

New Student Employee Resource Guide & Checklist

Welcome to UC San Diego Health (which includes Health Sciences, Health, School of Medicine, Skaggs School of Pharmacy and Pharmaceutical Sciences, and Herbert Wertheim School of Public Health and Human Longevity Science).

As a new employee, there is a lot to learn. This document will provide you many resources to assist in your onboarding and integration in to one of the nation’s leading academic medical centers. For additional Human Resources information, please visit [HHR.ucsd.edu](https://hhr.ucsd.edu).

IS ACCESS (AD and email address information)

You should receive an email from the IS Access team 1-2 days prior to your start date. This email will contain your Active Directory (AD) information, as well as instructions on how to log-in to your email. If you have questions, or do not receive this email, call the UC Health Service Desk: Internal: x3HELP (4357) External 619-543-4357.

DIRECT DEPOSIT

You can sign up for direct deposit by using the UCPATH Self-Service Portal. To access the portal please click [here](#). This can be found under Income and Taxes > Payroll Information.

HOLIDAYS

- The University observes fourteen (14) administrative holidays during the calendar year. Holidays are listed in the Personnel Policies for Staff Members manual or bargaining contract for represented employees: [UCSD Observed Holidays](#).
- Part-time non-per diem employees, who work at least 50% time, will receive holiday pay proportionately based on the number of hours on pay status for that particular month.

MANDATORY ONLINE COURSES

- UC Learning Center: mycourses.ucsd.edu
- All new employees should review the [UCLC Overview Training](#).

OVERTIME COMPENSATION FOR NON-EXEMPT (HOURLY) STAFF

- Your overtime hours will be paid as overtime pay.
- All non-exempt employees can consult with their supervisor to determine if it is possible to change how overtime is paid for themselves personally.

PARKING & TRANSPORTATION

- Parking and commute options vary for each employee.
- Parking Information: [Parking.ucsd.edu](https://parking.ucsd.edu)

PAY PERIODS/PAYROLL CALENDAR

- [Bi-Weekly and Monthly Payroll Calendars](#)
- Refer to the payroll calendar for pay period end dates, pay dates and holidays.

TIMEKEEPING/REPORTING:

Health Sciences (or Professional School) Employees

Leave requests, accruals and entering hours worked: **EcoTime** <https://ecotimecampus.ucsd.edu/>

Log on using your Active Directory user ID and password.

Entering hours worked for Non-Exempt Employees:

1. Select Date to add or edit
2. Enter Time In/Out and add meal break taken
3. Select the correct Pay Code (Normal Hours Worked)
4. Click the “Save” button at the top right after each entry
5. Confirm all hours worked have been entered
6. Once complete, submit your timesheet clicking the “Complete” button at the top right.

Please discuss timekeeping with your Department Leadership. For additional timekeeping support, contact the Health HR Time & Pay team at [HHR.ucsd.edu](https://hhr.ucsd.edu) under *Time and Pay*, or by phone at (619) 543-3200.

Health System EmployeesView timesheet, leave requests and accruals: **HealthTime****Please discuss timekeeping with your department leadership.****On-site Phone Instructions:**

1. Dial 286 from a UCSD phone *or* 287 *for Spanish*.
2. Hear the time message: "Welcome. The time is ##:##."
Note: Users should press "9" to initiate the tone sender.
3. Hear the request: "Please enter your employee ID followed by #."
Your employee ID is your 8-digit UCPATH ID
4. Hear the request: "Please enter your clock code"
Enter 1 if you are starting your shift and 9 if you are ending your shift.
5. Hear the message: "Verifying"
If the number entered was correct, proceed to the next step.
If not, you will hear the message, "that number was invalid", try again. If you get the message a 2nd time, please let your timekeeper or manager know.
6. Hear the message: "Your clock in was recorded" or "your clock out was recorded" and "Thank you. Goodbye". Please wait for this message before you hang up.

For additional timekeeping support, contact Health Timekeeping Services (HTS) at [HTS.ucsd.edu](https://hts.ucsd.edu)

Health Timekeeping Services (HTS) assigns a mandatory online training course to new Health System employees in the UC Learning Center. In addition to completing *Timekeeping and Pay Training for UC San Diego Health Employees* on the UC Learning Center, please review the [Timekeeping and Pay Guide for New Employees](#) for answers to common new employee questions and links to timekeeping and pay resources.

IMPORTANT LINKS

- HHR (UCSD Health Human Resources): hr.ucsd.edu
- Blink: [Blink.ucsd.edu](https://blink.ucsd.edu)
- UCPATH: ucpath.ucsd.edu
- Discount Tickets: <https://www.ticketsatwork.com/tickets/?company=UCSDMED>
- Pulse (Intranet): [Pulse.ucsd.edu](https://pulse.ucsd.edu)
- Safety and Security: [Blink > Blink Topics > Safety](#)

IMPORTANT PHONE NUMBERS

- Compliance / Ethics Hotline: 877-319-0265
- Human Resources: 619-543-3200
- Information Services Service Desk: 619-543-HELP (4357)
- Parking & Transportation: 619-543-6524
- Security: 619-543-3762
- Security Extension from inside medical center: 36111

New Employee Checklist

- ☐ Establish your **Active Directory (AD)** login and access.
- ☐ **Elect your state withholdings via UCPATH:** You are required to choose your federal and state elections by using the UCPATH Self-Service Portal.
To access the portal please click [here](#). This can be found under **Income and Taxes > Tax Statements**.
- ☐ **Enroll in direct deposit:** To access the portal please click [here](#). This can be found under **Income and Taxes > Direct Deposit**.
- ☐ **Complete online trainings:** <http://mycourses.ucsd.edu>
- ☐ **Purchase your parking permit, if needed:** <https://parking.ucsd.edu>

How many hours can I work as a student?

Students are non-exempt employees and, in the case of undergrads, may work up to 40 hours/week. At 20+ hours/week, students accrue and may use sick leave. Students may then be eligible for additional healthcare coverage according to the Affordable Care Act (ACA). If a student works 30+ hours each week and/or if they are enrolled in less than 6 units, DCP (Defined Contribution Plan) will be withheld from their paycheck. Although students may work up to and including 40 hours/week, the total number of hours a student may work in all positions combined is up to the department's discretion and/or needs.

*International Students with work authorization are limited to work 20 hours/week during the academic year, and up to 40 hours/week in the summer. Please check with the International Students Program Office for additional information regarding your work authorization.

Meal Breaks and Meal Waivers

Non-exempt employees who provide or support direct patient care in a hospital, clinic, or public health setting are entitled to meal periods as follows:

- Shifts of 5 and up to 10 hours = 1 unpaid, uninterrupted 30-minute meal period.
- Shifts of 10 or more hours = 2 unpaid, uninterrupted 30-minute meal periods.

If you are scheduled to work a shift of no more than 6 hours, you are allowed to waive the meal period. If you are scheduled to work a shift of 10 hours or more, you are able to waive one of your two meal periods. (Example: Many RNs are scheduled for 12-hour shifts. Having two meal periods would result in being at work for 13 hours. If you waive a meal period, it would be 12.5 hours.)

Waiving meal periods is completely optional and can be revoked in the future if the employee desires. To facilitate the waiver process, click [here](#). From this page you will be able to learn more about the waiver process and submit electronically the Meal Period Waiver forms.

If I do not already have a Social Security Number (SSN), how do I obtain one?

You will need to visit a Social Security Administration (SSA) office in person. The nearest SSA Office to UC San Diego is in Downtown San Diego. For more information regarding how to obtain your SSN, please visit [here](#).

Once you have obtained your SSN:

1. Login to UCPATH and navigate to [Personal Information Summary page](#).
2. Click **Social Security Number**.
3. Click **Change/Update SSN**.
4. In the *New Social Security Number* field, type your new social security number.
5. Click **Submit**.

UC San Diego strives to maintain communities and workplaces free from the illegal use, possession or distribution of alcohol and controlled substances. Learn more at [Drug Free Schools and Communities Act Annual Notice](#).