

UC San Diego

ONBOARDING Solution Quick Reference

Start Date Change/Amended Offer Letter

When a candidate has a change in Start Date **after** they have accepted the Offer Letter, the ONBOARDING Solution has built-in functionality for amending the Offer Letter. The HR Representative should:

1. Once the New Hire notifies the department that they are requesting a new start date, the HR Representative must confirm the new date with the Hiring Supervisor and follow-up with the New Hire via an e-mail that confirms the agreed-upon new date.
2. On the New Hire's start date, the HR Representative meets with the new hire to perform the In-Person Witness Ceremony.
3. Before the Oath & Patent Form opens, the screen will display the original start date and ask the HR Representative if this date has changed. If the No button is selected, the Witness Ceremony opens and proceeds normally.
4. If, however, the Yes button is selected, the HR Representative will be asked to enter the updated start date, and given instructions on the Amended Offer Letter process. After the New Hire signs the Oath & Patent, they will sign an acknowledgement of the change in the start date and by signing, confirm the new date.

ONBOARDING

Home

Actions

UCSD Onboarding Center / In Person Signing

The start date for this person was recorded as 05/10/2017. Has the start date changed?

Yes ▾

You will complete an Amended Offer Letter for your New Hire after finishing the Oath and Patent form. Please enter the updated New Hire Start Date.

05/03/2017

Submit



Once the Oath & Patent Form is signed, the following Amended Offer Letter screen opens:

UNIVERSITY OF CALIFORNIA SAN DIEGO

Employment Agreement

Offer Letter Modification

This offer letter modification incorporates by reference the current language of all provisions of the original offer letter provided on 04/26/2017 between the University of California, San Diego and with the change in start date as indicated below:

1. START DATE

Original start date of 05/10/2017 has been modified and now is effective on 05/03/2017 .

All terms, conditions and benefits of employment will begin as of this new date, provided the candidate has met all required conditions of employment within the United States of America and the University of California, San Diego.

[X	]	Date Signed: 4/26/2017
[X]	Date Signed:

Please note the highlighted change in start dates, which is what the new hire is confirming by signing the document.

**Employment Agreement
Offer Letter Modification**

This offer letter modification incorporates by reference the current language of all provisions of the original offer letter provided on 04/26/2017 between the University of California, San Diego and Daisy Flower with the change in start date as indicated below:

1. START DATE

Original start date of 05/10/2017 has been modified and now is effective on 05/03/2017 .

All terms, conditions and benefits of employment will begin as of this new date, provided the candidate has met all required conditions of employment within the United States of America and the University of California, San Diego.

 163D1C3717B8405...

]

Date Signed: 4/26/2017

]

Date Signed:

5. This Offer Letter Modification Document, or Amended Offer Letter, will be digitally stored with the New Hire's record.

Once the new hire signs the Offer Letter Modification, the HR Representative witnesses the new hire's signature on the Oath/Patent and counter-signs the Offer Letter Modification. At this point, the Oath/Patent Signing Ceremony is complete.


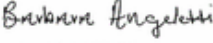
**Employment Agreement
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<input checked="" type="checkbox"/> [X]	<small>DocuSigned by:</small>  <small>163D1C3717B8405...</small>]	Date Signed: 4/26/2017
<input checked="" type="checkbox"/> [X]	<small>DocuSigned by:</small>  <small>1FE379AEA09554C5...</small>]	Date Signed: 4/26/2017

By signing this document, I agree to all the terms and conditions of employment at UC San Diego.

For additional information, contact Human Resources at (858) 534-0286 or hr@ucsd.edu.