

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 into one of the nation's leading academic medical centers. For additional Human Resources information, please visit 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](#).

DIRECT DEPOSIT

You can sign up for direct deposit by using the [UCPath Self-Service Portal](#). From your Dashboard, go to Income and Taxes > Direct Deposit.

JOB DESCRIPTION

It is highly suggested that you review your job description with your supervisor periodically. If at any time there are significant changes to 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 a prorated amount of holiday pay based on the number of paid hours in the two pay periods prior to the pay period in which the UC holiday occurs.

MANDATORY ONLINE COURSES

- UC Learning Center: uclearning.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 compensated as overtime pay.
- If you are are represented by a union, how overtime is calculated and paid depends on your collective bargaining agreement. (Refer to your offer letter for a link to your specific agreement.) Depending on the union, overtime may be compensated through either overtime pay or compensatory time off (CTO).

PARKING & TRANSPORTATION

- Parking and commute options vary for each employee.
- Parking Information: transportation.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 a general salary increase once per year.
- Represented employees should refer to the applicable collective bargaining agreement for specific eligibility requirements and scheduled increases.

SICK LEAVE

- **Career, contract, limited, and student employees** accrue sick leave each month based on the number of working hours with unlimited accrual. Full time (100%) employees earn 96 hours (equivalent to twelve 8-hour days) per year. Employees working less than 100% are entitled to sick leave in proportion to their hours on pay status.
- **Per Diem employees** earn 8 hours of sick leave per calendar year, with a new allotment provided each January 1. They may carry over unused paid sick leave from the previous year, but have a maximum of 16 hours at any time. They may use up to 16 hours of paid sick leave in a calendar year.

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: 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:**Health System Employees**

View timesheet, time off requests, and accruals: [HealthTime](#)



Please discuss timekeeping with your department leadership.

On-site Phone Instructions:

1. Dial 286 from a UCSD phone, *or 287 for Spanish*.
2. Hear the time message: "Welcome to the UC San Diego Health Timekeeping system. The time is ##:##."

Note: Users should press "9" to initiate the tone sender.
3. Hear the request: "Please enter your UCPath employee ID followed by #."

Your employee ID is 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 2nd 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. Goodbye".

Please wait for this message before you hang up.

For additional timekeeping support, contact Health Timekeeping Services (HTS) at HTS.ucsd.edu.

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 [Health Timekeeping for Employees](#) for answers to common new employee questions and links to timekeeping and pay resources.

Health Sciences or Professional School Employees

(School of Medicine, Skaggs School of Pharmacy and Pharmaceutical Sciences, Student Health and Well-being, and Herbert Wertheim School of Public Health and Human Longevity Science)

Leave requests, accruals and entering hours worked: [EcoTime https://ecotimecampus.ucsd.edu/](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 under *Time and Pay*, or by phone at (619) 543-3200.

HELPFUL LINKS

- HHR (UCSD Health Human Resources): hr.ucsd.edu
- UCPATH: ucpath.ucsd.edu
- UCNet: ucnet.universityofcalifornia.edu
- Pulse (UCSD Health Intranet): pulse.ucsd.edu
- Blink: blink.ucsd.edu
- Employee Assistance Program: www.liveandworkwell.com
- Library Orientation Hub: ucsd.libguides.com/health
- Discount Tickets: <http://www.ticketsatwork.com/tickets/?company=UCSDMED>
- Discount on Hotels: ucsdmcpartnership.com
- Safety and Security: [Blink > Blink Topics > Safety](#)
- 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 (24-hour dispatch): 619-543-3762
- Security Extension from inside medical center: 36111

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 **Income and Taxes > Tax Statements**.
- Enroll in direct deposit:** To access the portal please click [here](#). This can be found under **Income and Taxes > Payroll Information**.
- 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: ucnet.universityofcalifornia.edu/benefits/
- Complete online trainings:** <http://mycourses.ucsd.edu>
- Purchase your parking permit, if needed:** transportation.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: