

## **ASE/GSR UC Berkeley Onboarding Instructions:**

- ASE or GSR employees that either have another concurrent job on campus and have already onboarded for that job, OR do not have a break in service greater than 31 days are not required to complete onboarding and may begin working after the beginning of the semester.
- All ASE or GSR new hires AND persons who have had a “break in service or employment” of more than 31 calendar days **MUST** do the following, **prior to commencing work**:
  - complete an on-line DocuSign packet **as soon as possible** and
  - attend your required **in-person** onboarding session
- If you are a new ASE or GSR employee to UC Berkeley or have had a “break in service or employment” of more than 31 calendar days you should receive a **DocuSign** packet via email from [onboarding@berkeley.edu](mailto:onboarding@berkeley.edu) within 3-4 business days of the time your department notifies Campus Shared Services that you have accepted the offer. Take the following action:
  - Check your spam folder in your e-mail for the DocuSign e-mail
  - If you do not receive a DocuSign e-mail within 1 week of the date you accepted the appointment, but are either a new hire or have had a break in service of more than 31 days, contact your hiring department immediately
  - If you need assistance with the DocuSign packet, please review the FAQ’s:  
<https://tinyurl.com/yd3ceqfs>
- Use the link on the Scheduling Page of the DocuSign packet to schedule an in-person Onboarding Appointment at the earliest available dates. **You must attend this in-person session prior to commencing any work.**
  - Schedule your appointment by 4pm for a next-day appointment
    - I.e. you need to schedule your appointment Friday before 4:00pm to attend the in-person appointment Monday
  - You must schedule an appointment. Walk-ins will be turned away
  - You must bring your I-9 documents to the in-person session. To find a list of appropriate documents, please review this list: <https://www.uscis.gov/i-9-central/acceptable-documents>
  - To set up direct deposit, bring a voided check or a letter from your bank to the in-person session
  - **A paycheck cannot be processed until onboarding is complete**
- Schedule your appointment in time for you to commence work at the time indicated in your appointment letter (usually this will be the first day of the semester)
- If you cannot find an available appointment date or time prior to performing work, please e-mail [onboarding@berkeley.edu](mailto:onboarding@berkeley.edu) for additional options.
- **DO NOT begin working until successfully completing onboarding.**