To Do in Your First Few Days

1. **UCPath Portal**
   - [https://ucpath.universityofcalifornia.edu/](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/ays/o/](https://atyourserviceonline.ucop.edu/ays/o/)
   - 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/](https://main.transportation.ucla.edu/)
   - Access parking information and explore commute options

4. **New Employee Benefits Orientation**
   - [https://www.chr.ucla.edu/](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](http://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/](https://ucpath.universityofcalifornia.edu/)
   - Sign up to UCPath portal and submit your selections online
   - Review all the options UC offers at:

7. **My UC Retirement**
   - Complete within 90 days from hire date
   - [https://myucretirement.com/](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/](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](http://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
Employee Orientation Resources

OBFS URL: http://obfs.research.ucla.edu
ORA URL: http://www.research.ucla.edu/ora/

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

    • 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”

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