Employee New Hire:
Affiliate NetID Onboarding Process - Job Aid

UC RIVERSIDE
Campus Support Center

Overview

This Affiliate NetID Onboarding process for Employee New Hires is a workaround process and requires many steps given the downstream impacts. This is an exception method that should <u>only</u> be used sparingly in specific scenarios when the Standard Onboarding Process or Pre-Hire Onboarding Process is not feasible. A typical scenario is when the NetID is needed *quickly and sooner* than it can be obtained by following the Standard process or Pre-Hire process both which require a SmartHR Template approval in UCPath prior to NetID Generation.

Instructions

Please use the [Standard Onboarding Process](#) as the rule when possible or alternatively the [Pre-Hire Onboarding Process](#) when possible. Both the Standard method and Pre-Hire methods (*combined with submitting SmartHR templates well in advance of the start date)* should mitigate delays that impact NetID generation and access to lab safety training for new academic employees with a research function.

Step 1. By exception and when needed, an Affiliate NetID should be requested via the EFORM PROCESS* prior to hiring in UCPath.

Step 2. The Affiliate NetID should be provided to your Shared Service Center for inclusion on the onboarding template to associate the UCR NetID to the Employee ID (EID).

Step 3. To access the UC Learning Center (UCLC), Learning Management System, the employee can use the Affiliate NetID in the UCLC Supplemental Profile Tool, before the Employee ID is generated in UCPath, to create an UCLC-affiliate profile in the UCLC – go to https://ucrlearning.ucr.edu/ and select the Supplemental Access box

Step 4. Once the employee's template is approved and the data is available in UCPath, an ITS ticket must be requested for merging of NetIDs with the following information.

- Employee ID
- Affiliate NetID
- Which NetID to keep (Affiliate NetID or Employee NetID)

Step 5. Once the employee's data is available in UCPath, the employee profile is created in the UCLC.

Step 6. Human Resource Employee and Organization Development (EOD) will merge the supplemental/UCLC-affiliate profile training records under the Employee profile either upon an email request to ucrlearning@ucr.edu OR at the end of the quarter during their regular process (unless a regular and frequent report of some sort is provided as part of the workaround).

*The EFORM process is available through January 2023