



Employee Orientation Resources

OBFS URL: <http://obfs.research.ucla.edu>

ORA URL: <http://www.research.ucla.edu/ora/>

To Do in Your First Few Days

1. UCPATH Portal
<https://ucpath.universityofcalifornia.edu/>
 - View and/or update your UCLA profile:
 - Log in using your Bruin online (BOL) account
 - Enter Direct Deposit Information
 - Enter your W4 Withholdings

2. UCnet (AYS online)
<https://atyourserviceonline.ucop.edu/ayso/>
 - Create and access your retirement and historical information:
 - Click “New to UC and have a temporary password”, click “Continue”
 - Type in your SS# & temporary password (*Temp password is: Your Birthday - MMDDYYYY*)
 - Sign in

Problems logging in to AYS online? [Click here for instructions](#)

3. UCLA Transportation
<https://main.transportation.ucla.edu/>
 - Access parking information and explore commute options

4. New Employee Benefits Orientation
<https://www.chr.ucla.edu/>
 - In Person class (from 8:15am to 12:00pm):
 - Click “UC Learning Center”
 - Log in to Learning Management Center (LMS)
 - Click “Find A Course” and search “New Hire Orientation”
 - Get supervisor’s approval and sign up

<https://zoom.us/>

 - Live Webinar every Friday (from 10:30 am to 12:00pm):
 - Click “Join a Meeting”
 - Enter Meeting ID: 951 787 5041 or,
 - (If not using computer audio) call 408-638-0968;
 - Enter Meeting ID: 951 787 5041.

5. UCLA BruinCard
www.bruincard.ucla.edu
 - Apply for “Your Passport To Life at UCLA”
 - Click “Apply for Card”
 - 1st time appliers can apply online or walk to 123 Kerckhoff Hall

6. Health & Benefits Selections
Complete within your first 31 days - PIE
<https://ucpath.universityofcalifornia.edu/>
Sign up to UCPATH portal and submit your selections online

Review all the options UC offers at:
<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/eligibility/index.html>

7. My UC Retirement
Complete within 90 days from hire date
<https://myucretirement.com/>
 - The election you choose can only be done once and is irrevocable.
Please view our [Resource Guide](#) to better understand the programs.

8. Ergonomics Evaluation
<http://ergonomics.ucla.edu/> (Allow 1 – 2 weeks for set up)
Achieve an optimal workstation setup:
 - Click on “BruinErgo (Campus)”
 - Log in using your UID#

9. UC Required Training
www.lms.ucla.edu
 - Access all UC trainings at LMS:
 - Log in using your Bruin online (BOL) account
 - Click “Required Training”
 - Click “Start” to complete each mandatory training



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10. UCPATH Time Reporting System (TRS)

<https://uctrs.it.ucla.edu/>

- Access and submit your timesheets following payroll schedule
 - Note: there is a policy maximum for vacation accruals

11. Voicemail Quick Reference Guide

<http://training.it.ucla.edu/pdfs/Voicemail-QRC.pdf>

- Set up your mailbox:
 - Follow instructions from Reference Guide
 - Use the temporary password: UCLA or 8252

Professional Development Opportunities

1. UCLA Staff Assembly

<http://www.staffassembly.ucla.edu/>

- Explore and join to enhance your experience at UCLA

2. Training & Development

<https://www.chr.ucla.edu/training-and-development>

- Explore ongoing opportunities for training and development
 - Click “UC Learning Center”
 - Log in to Learning Management Center (LMS)
 - Select the training to attend
 - Get supervisor’s approval and sign up

3. Employee Development – Reduced Fees

<https://www.chr.ucla.edu/policies-and-labor-contracts>

- Click “Personnel Policies for Staff Members”
- Click “UCLA Procedures for Staff Members (PPSM)”
- Look for “Procedure 51”

Additional Information & Resources

1. UCLA Interactive Map

<http://maps.ucla.edu/campus/>

- Explore the UCLA campus

2. UCLA Central Ticket Office

<http://tickets.ucla.edu/>

- Take advantage of discounted tickets

3. UCLA Blood & Platelet Center

<http://gotblood.ucla.edu/>

- Inform your supervisor you will be donating blood
 - Click “Donate Blood” and follow next steps
 - NOTE: You will receive 4 hours of comp time and can only donate blood every 56 days

4. University Credit Union

<https://www.ucu.org>

- To open an account, complete membership application

5. Staff and Faculty Counseling Center

<http://www.chr.ucla.edu/employee-counseling>

- These services are free, voluntary and confidential
 - To make an appointment, call (310) 794-0245

6. UC SitterCity Program – Select Plus

www.selectplus.com/universityofcalifornia

- Babysitters or caregivers for children, adults, elders and loved ones with special needs

7. Policies & Labor Contracts

<https://www.chr.ucla.edu/policies-and-labor-contracts>

- Click “Personnel Policies for Staff Members”

8. Policies Governing Workplace Conduct

<https://www.chr.ucla.edu/policies-and-labor-contracts>

- Click “Policies Governing Workplace Conduct” on the left hand side

9. Workers’ Comp Pharmacy Benefit Network

<https://ucla.app.box.com/v/irm-wc-pbn-english>