ONBOARDING

UNIVERSITY OF CALIFORNIA
UCRIVERSIDE
UCPATH PILOT

Onboarding is the series of tasks that begins with a candidate formally accepting an offer of employment and ends with the new employee being ready for work in terms of employment relationship and access/setup.
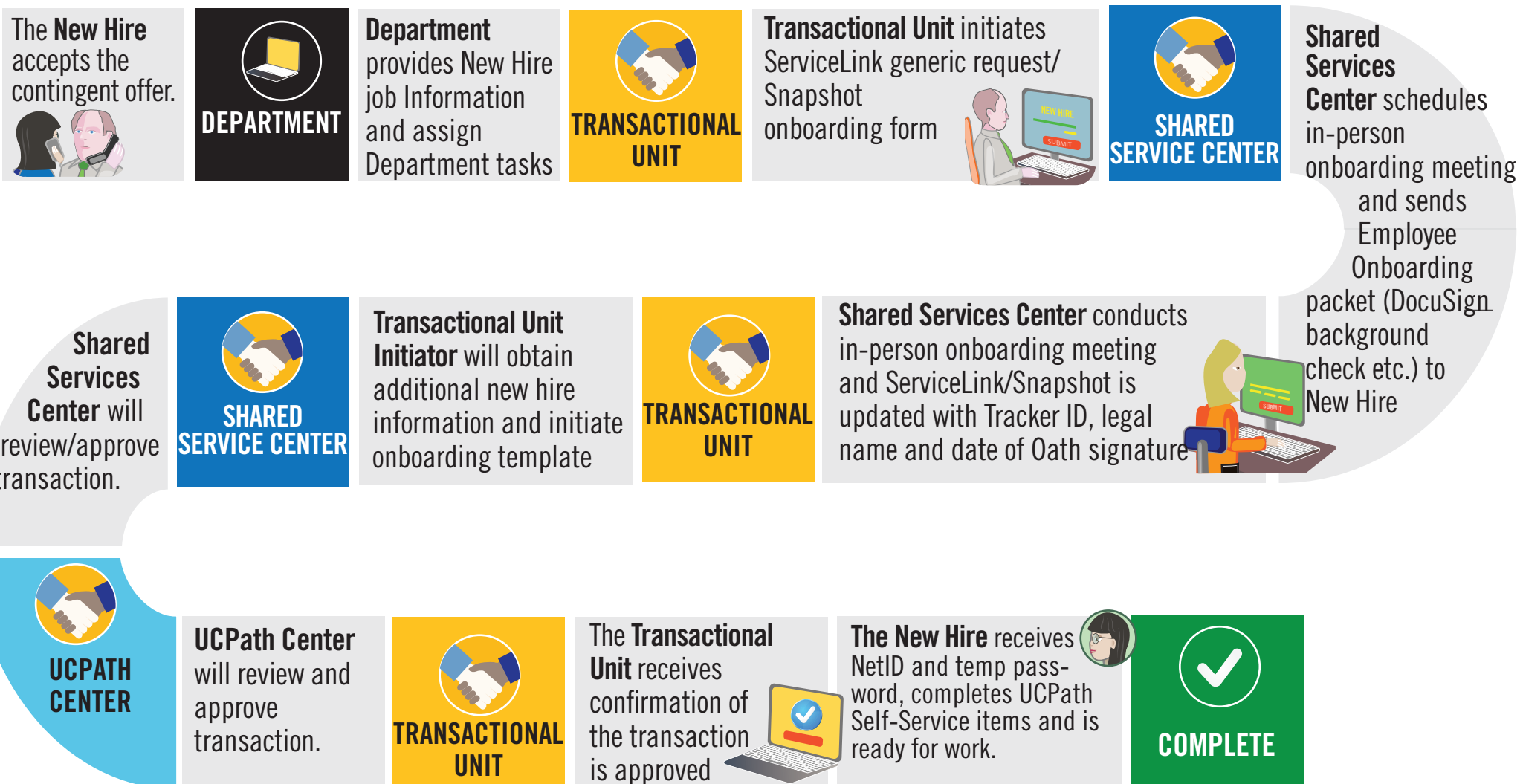
It includes employment activities (new hire paperwork, benefits, I-9, criminal background check), logistical activities (ID card, parking, internet access, keys), and other new hire processing activities.

ROLES FOR ONBOARDING

TRANSACTIONAL UNIT *(REQUIRED)*	UCPATH *(REQUIRED)*	SSC AWE APPROVER *(REQUIRED)*	HR CENTRAL OFFICE
• Primary point of contact for managers and unit level leadership • Represent the needs of the individual business unit • Initiates UCPath Template for New Hires • Opens UCPath cases on behalf of employees when needed (see On Behalf Case Management Matrix) • Monitors Transaction Status page for transaction status	• Processes New Hires templates • Notifies initiator when transaction is canceled or approved	• AWE Approver for transactions (for Phase 2) • Maintain performance metric spreadsheet (AWE denials & UCPC cancellations)	• Responsible for HR/AP process designs • Provide subject matter expertise in technical/complex areas • Interface with HR/AP business partners and institutional leadership

ONBOARDING MAP

Roadmap presents the most common business case. Additional business cases and details are available in the appendix.

The **New Hire** accepts the contingent offer.

DEPARTMENT

Department provides New Hire job Information and assign Department tasks

TRANSACTIONAL UNIT

Transactional Unit initiates ServiceLink generic request/ Snapshot onboarding form

SHARED SERVICE CENTER

Shared Services Center schedules in-person onboarding meeting and sends Employee Onboarding packet (DocuSign background check etc.) to New Hire

Shared Services Center will review/approve transaction.

SHARED SERVICE CENTER

Transactional Unit Initiator will obtain additional new hire information and initiate onboarding template

TRANSACTIONAL UNIT

Shared Services Center conducts in-person onboarding meeting and ServiceLink/Snapshot is updated with Tracker ID, legal name and date of Oath signature

UCPATH CENTER

UCPath Center will review and approve transaction.

TRANSACTIONAL UNIT

The **Transactional Unit** receives confirmation of the transaction is approved

The New Hire receives NetID and temp password, completes UCPath Self-Service items and is ready for work.

COMPLETE

PRE-HIRE PROCESS

The **New Hire** accepts the contingent offer.

DEPARTMENT

Department provides New Hire job Information and assign Department tasks

TRANSACTIONAL UNIT

The **Transactional Unit** starts the onboarding Template prior to in person session to get NetID

SHARED SERVICE CENTER

The **SSC** conducts in-person onboarding meeting.

The **SSC** updates SL/SS with Tracker ID, legal name & date of Oath signature.

TRANSACTIONAL UNIT

The **Transactional Unit** obtain additional new hire information and initiates Personal Data Change (Refer to Personal Data Change Process)

COMPLETE

= Handoff