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
  ☐ UC Path
  ☐ UCSB People Finder
  ☐ UCSB
  ☐ UCSB Faculty & Staff
  ☐ UCSB ServiceNow
  ☐ Retirement At Your Service (UCRAYS)
  ☐ Kronos Timekeeping at UCSB
  ☐ Self-Guided Campus Map