

ANR Academic New Hire Checklist

The following documentation is required to be completed on or before the 1st day of employment and must be submitted as soon as possible. Failure to do so on a timely basis can cause delays in employee pay, benefit eligibility, and access to UC systems.

Please download the following forms from the [Onboarding webpage](#). Supervisor or office manager will upload the forms on [Box](#) after the onboarding meeting.

State Oath of Allegiance: To be signed by US citizens only. An employee must sign this form on or before the first working day. Please hold off on completing/signing the form until your onboarding meeting, as a UC representative (i.e. supervisor or office manager) needs to witness the employee's signature and sign.

If applicable to the Position:

Non-Exempt Academic Appointees Compensatory Time Off (CTO) Election Form

- For any hours worked overtime (over 40 hours in a workweek), employee may choose CTO in lieu of monetary pay (County/REC/Program Unit office retains the original signed form.)
- If the appointee declines to complete the form, the employee will receive monetary pay. Please retain the form & note to his/her personnel file that s/he declined to sign the form.

UCRP Reemployed Retiree Notification Form (UBEN 1039) - *for recalled retirees only*

Signed Position Description - *for soft-funded/temporary appointments only*

Available in Glacier

[Glacier Nonresident Tax Compliance System](#) - all non-US citizens & non-permanent residents are required to access and complete a W-4 using the Glacier website.

I-9 and E-Verify Tracker

Employment Eligibility Verification (Form I-9)

- For those that are ***transferring from another UC campus that uses Tracker***, a request for your record will initiated through UC Path.
- ***All other new Hires*** will receive a secure automated email from [Tracker](#) instructing them to complete [Section 1](#) prior to coming into the office. The employee must present the original documents on the first day of work or during the onboarding meeting to the Supervisor/Office Manager for review. [Section 2](#) shall be completed by the Supervisor/Officer Manager.
- Employment verification can be completed as early as the day the employee has accepted an offer of employment, but no later than the third business day after the employee's hire date.

An automated email will be generated to notify the employee to complete the forms listed below in [UCPath](#) – *for employees new to UC Path*

Patent Agreement (All employees must sign - citizens & non-citizens)

Prior Service Verification (employees coming from a state agency or other California state university to complete and sign)

UC Employee's Federal-State Withholding Allowance Certificate (W-4)

Pay Disposition & Direct Deposit Election (You will also be able to view your online earnings statement via the UC Path portal)

Voluntary Employee Disclosures

- Self-Identification of Gender, Ethnicity & Veteran Status
- Self-Identification of Disability