

1) Core Hire Forms compliance with AB119; represented employees are not asked questions regarding disclosure of information to employee organizations. The union representation field in the offer letter entry “Union Representation” removes the questions and associated disclosures from the core hire forms when “Yes” is selected.

FLSA Exemption Status	<input type="text" value="--None--"/>
Union Representation	<input type="text" value="Yes"/>
Pay Cycle	<input type="text" value="--None--"/>

2) The core hire forms also have an option for employees to report gender as nonbinary in compliance with the gender recognition act.

Selection of the nonbinary field is optional, while a selection of either male or female is required. Additional updates are expected to this field.

Select gender with which you most closely identify. M F

Nonbinary
Nonbinary is an umbrella term for people with gender identities that fall somewhere outside of the traditional conceptions of strictly either female or male.

3. Identification of employees by New Hire or Rehire

- Upon completion of the data gathering forms by the candidate, a process runs to determine if the SSN provided is associated with former employee.
- If there is no match, the system identifies the transaction as a **NEW HIRE**.
- If there is a match, the system will flag the case as a **REHIRE**, and provides credentials associated with the employee:
 - Employee ID
 - AD User Name
 - UCSD E-mail Address
 - Separation date

3. Identification of employees by New Hire or Rehire (continued)

SD Onboarding Center / PPS Entry Sheet

New Hire

PPS Entry Sheet Onboarding Details

First Name:	John
Middle Name:	N/A
Last Name:	NewHire
SSN:	123-45-6789
Date of Birth:	February 2, 1980
Gender:	Male

Rehire

PPS Entry Sheet Onboarding Details

Employee ID:	850313
AD User Name:	
UCSD Email Address:	
Separation Date:	August 3, 2018
First Name:	Paula
Middle Name:	N/A
Last Name:	NonRepresented Test

4. Account Creator process:

- *Free form text field* to communicate additional comments to account creator.
- If case is a rehire, *free form text field* automatically populates previous credentials that are available.

5. Communications with the new hire:

- Initiator will be copied on following communications from the ONBOARDING Solution to the candidate:
 - Candidate Welcome Letter
 - First Day Reminder Letter

6. Additional field in offer letter: **First Day Appointment With** alternate for welcome letter.

- This field allows to distinguish between the initiator and someone else for the first day appointment. The information in this field populates the welcome and reminder letters sent to the employee with information regarding who and where to report to on the first day. This can be a person's name (E.g. Paula Soder), a department name (E.g. HDH Human Resources), or any other information that identifies first day point of contact.

First Day Appointment With	<input type="text" value="HDH Payroll and Benefits Team"/>
Signing Ceremony Location	<input type="text" value="Main Campus"/>
Signing Ceremony Address/Building	<input type="text" value="3400 Career Way, Second Floor"/>
Signing Ceremony Room Number	<input type="text" value="suite 234"/>
Signing Ceremony Parking Lot	<input type="text" value="P345"/>
Signing Ceremony Start Time	<input type="text" value="8:00 AM"/>

Employee ID #: 000850313

AD User Name: psoder

Email address: psoder@ucsd.edu

Password Change Tool: <https://password.ucsd.edu/>

Additionally, please visit twostep.ucsd.edu to learn about two-step login and register your devices.

When you arrive at campus on 1/21/2019 at 8:00 AM, please report to 3400 Career Way, Second Floor, suite 234, on the Main Campus. If you are driving, you will want to park in P345. **You will be meeting with HDH Payroll and Benefits Team.** To complete the Form I-9, Employment Eligibility Verification, you will need to present acceptable documents to verify identity and employment authorization. The list of acceptable documents is available online: <https://www.uscis.gov/i-9-central/acceptable-documents>. On your first day, you will also sign the UC San Diego Oath and the University of California Patent Form.

7. Foreign Address in offer letter

- If you need to send an offer letter to a candidate that has a foreign address, the first option of state dropdown (--) bypasses the required state field. In the city field you can populate *city, state and country*.