New Employee Onboarding Dashboard

Getting Started: Your First Week at Work

Welcome aboard! We're excited to have you with us!

TO DO List:

1. Complete the **New Hire Personal Information Form** sent by Library HR for entry into the UCPayroll System.
2. Complete the **Universal** background check sent to you via email.
3. Complete **Section 1** of the I9 which is automatically sent via email after successful hire in UCPayroll.

1. Pick up your complimentary 'first day' parking permit from the **Information Kiosk**
2. Meet with Ryan George or Brandyn Gibson in Library Human Resources (Administration 3rd Floor)
   a. Logon to campus/UC services with your **UCSBnetID** and password
      i. UCPayroll
      ii. **Connect Email** (Gmail) and **Connect Calendar** (Google calendar)
      iii. **Kronos** timekeeping system (access with Google Chrome Web Browser)
   b. Review our **Employment Life Cycle**
3. Turn your UCPayroll Campus ID / Access Card into a library card at the Services Desk
4. **Transportation and Parking**
   a. After creating a parking account online you may purchase a permit at **TPS** (Transportation & Parking Services) -- OR --
      b. join the **TAP** (Transportation Alternative Program)
5. **Tour your department** and meet your colleagues!
6. Set up your **phone voice greeting** and learn **how to access your messages**.
7. Explore **Resources for Library Employees**. Got questions? Ask a colleague. Who are your colleagues? Check out the **Staff Directory**
8. Log-in to your assigned computer/s with your **Windows login/password**
9. Log-in to **Confluence Wiki** and explore the library's **collaborative spaces**

1. **Departmental training**
2. As time allows, become familiar with the Library’s **Mission, Vision and Values**, **Strategic Roadmap**, as well as past newsletters and other library communications (see right-hand column)
3. Library tour beyond your department (by Director/Supervisor)
   a. Schedule time with your department DSR to go over the **New Employee Checklist**.
5. Begin required compliance trainings (Sexual Harassment, Cyber Security, Ethics, Substance Abuse) via the **UC Learning Center**
6. Watch the 'X' Model of Engagement by BlessingWhite to understand **how to align your job satisfaction with your job contributions**.

1. Departmental training
2. Schedule a meeting with your DSR (Department Safety Representative) for a **safety tour and evacuation orientation** during the **first week**
3. Complete the UCPayroll Online Ergonomic Training & Assessment via UC Learning Center and schedule an office **ergonomic evaluation** with Building Operations staff (x3220) within **first month**
4. Review the **Travel Planning and Reimbursement Guidelines**
5. Websites / Information to explore
   a. **Library Human Resources**
   b. **Principles of Community**
   c. **Environmental Health & Safety**
      i. Injury & Illness Prevention Program
   d. **Recreation**
   e. **Staff Assembly**
   f. **CSAC** (Chancellor's Staff Advisory Council)
6. Review **union contract** (if applicable)
7. Contact Library Administration to place an order for business cards.

LAUC-SB website: [Librarian Association of UC Santa Barbara](http://www.lauc-sb.org)
LAUC System-wide website [Academic Personnel website](http://www.academicpersonnel.ucsb.edu)
Mandatory Employment Notices
Worker's Compensation
Leave Administration