# Staff HR Contact Training: General Checklist

*This list is intended for supervisors/HR Colleagues to use as a checklist to help train any new HR Contact focusing on Staff employment for important and commonly visited topics within HR Contact responsibilities.*

## Talent Solutions

***Recruitment & Hiring***

- Opening a requisition
  - View available trainings and walkthroughs in HireOnline *(SSO required)*
  - Internal dept pre-approvals and processes
  - Types of recruitments: Open Requisition vs Promotion Program vs Short Term Exception etc.
  - Temporary Employment Services (TES)
- Interview
  - Respective department procedures
  - Reference checks
- Selection
  - Salary Recommendations
    - Access to the equity module
  - Information on submitting a background check
- Onboarding
  - Attend the Onboarding Solution Tool training
  - Attend the I-9 Tracker System training
  - Employees attending New Employee and Benefits Orientations
  - Personnel file requirements and collection best practices

## People Programs & Rewards

***Classification/Compensation***

- Job Descriptions
  - Review the system, JDOnline
  - Writing job descriptions - *(e.g., Review Career Tracks/job standards)*
- Stipends - *(e.g., What are they used for? What is the process for approval?)*
- Equity Increases - *(e.g., When is appropriate and JDOnline & Equity Module processes)*
- Reclassifications - *(e.g., When is appropriate and JDOnline process)*
- Rate Setting Equity and Retention Increases
- Complete the Job Classification and Career Movement Course on UC Learning Center.
- Review Collective Bargaining Agreements
- Use the Title and Pay Information Tool

## Data, Systems and Processes

***Payroll***

- UCPath Training/Job Aids and review types of employees in the unit.
- Ecotime/Timekeeping – *(e.g., How to enter time, report hours, exceptions)*
  - View available trainings on Ecotime on Blink
- Comp Time – *(e.g., Elections, payouts, tracking)*
- Review features and how to navigate Business Analytics Hub (BAH)
- Review Additional Pay Process Job Aid – *(e.g., Current additional pay, common types in department)*
- Leave Balances
  - How to navigate to *Review Leave Balance* page in UCPath
- Pay Discrepancies
  - How to navigate to *Review Paycheck Summary*
- How to Process Final Pay

## HR Strategy and Policy

### *Employee Relations*

- Learn the different forms of Leaves and Pay Options available to employees by visiting this page.
  - FML, CFRA, PDL, Disability
  - Paid Family Care & Bonding (PFCB), Vacation, Sick Leave, Catastrophic Leave, Basic vs Voluntary Disability
- Review Staff Performance Appraisal (SPA)
  - Review available trainings on Blink
- Review employee types, titles, and relevant policies & contracts in department
- Process for progressive discipline
  - Counseling memos & written warnings
  - Performance Improvement Plans
- Separations (Voluntary & Involuntary)
  - How to process in UCPath
  - Offboarding procedures and documentation
- Represented
  - Union contracts- Collective Bargaining Agreements (ucsd.edu)
- Policy Covered Employees (99)
  - PPSM: Personnel Policies for Staff Members | UCOP
  - Staff Implementing Procedures: UC Personnel Policies for Staff Members (UCPPSM) and UCSD Implementing Procedures

*For other common topics or questions related to specific topics, please contact the appropriate unit hyperlinked at the top of each section, visit the Human Resources Domains and Units or visit www.blink.ucsd.edu and type in the search engine.*

*For questions or feedback on the overall checklist, contact the HR Advocacy Chair, Sally Morgan at smmorgan@ucsd.edu.*

*Please note this list is not comprehensive of all topics needed to train a new HR Contact focused on Staff employment, rather a guiding checklist on important and commonly visited topics to get them started which can be found on the EVC HR Groups webpage.*