

You're Hired, What's Next?

Virtual New Employee Checklist

We couldn't do it without you, our amazing staff members, and we surely wouldn't want to. This virtual new employee checklist is a collection of links that will get you to a load of information and resources you may find helpful during your first 31 days of hire.

☐ First, Elect your Benefits

- ☐ [Benefits Elections](#)
- ☐ [Retirement Election](#)
- ☐ [Retirement At Your Service \(UCRAYS\)](#)
- ☐ [UnifyHR](#)

☐ Next, Complete these Action Items

- ☐ [Required Trainings](#)
- ☐ [Parking Permit](#)
- ☐ [UCSB Access Card](#)
- ☐ [UCSB Emergency Alert](#)

☐ Last, Bookmark these Key Websites

- ☐ [UCnet](#)
- ☐ [UCPath](#)
- ☐ [UCSB People Finder](#)
- ☐ [UCSB](#)
- ☐ [UCSB Faculty & Staff](#)
- ☐ [UCSB ServiceNow](#)
- ☐ [Retirement At Your Service \(UCRAYS\)](#)
- ☐ [Kronos Timekeeping at UCSB](#)
- ☐ [Self-Guided Campus Map](#)