Eight Tips for Successful Hiring at Berkeley

Purpose: These tips for success are intended for Berkeley supervisors and managers who plan to hire students and staff in 2020 (and beyond).

At-A-Glance - *use the links below to jump to the full details on each step of the process*

1. Confirm your **UCPath position** data
2. Submit **request to recruit or hire**
3. Review **onboarding for ontime pay calendar**
4. Have employee complete **DocuSign** packet ASAP **and** attend **in person onboarding**
5. Ensure timely **first pay**
6. Confirm **in-person onboarding** is complete before working
7. Record **hours worked**
8. Summary **timeline**

Full Details

1. **CONFIRM YOUR POSITION DATA**: As soon as possible but <u>before</u> you request to recruit in ServiceNow or Smartsheet, the position must exist (accurately) in UCPath; a UCPath position number is required for all TAM recruitments and hire requests to BEARS HR.

    ● *What information (data) do I need to know?*

Job code (title/classification)	Reports-to position (supervisor)
FTE (relates to budget+hours)	Department
Work Location	FLSA
Pay Group	

    ● *How do I review my current position data in UCPath?*
    NEW! Use the CalAnswers Position Management Dashboard. Request access to CalAnswers if you don't have access yet! You may also view your UCPath Manager Portal to see limited data on filled and vacant positions.

    ● *How do I change position data or get a new position?*
    Contact the administrative person in your Department/Division who manages positions for your area. Your Finance person should know who this is. If you are working with BRS Research Administration staff, contact your RA.

2. **SUBMIT REQUEST TO RECRUIT OR HIRE**: Once you have confirmed and updated your position number, **submit Recruitment request to your BEARS HR via ServiceNow or Smartsheet.**

    ○ Note, students / ASE/GSR - submit hire requests in SmartSheet or ServiceNow. If you're hiring for a work-study job, you must link the assigned Position number to the work-study referral, and activate a student's work-study award to a specific job **to receive the subsidy**.

3. **REVIEW ONBOARDING FOR ONTIME PAY CALENDAR** - Review the BRS Onboarding Deadlines for Ontime Pay Calendar calendar to determine a recommended start date for your new employee for on time pay.

    Does your new hire already have another appointment on campus? If so, please be sure to work with your HR Business Partner or Generalist to determine if your new hire's pay schedule or FLSA status need to be modified because of multiple appointments.

4. **HAVE EMPLOYEE COMPLETE DOCUSIGN PACKET ASAP <u>AND</u> ATTEND IN PERSON ONBOARDING:** If the required new hire request and completed documents are not submitted on time (based on published schedules), the employee is not fully hired and should not begin work.

DocuSign and In Person Onboarding steps
1. Inform your new hire of **the importance of completing their DocuSign packet ASAP AND attending in person onboarding:** must bring <u>original</u> documents to verify their work eligibility to the onboarding session. Completion of both DocuSign packet and in person onboarding drives the new hire process **(no onboarding = no employee ID, no systems access, no pay)**.
2. New hire selects an in-person onboarding appointment (instructions in their DocuSign packet). New Hire should be aware and have received an invite to complete I-9 tracker. BRS Onboarding is offered several times a week (link to schedule).
3. Confirm with the employee that they have completed both their DocuSign packet and in-person Onboarding session before they start work. Employees will receive a yellow Onboarding Complete Slip, but Supervisors *do not* receive a system notification to confirm that onboarding has been completed.

5. **ENSURE TIMELY FIRST PAY:** To prevent delayed or lost paychecks, encourage all employees to enroll in direct deposit as soon as they have system access and confirm their mailing address is correct in UCPath. Please note, direct deposit typically takes 1-2 pay cycles to take effect.

   Inform your employee when they can expect to receive their first paycheck, based on their first day of work and the UC Berkeley payroll calendar and associated processing deadlines. See the 2020 Monthly pay dates PDF and 2020 Biweekly pay dates PDF for reference.

6. **CONFIRM IN PERSON ONBOARDING IS COMPLETE BEFORE WORKING**: Confirm the employee has completed BRS Onboarding (docusign <u>and</u> in-person session). **NEW!** Employees will receive a yellow Onboarding Complete Slip, but Supervisors *do not* receive a system notification to confirm that onboarding has been completed. **DO NOT ALLOW THEM TO START WORK IF THEY HAVE NOT COMPLETED IN PERSON ONBOARDING AND SIGNED ALL PAPERWORK** as these steps are critical to I-9 compliance**.** There may be a delay before the employee appears in the UCPath system, has CalNet systems access, and appears in the supervisor's CalTime. **Employees *may* begin work before systems access, but not before BRS Onboarding is completed**.

7. **RECORD HOURS WORKED**: Record time using **CalTime and/or paper timesheets**. Once the employee has completed onboarding, they can start working but may not appear in CalTime immediately. Until the system updates and the employee appears in CalTime, record time manually using paper timesheets. Make sure to submit paper timesheets to csstimesheets@berkeley.edu in accordance with payroll deadlines, and move onto CalTime as soon as it becomes available.

   ○ Hourly employees should be asked to log their hours <u>each day</u> via CalTime as appropriate, instead of waiting until the end of the pay period.

   ○ Remind all employees to complete and submit their timesheets **by the communicated deadlines** and follow up to ensure completion. Ultimately, it is the **responsibility of the supervisor** to submit time for hours that an employee is known to have worked in order to generate pay.

8. **SUMMARY TIMELINE**: Adhering to the timeline below will help ensure that your employee has systems access as quickly as possible, and that their first paycheck will be issued promptly.

RESPONSIBLE	ACTION	TIMELINE
Supervisor	Confirm position data is accurate, working with your Financial Analyst to correct any errors	ASAP
Supervisor	Submit hire request to BEARS HR using ServiceNow or Smartsheet	Day 1*
BEARS HR	Process hire request and send onboarding DocuSign packet to employee	2-3 days
Employee	Complete DocuSign packet ASAP, sign up for onboarding session, and attend onboarding session (I9 process and oath). Return Onboarding Completed slip to supervisor on or before first day of work	varies**
UCPath Center	Create employee record in UCPath	5-10 days
CalNet	Generate CalNet ID needed for UCB email and UCB systems access requests	2-3 days***
UCPath Center	Issue first paycheck to employee	Next standard payday or ASAP

* For student hires, see the Handshake and/or the Work-Study complete referral process at this time. For hiring non-students, the position will be posted on the UCPath TAM system.
** It is critical for ontime pay and systems access to complete the DocuSign packet ASAP. Additionally, do not wait for the 1st day of work to attend onboarding. Employees can attend the first available onboarding session after receiving their packet.
*** Student employees will already have CalNet access, but will not immediately appear in CalTime.