

Steps to Hiring someone in your lab

1. PI's contact their C&G Analyst (EEOB, Maggie Tello or MCSB, Paige Mejia) letting them know that they would like to hire someone in their lab (student, volunteer, Postdoc, Lab Assistant etc.).
2. The PI completes the New Hire/Volunteer Form with all the pertinent information and returns it to the C&G Analyst who will submit the request to Harvest
3. Harvest (Payroll) contacts the New Hire/Volunteer to set up an onboarding appointment. The New Hire is asked to confirm a date to have documents verified in person and then attend the appointment before the information can be entered into UCPATH.
4. Harvest enters the New Hire/Volunteer information into payroll (UCPATH) once onboarding is completed
5. UCPATH approves the transaction and an Emp ID and NetID is generated
6. The New Hire/Volunteer is given the NETID which allows him/her to sign into LMS and take the necessary training (lab safety training)
7. Once training is completed, the PI/Supervisor submits the key request form (and adds the training certificate, WSSP and their approval)
8. PI's work with Estella to add the New Hire/Volunteer to their WSSP (and LHAT if warranted)
9. Front desk issues the keys

Common occurrences that delay the process

* When hiring existing students or volunteers, problems sometimes arise trying to merge the existing student or affiliate NetID with the new "employee" NetID. A ticket request needs to be submitted to IT to resolve the problem which could take 2 weeks or more. The new employee is not able to sign into the LMS to complete training and faculty cannot add them to WSSP or LHAT without the valid NetID.

*The new hire doesn't always respond to Harvest onboarding emails to set up the in-person appointment right away

*UCPATH doesn't always "push" payroll entries through timely

*Staff shortages in Harvest could cause delays in onboarding and/or payroll entries

*Insufficient information is given to the C&G analyst to start the process which could cause a lot of back-and-forth emails

Recommendations

*Allow sufficient time to have the New Hire onboarded and the information entered in the system. The process could take up to a month from start to finish so please try to avoid last minute requests.

*Ensure all the information submitted is complete and accurate