

IMPORTANT LINKS:

- UC San Diego Onboarding & New Employee Orientation: [HSHR > Welcome to UC San Diego Health! > New Employee Orientation](#)
- Safety and Security: [Blink > Blink Topics > Safety](#)
- Discount Tickets: www.ticketsatwork.com/tickets/?company=UCSDMED
- Employee Assistance Program: www.liveandworkwell.com

IMPORTANT PHONE NUMBERS:

- Human Resources: 619-543-7585
- IS Help Desk: 619-543-HELP (4357)
- Compliance / Ethics Hotline: (877) 319-0265
- Parking & Transportation: 619-543-6524
- Security: 619-543-3762
- EPIC Help Desk: 858-657-7367

New Employee Checklist

- Establish your At Your Service Online (AYSO) Employee Account: [Atyourserviceonline.ucop.edu/ayso](http://atyourserviceonline.ucop.edu/ayso)
- Enroll in Benefits via AYSO within 31 days of hire date (Benefit-Eligible Employees only): 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: [Blink > Blink Topics > Facilities & Services > Parking > Parking Permits](#)
- “Health” Employees: Acknowledge Job Description in Lawson: <https://lpmh.lawson.com/ucsd/login>
 - Use your employee ID number and the password cas123 for your initial login
- “Health” Employees: Submit NEO timesheet to supervisor

My notes from New Employee Orientation:

New Employee Resource Guide & Checklist

WELCOME TO UC San Diego Health.

As you learned in new employee orientation, we are *One Place for Life-Changing Opportunities*. 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.

RESOURCES

- At Your Service (AYSO): [Atyourserviceonline.ucop.edu/ayso](http://atyourserviceonline.ucop.edu/ayso)
- Blink: [Blink.ucsd.edu](http://blink.ucsd.edu)
- HSHR (UCSD Health Human Resources): [HSHR.ucsd.edu](http://hshr.ucsd.edu)
- Pulse (Intranet): [Pulse.ucsd.edu](http://pulse.ucsd.edu)
- UC Net: [UCnet.universityofcalifornia.edu](http://ucnet.universityofcalifornia.edu)

DIRECT DEPOSIT

You can sign up for Direct Deposit in the “Income & Taxes” section of AYSO. For further instruction visit: [AYSO > 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 in your assigned responsibilities, please discuss them with your supervisor to ensure your job description is kept up-to-date. Job descriptions are the basis for performance appraisals and position classification.

HOLIDAYS

- The University observes thirteen (13) administrative holidays during the calendar year. Holidays are listed in the Personnel Policies for Staff Members manual or bargaining contract for represented employees: [Blink > Blink Topics > Human Resources > Policies & Principles > Personnel Policies](#).
- 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.
- Refer to payroll calendar for specific dates: [Blink > Blink Topics > Finance > Payroll > Calendars](#).

MANDATORY ONLINE COURSES:

- UC Learning Center: mycourses.ucsd.edu
- “Health” Employees
 - You will review the required courses and deadlines during IS training on NEO Day 2.
- “School” Employees
 - Please login to UCLearning to view your required training.

PARKING & TRANSPORTATION

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

PAY PERIODS/Payroll Calendar

- Payroll Calendar: [Blink > Blink Topics > Finance > Payroll > Calendars](#)
 - Refer to the Payroll Calendar for Pay period end dates, Pay dates and Holidays.

PERFORMANCE EVALUATIONS

- During your probationary period, you will receive at least one performance evaluation. After you have completed your probationary period, you will receive one performance evaluation annually.
- Per Diem and limited appointments are considered “at will” employees and will receive one evaluation annually if the contract allows.

PROBATIONARY PERIOD

- All 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 evaluated. 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 limited appointment credited toward completion of the probationary period.)

SALARY REVIEW DATES

- Non-Represented employees (e.g. PSS, MSP) **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 (e.g. CX, NX, EX, TX, RX, SX, K6) see appropriate bargaining contract for specific eligibility requirements and scheduled increases.

SICK LEAVE-Career Employees

- Your sick leave accrual rate is 8 hours per month. This accrual rate is prorated based on the number of hours on pay status. 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 death of a family member (5 days/occurrence), for the illness of a family member (30 days/calendar year), or if you have a personal obligation to attend the funeral of a person other than a family member (5 days/calendar year).
- If you anticipate being off work for medical reasons for longer than one workweek, please notify your Supervisor immediately. Sick leave may not be used before it is accrued or during the same month that it is accrued.

VACATION-Career Employees

- Your vacation leave accrual rate is 10 hours per month. This accrual rate is prorated based on the number of hours on pay status. The maximum accrual rate is 240hrs (10hrs x 24mo).
- 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 union contract before requesting vacation within your 6 month probationary period.

UNION REPRESENTATION

- Collective Bargaining Agreements & Bargaining units: [HSHR > Collective Bargaining Agreements](#)
- Agency Fees & Dues: [HSHR > Collective Bargaining Units > Agency Fees & Due Structures Chart](#)

TIME KEEPING/REPORTING

“Health” Employees

Leave requests and accruals: tpsweb.ucsd.edu

Clocking in/out is done via a UCSD phone: 286

Code: 1(In) or 9(Out)

For clocking in and out each day, you use the clock code 1 when you arrive for your scheduled shift and you use clock code 9 when you leave.

Instructions:

1. Dial 286
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 2 zeroes followed by the 6-digit number you were given.
4. Hear the request:
“Please enter your 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 your 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.

“School” Employees

Leave requests and accruals: mytime.ucsd.edu

Self-Register for a Single-Sign On: <http://blink.ucsd.edu/technology/security/SSO/register.html>. This will allow you access to our timekeeping system, MyTimeEntry (MTE): <http://mytime.ucsd.edu> Log on using your user ID and password. You must have a user ID and password to log onto MTE. If you don't have a user ID and password, contact your departmental security administrator (DSA).

Depending on the appointment you were hired for you will either be reporting Exception Time or Positive Time:

- Exception Time Reporting - Appointments that are 50% and above, enter exceptions/time out of the office/did not work regular scheduled
- Positive Time Reporting - Appointments that are 49% and below, enter hours worked

1. Select Date on Calendar, 2. New Entry Screen Box pops out, 3. Select Job number if more than one Job is available, otherwise it defaults to the only selection, 4. Select the Type of Hours. Icon describes types, 5. Enter the number of Hours, 6. Enter Comments (optional), 7. Click Create, 8. Submit Timesheet for Supervisor Approval.