

### RETIREMENT

- If your position is not represented by a union or if you are represented by CX, K6, DX, IX, and RA, you must make a retirement choice within 90 days of your start date. Once you have reviewed the [UC Retirement Choice Program](#), you can make your retirement choice [here](#).
- If you are represented in a union not mentioned above, you will be automatically enrolled for Pension. No action is required.
- Please see your offer letter to determine if you are union represented.

**SALARY REVIEW DATES**

- Non-Represented employees **may** be eligible for one merit increase annually, until your salary reaches the top of the salary grade for your job classification. The amount of increase awarded will be based on your annual performance evaluation.
- For represented employees, see appropriate collective bargaining agreement for specific eligibility requirements and scheduled increases.

**SICK LEAVE-Career Employees**

- Sick leave accrues based on hours on pay status. Generally, a full-time employee (40 hours/week) accrues approximately 8 hours of sick leave per month. There is no maximum amount of sick leave you may accrue.
- Sick leave may be used when you are ill, for medical appointments, for the illness of a family member, and contingent on the language of the collective bargaining agreement - the death of a family member.

**VACATION-Career Employees**

- Vacation leave accrues based on hours on pay status. Generally, a new full-time employee (40hours/week) accrues approximately 10 hours of vacation leave per month (equivalent to approximately 15 working days per year). Your vacation leave accrual may vary based on type of appointment, years of qualifying service, and hours on pay status. For more information on Vacation accrual, please visit [Vacation Leave](#) on our HHR.ucsd.edu website.
- All vacation time must be scheduled in advance with the approval of your supervisor.
- Vacation time may not be used before it is accrued or during the same month that it is accrued.
- If you are a union member, some union contracts require completion of probationary period before vacation usage. Please refer to your collective bargaining agreement.

**UNION REPRESENTATION**

- Collective Bargaining Agreements & Bargaining Units: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/index.html>
- Agency Fees & Dues: Employees may contact their union to find out agency fees and dues.

**TIMEKEEPING/REPORTING: EcoTime**

Health Timekeeping Services (HTS) assigns a mandatory online training course to new employees in the UC Learning Center. In addition to completing *Timekeeping and Pay Training for UC San Diego Health Employees* on the UC Learning Center, please review the [Timekeeping and Pay Guide for New Employees](#) for answers to common new employee questions and links to timekeeping and pay resources.

**“Health” Employees**

View timesheet, time off requests, and accruals: <https://tpsweb.ucsd.edu>

**On-site Phone Instructions:**

1. Dial 286 from a UCSD phone
2. Hear the time message:  
“Welcome to the TACS system. The time is ##:##.”  
Note: Users should press “9” to initiate the tone sender.
3. Hear the request:  
“Please enter your employee ID followed by #.”  
Your employee ID is either your PPS ID (2 zeroes followed by the 6-digit ID you were given), or your 8-digit UCPATH ID.
4. Hear the request:  
“Please enter you clock code”  
Enter 1 if you are starting your shift and 9 if you are ending your shift
5. Hear the message:  
“Verifying”  
If the number entered was correct, proceed to the next step.  
If not, you will hear the message, “that number was invalid”, try again. If you get the message a 2<sup>nd</sup> time, please let you timekeeper or manager know.
6. Hear the message:  
“Your clock in was recorded” or “your clock out was recorded” and “thank you for using the TACS system. Goodbye”. Please wait for this message before you hang up.

Please discuss timekeeping with your Department Leadership. For additional timekeeping support, contact Health Timekeeping Services (HTS) at [HTS.ucsd.edu](https://hts.ucsd.edu).

**Health Sciences (or Professional School) Employees**

Leave requests, accruals and entering hours worked: <https://ecotimecampus.ucsd.edu/>

Log on using your Active Directory user ID and password.

Entering hours worked for Non-Exempt Employees:

1. Select Date to add or edit
2. Enter Time In/Out and add meal break taken
3. Select the correct Pay Code (Normal Hours Worked)
4. Click the “Save” button at the top right after each entry
5. Confirm all hours worked have been entered
6. Once complete, submit your timesheet clicking the “Complete” button at the top right.

Please discuss timekeeping with your Department Leadership. For additional timekeeping support, contact the Health HR Time & Pay team at [HHR.ucsd.edu](https://hhr.ucsd.edu) under *Time and Pay*, or by phone at (619) 543-3200.

## IMPORTANT LINKS

- HHR (UCSD Health Human Resources): [hr.ucsd.edu](http://hr.ucsd.edu)
- Blink: [Blink.ucsd.edu](http://blink.ucsd.edu)
- Discount Tickets: <http://www.ticketsatwork.com/tickets/?company=UCSDMED>
- Discount on Hotels: [ucsdmcpartnership.com](http://ucsdmcpartnership.com)
- Employee Assistance Program: <http://www.liveandworkwell.com>
- Pulse (Intranet): [Pulse.ucsd.edu](http://pulse.ucsd.edu)
- Safety and Security: [Blink > Blink Topics > Safety](#)
- UCNet: [ucnet.universityofcalifornia.edu](http://ucnet.universityofcalifornia.edu)
- UC San Diego strives to maintain communities and workplaces free from the illegal use, possession or distribution of alcohol and controlled substances. Learn more at [Drug-Free Schools and Communities Act Annual Notice](#)

## IMPORTANT PHONE NUMBERS

- Compliance / Ethics Hotline: 877-319-0265
- Human Resources: 619-543-3200
- Information Services Service Desk: 619-543-HELP (4357)
- Parking & Transportation: 619-543-6524
- Security: 619-543-3762

## New Employee Checklist

- Elect your state withholdings via UCPATH:** You are required to choose your federal and state elections by using the UCPATH Self-Service Portal.

To access the portal please click [here](#). This can be found under **Employee Actions > Income and Taxes**.

- Enroll in direct deposit:** To access the portal please click [here](#). This can be found under **Employee Actions > Direct Deposit**.

- Enroll in Benefits within 31 days of hire date (Benefit-Eligible Employees only):** You can enroll in Benefits by using the UCPATH Self-Service Portal.

To access the portal please click [here](#). Visit UCNet to learn more about benefits options: <http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

- Complete online trainings:** <http://mycourses.ucsd.edu>

- Purchase your parking permit, if needed:** <https://parking.ucsd.edu>

- “Health” Employees: Submit NEO timesheet to supervisor.**

- Complete **Acknowledgement of Core Competencies** task in [MyPerformance](#). For step by step instructions, see the following [job aid](#).

My notes from New Employee Orientation: