CHES ONBOARDING CHECKLIST

Employee Name:
Hire Date:
CruzID:
Employee ID#:
Office/Cubicle Space:

Equipment:	Completed
Provide/Purchase Workstation/Office Keys	
Put in an IT ticket to have Laptop/Desktop setup.	
Work with your assigned Facilities Coordinator to connect employee's name with their phone extension. Employee setup voicemail. Phone Setup	

Access:	Completed
Send an email to idcards@ucsc.edu to request a Staff ID Card & to set up an appointment (once employee ID is issued). Complete a recharge form for the employee to take with them to ID Services.	
If employee needs access and a parking permit to SVC Buildings send an email to Scotts Valley Facilities at svchelp@ucsc.edu	
Set up Gold & Blue Password CruzID Manager	
UCSC Google Mail & Google Calendar Setup: UCSC Google Gmail	
Submit an IT Ticket to obtain SACOMP login and access to the N drive?	
Submit an IT Ticket to request access to local printers.	
Access CruzPay Guide to understand Cruzpay process. Supervisor discuss leave reporting & timesheet deadlines with the employee.	
Set up CruzAlert (UCSC emergency notification system used to quickly communicate information during emergency situations)	

Trainings:	Completed
New employee Required Training log into Learning Center: • General Compliance Briefing: UC Ethical Values & Conduct • eCourse UC Cyber Security Awareness Fundamentals • eCourse UC Sexual Violence & Sexual Harassment Prevention Training for Staff (yearly).	
Complete Ergonomics Training	
Additional Training for Supervisors & Managers: Complete Fair Hiring Training	
Financial Trainings *(If Applicable)***:**	**Completed**
To enroll in UCPath Financial Training contact CHES HR Liaison	
Enroll in Cruzbuy Training (account used to purchase goods and services).	
Enroll in Financial Information System (FIS) Navigation & Document Query Training *Prerequisite for the following: • FIS TOE/JV Training • FIS TOF Training (by appointment only) • FIS POEL Training (Purchase Order Encumbrance Liquidation) • FIS Banner Travel Class	
Email data-mgmt@ucsc.edu to register for Infoview Class: Infoview Class Schedule	
Miscellaneous:	**Completed**
Recommend employee to attend Benefits Orientation	
Log onto Campus Directory to update your employee contact information details.	
Business Cards/Namebadge/Nameplate	
Additional Resources:	
CHES Toolkit CHES Org Chart Staff HR Locate My Timekeeper Staff HR Onboarding Checklist Staff HR Onboarding Toolkit	