

NEW EMPLOYEE ORIENTATION PROGRAMS

July 2008 - January 2009

(See Schedule on Page 2)

TWO ORIENTATION PROGRAMS MEET NEW CAMPUS STAFF EMPLOYEE NEEDS!

1) *New Employee Welcome and Orientation*

Monthly, 8:15 a.m. - 3:30 p.m. Advance registration required (see below)

TWO ORIENTATION PROGRAMS MEET NEW CAMPUS STAFF EMPLOYEE NEEDS!

- **Topics:**
 - Morning: UCSF overview - mission, core values, history, organization, work resources, support services, community activities
 - Afternoon: UC Benefits - UC group insurance plans, UC retirement and savings plans
- **Who Should Attend:**
 - Morning: All newly hired fully benefited Campus Career Staff. Not appropriate for Faculty/Academics, Medical Center Staff, or Students.
 - Afternoon: same as above, except Faculty welcome.
- **Registration Required! No drop-ins please! Go to: <http://training.ucsf.edu/?x=1899>**
 - A) **Allow 48 hrs.** after getting Employee. I.D. before logging in, so our enrollment system knows you now work at UCSF.
 - B) **Log in / Create Profile:**

Information needed for log-in (supervisor & personnel/benefits rep. can provide):

New Employee Info:	Employee's Supervisor's Info:
**UCSF Employee I.D. # (9 digits, 02_____)	*E-mail address
**Last 4 digits Social Security #	Name
*E-mail Address (work preferred, personal ok)	Phone # with Area Code
Work Address with Zip +4	
Phone # with Area Code	

****Required info.** ***Essential to receive confirmation/reminder notices**
 - C) **Register for class:** New Employee Welcome & Orientation.

2) *Benefits Orientation* (Twice a month, 2 hrs, drop-in)

- **Topics:** UC benefits - UC group insurance plans, UC retirement and savings plans.
- **Who Should Attend:** All newly hired Campus Career Staff (Faculty/Academics welcome).
- **Offered Twice Each Month:**
 1. As the **afternoon segment of the New Employee Welcome & Orientation**, approximately 1:15 - 3:30 p.m. (No need to pre-register if attending only this portion of day-long program; drop-in OK.)
 2. As a **separate 2-hour Monday morning program** for new Staff who must complete their UC Benefits sign-up before they are able to attend the full day Orientation program. These new Staff should first attend this Monday 2-hour Benefits Orientation. They should also register for, and attend a later New Employee Welcome & Orientation program, returning to their offices after lunch, before the Benefits Orientation segment begins.

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Schedule

New Employee Welcome & Orientation / Benefits Orientation

July 2008 - January 2009

See Page 1 for Registration Instructions & Program Content

Program	Pre-Register?	Date	Time / Location
New Employee Welcome & Orientation including Benefits Orientation	Must Pre-Register <i>See P. 1</i>	Thursday July 10, 2008	8:15 a.m. - 3:30 p.m., Laurel Heights Garden Rm., (2 nd floor, behind View Café)
Benefits Orientation	<i>Walk-in</i>	Monday July 21, 2008	9:00 - 11:00 a.m., Laurel Heights Rm. 308
New Employee Welcome & Orientation including Benefits Orientation	Must Pre-Register <i>See P. 1</i>	Thursday Aug. 14, 2008	8:15 a.m. - 3:30 p.m., Laurel Heights Garden Rm., (2 nd floor, behind View Café)
Benefits Orientation	<i>Walk-in</i>	Monday Aug. 25, 2008	9:00 - 11:00 a.m., Laurel Heights Rm. 308
New Employee Welcome & Orientation including Benefits Orientation	Must Pre-Register <i>See P. 1</i>	Thursday Sep. 11, 2008	8:15 a.m. - 3:30 p.m., Laurel Heights Garden Rm., (2 nd floor, behind View Café)
Benefits Orientation	<i>Walk-in</i>	Tuesday Sep. 23, 2008	9:00 - 11:00 a.m., Laurel Heights Rm. 308
New Employee Welcome & Orientation including Benefits Orientation	Must Pre-Register <i>See P. 1</i>	Thursday Oct. 9, 2008	8:15 a.m. - 3:30 p.m., Laurel Heights Garden Rm., (2 nd floor, behind View Café)
Benefits Orientation	<i>Walk-in</i>	Monday Oct. 20, 2008	9:00 - 11:00 a.m., Laurel Heights Rm. 308
New Employee Welcome & Orientation including Benefits Orientation	Must Pre-Register <i>See P. 1</i>	Thursday Nov. 13, 2008	8:15 a.m. - 3:30 p.m., Laurel Heights Garden Rm., (2 nd floor, behind View Café)
Benefits Orientation	<i>Walk-in</i>	Monday Nov. 24, 2008	9:00 - 11:00 a.m., Laurel Heights Rm. 308
New Employee Welcome & Orientation including Benefits Orientation	Must Pre-Register <i>See P. 1</i>	Thursday Dec. 11, 2008	8:15 a.m. - 3:30 p.m., Laurel Heights Garden Rm., (2 nd floor, behind View Café)
Benefits Orientation	<i>Walk-in</i>	Monday Dec. 15, 2008	9:00 - 11:00 a.m., Laurel Heights Rm. 308
New Employee Welcome & Orientation including Benefits Orientation	Must Pre-Register <i>See P. 1</i>	Thursday Jan. 8, 2009	8:15 a.m. - 3:30 p.m., Laurel Heights Garden Rm., (2 nd floor, behind View Café)
Benefits Orientation	<i>Walk-in</i>	Monday Jan. 26, 2009	9:00 - 11:00 a.m., Laurel Heights Rm. 308

For the most updated version of this schedule and for information about all campus staff New Employee Orientation events & resources, visit Campus Human Resources web sites:

HR Training: <http://ucsfhr.ucsf.edu/index.php/training/cat/site/New%20Faculty%20and%20Staff/>

HR Benefits: <http://ucsfhr.ucsf.edu/index.php/benefits/cat/site/New%20Faculty%20and%20Staff/>