**CAREER & LIMITED HIRING FOLLOW-UP INFORMATION**

Campus Shared Services (CSS) is the administrative unit that partners with your academic department to manage all of your administrative needs.

<table>
<thead>
<tr>
<th>NEXT STEPS FOR NEW EMPLOYEES</th>
<th>INFORMATION &amp; INSTRUCTIONS</th>
</tr>
</thead>
</table>
| Complete your Background Check (if applicable) | 1. Call the University of California Police Department to schedule your Criminal Background Check.  
2. Bring the required documents to your appointment:  
   - Government issued ID  
   - Background Check Instructions Packet, Job Description, IOC (Interdepartmental Order) – Provided to you either in your on-boarding email or at the on-boarding session you attended. Please contact us at 510.664.9000 option #3 if your appointment is approaching and you do not have the required documents. |
| Obtain your employee ID | 1. It takes 2-3 business days to generate your Employee ID. You will receive an e-mail from newhire@berkeley.edu with your EID number or activation status. You can also contact us at 510.664.9000 option #3 to retrieve it.  
2. Your EID is necessary before obtaining your Cal ID card or accessing your employee accounts.  
3. Please note, your employee ID will not be active until the first day of your appointment. |
| Obtain your Cal ID Card | All Faculty, Staff, and Students are required to get a Cal ID Card.  
1. Visit the Cal 1 Card office  
2. Present a government issued ID (i.e. Driver's License or Passport).  
3. For more information on the Cal I Card, please refer to: http://services.housing.berkeley.edu/c1c/static/facstafffaqs.htm  
4. Please note that you may apply for your Cal ID Card on or after your first day of work (EID required). |
| Create your CalNet ID and passphrase (password) | 1. Request a CalNet token (temporary password) from the Cal 1 Card office.  
2. You can also request the token from your department's CalNet deputy (list of deputies https://calnet.berkeley.edu/services/deputies.html  
3. After you obtain a CalNet token, visit https://net-auth.berkeley.edu/cgi-bin/CreateIDTo create a CalNet ID and create a passphrase.  
4. Your CalNet ID will be the first part of your email. (i.e. CalNetID@berkeley.edu).  
5. For help with your CalNet account, including forgotten passphrases, please email calnet@berkeley.edu |
| Set Up your UC Berkeley email (bMail) and calendar (bCal) account | 1. Go to https://calmail.berkeley.edu/ and click on the "Create Account" link under the "Quick Links" section on the left.  
2. Log in with your CalNet ID and passphrase.  
3. Go to https://calnet.berkeley.edu/ and click on the "Synchronize CalNet passphrase" link on the left. Next, click on "Synchronize Passphrase" and enter your CalNet ID and passphrase, and then click "Authenticate".  
4. Go to http://bmail.berkeley.edu and login using your CalNet ID.  
5. If you would like to setup your bMail/bCal account on your smart phone, there are many knowledge base articles located at https://kb.berkeley.edu/campus-shared-services/ |
| **Campus Shared Services**
<table>
<thead>
<tr>
<th><strong>UC Berkeley</strong></th>
</tr>
</thead>
</table>
| **Campus Shared Services**
**UC Berkeley** |
| **UC Berkeley** |

6. For questions related to setting up email accounts, signing into computers, etc., contact Campus Shared Services IT via phone at [510.664.9000](tel:5106649000) option #1, the webform at [https://shared-services-help.berkeley.edu](https://shared-services-help.berkeley.edu) or email, at [itcsshelp@berkeley.edu](mailto:itcsshelp@berkeley.edu)

<table>
<thead>
<tr>
<th><strong>Update the CalNet Directory</strong></th>
</tr>
</thead>
</table>
| 1. Visit CalNet Directory’s website: [https://calnet.berkeley.edu/directory/update/](https://calnet.berkeley.edu/directory/update/)  
2. Click on “Authenticate”, then login using your CalNet ID and passphrase.  
3. Edit your campus address information  
4. Do not use hyphens (-) anywhere in your profile |

<table>
<thead>
<tr>
<th><strong>Establish your “At Your Service” employee account</strong></th>
</tr>
</thead>
</table>
| “At Your Service” is a comprehensive employee portal that offers many services, e.g. viewing earnings statement, changing tax withholdings and updating personal information.  
1. Go to [https://atyourserviceonline.ucop.edu/aysol/](https://atyourserviceonline.ucop.edu/aysol/)  
2. Click on “New to UC and have a temporary password?” and create your account.  
3. Your username is your Social Security Number (with no dashes or slashes) and your temporary password is your birth date in the following format: MMDDYYYY with no dashes or slashes. (i.e. July 20, 2010 would be 07202010)  
4. If you have problems logging in, please contact the “At Your Service” Help Desk at [1.800.888.8267](tel:18008888267) |

<table>
<thead>
<tr>
<th><strong>Updating your W-4 tax withholding elections</strong></th>
</tr>
</thead>
</table>
| If you do not change your withholding elections, the system defaults to “Single” and “0”, which is the highest tax rate.  
1. Log into [https://atyourserviceonline.ucop.edu/aysol/](https://atyourserviceonline.ucop.edu/aysol/)  
2. For complete step-by-step instructions on how to update your tax withholdings through the At Your Service website, please refer to: [http://hrweb.berkeley.edu/hrms/W4_Instructions.pdf](http://hrweb.berkeley.edu/hrms/W4_Instructions.pdf) |

| **Benefit Enrollment**  
(Benefits are determined by the eligibility of your appointment) |
| --- |
| 1. Log into [https://atyourserviceonline.ucop.edu/aysol/](https://atyourserviceonline.ucop.edu/aysol/)  
2. Select “Benefits Enrollment” on the main menu to begin enrollment. You don’t need to complete it all at once; you have 31 days (includes weekends and holidays) from the start of employment to view your enrollment choices, however you can only submit your benefits once.  
3. Please note that employees eligible for benefits must make a positive action for enrollment/declination of benefits during this 31-day period of eligibility. Failure to do so would prevent you from enrolling yourself and/or your eligible family members until the next Open Enrollment period which could result in penalties under the ACA regulations.  
4. For most plans, you’re covered on your first day at work, but it can take 30 to 60 days after you enroll for the insurance companies to have a record of your enrollment. If you need immediate services, check with your insurance carriers first to see if they have a record of your enrollment. Within 72 hours of your enrollment, it will be available to all UC insurance carriers via a secure website, the UC Carrier Eligibility Website.  
5. See following links for plan tools:  
   - Medical Plan Chooser - [uc.chooser.pbgh.org/](https://uc.chooser.pbgh.org/) - [ucal.us/medicalplans](https://ucal.us/medicalplans)  
   - Dental Plan Chooser - [ucchooser2.pbgh.org/dental](https://ucchooser2.pbgh.org/dental)  
   - Vision Plan - [ucal.us/vision](https://ucal.us/vision) |

<table>
<thead>
<tr>
<th><strong>Sign up for Direct Deposit</strong></th>
</tr>
</thead>
</table>
| Your money will be electronically deposited into the bank account of your preference on payday. **It can take up to 31 days for direct deposit to go into effect**.  
1. Log into the UC Berkeley employee Blu portal at [https://blu.berkeley.edu](https://blu.berkeley.edu)  
2. Sign in with your CalNet ID and passphrase.  
3. Click **People** at the top of the page. |
4. In the **Self Service** section on the left side, click on **Direct Deposit**.
5. Enter your information.

**Sign up to receive your paycheck on an Aline Card by ADP**

The Aline Card is a reloadable, declining balance Visa® debit card. Your pay is automatically loaded onto your card each payday. You do not need a bank account or go through credit approval to get the Aline Card.

1. Visit [http://controller.berkeley.edu/aline%C2%AE-card-adp](http://controller.berkeley.edu/aline%C2%AE-card-adp)
2. Complete the Aline Enrollment Form
3. Fax the completed form to: **510.643.9339**

**Updating your address**

1. It is best to update your address in both HR Portals:
   - [https://atyourserviceonline.ucop.edu/ayso/](https://atyourserviceonline.ucop.edu/ayso/)
   - [http://blu.berkeley.edu](http://blu.berkeley.edu)
2. **To update your check address it is required that you do so by submitting a webform at:**
   - [https://shared-services-help.berkeley.edu/service_areas/hr](https://shared-services-help.berkeley.edu/service_areas/hr)

**Add or update your Emergency Contact Information**

1. Log into the Blu portal at [https://blu.berkeley.edu](https://blu.berkeley.edu)
2. Sign in with your CalNet ID and passphrase.
3. Go to the “Update Personal Information” section, and click on “Emergency Contacts.”
4. Enter your information.

**Sign up for WarnMe Emergency Alert Service**

WarnMe is Berkeley's emergency notification system. It is activated to send messages to you when there is an immediate threat to the health and safety of the campus community. Faculty, staff, and students are automatically enrolled via their berkeley.edu email address. To receive WarnMe emergency warnings via any other method, such as by text or phone, you must tell us how to contact you. Text messages are the fastest way to get notified and should be your first alert priority.

**How to enroll in via WarnMe Website**

1. Visit the [warnme.berkeley.edu](http://warnme.berkeley.edu) website
2. On the right side, click Faculty, Staff and Other Affiliates
3. Enter your CalNet ID and passphrase
4. Add your phone number to the Text Message/SMS line and select "1" as your priority
5. Click Submit Information

**How to enroll in via Blu Portal**

1. Log on to the blu portal at [blu.berkeley.edu](http://blu.berkeley.edu)
2. Enter your CalNet ID and passphrase
3. On the right side, click Faculty, Staff and Other Affiliates
4. Add your phone number to the Text Message/SMS line and select "1" as your priority
5. Click Submit Information

**Sign Up for New Employee Orientation**

Visit the New Employee Orientation website: [http://hrweb.berkeley.edu/toolkits/new-employees/orientation](http://hrweb.berkeley.edu/toolkits/new-employees/orientation)

**Informational Meeting at**

You are required to attend a meeting at the Berkeley International Office (BIO) to report your arrival in the US and validate your stay and visa. Refer to the schedule for meeting dates and times at:
| International House (J-1 Scholars Only) | [http://internationaloffice.berkeley.edu/profs_researchers/scholar_information_meetings](http://internationaloffice.berkeley.edu/profs_researchers/scholar_information_meetings) |
| Parking & Transportation | If you are commuting by bike, car, or just walking to campus, this site provides the necessary information you need. Please visit UC Berkeley Parking and Transportation website to review your options and plan your future parking and transportation needs: [http://pt.berkeley.edu/](http://pt.berkeley.edu/) |
| Wage Works Commuter Benefits Program | 1. You may be eligible for WageWorks, a Pre-tax Commuter Benefit Services Program. If eligible, you will receive an e-mail from help@wageworks.com with instructions on how to enroll. For eligibility questions please go to: [http://pt.berkeley.edu/news/wageworks1](http://pt.berkeley.edu/news/wageworks1)  
2. Benefits Include: Pre-Tax Annual Parking Permits and Annual Clipper Card (Translink) amongst other non-UC parking and vanpool fares benefits. For more information, you can visit [www.wageworks.com](http://www.wageworks.com) or you can call 1.877.924.3967 (Mon-Fri 5:00am – 5:00pm) |
| Safety Training & Building Access | Please see your local facilities manager and supervisor for building access and safety training. |
| Important Payroll Information: CalTime (For non-academic appointments) | If you are starting work immediately, please note that it can take 2-3 business days after your hiring paperwork has been completed to obtain access.  
1. **CalTime training** for Employees and Supervisors/Delegates will be offered on Campus on a reoccurring schedule every other week. Please visit the following link for upcoming training dates: [http://caltime.berkeley.edu/training](http://caltime.berkeley.edu/training)  
2. Talk to your supervisor about your unit’s timekeeping system, how to record your time and deadlines for submitting your timesheet in CalTime.  
3. Your Timekeeper will reach out to you via e-mail to provide you instructions on how to access CalTime and record your time.  
4. As your direct deposit is being set up, your first paycheck may be a paper check that will be mailed to your address on file.  
5. Until you receive CalTime access to track your time, you need to complete manual timesheets which can be found at:  
6. You can turn in your timesheet with Supervisor signature to:  
   - Scan/E-mail: csstimesheets@berkeley.edu (please indicate Dept/Research Unit in Subject Line)  
   - Fax 510.664.9300  
7. If you have problems logging into CalTime or recording your time, you can e-mail CalTime@berkeley.edu, call 510.664.9000, or visit Caltime.berkeley.edu for more information. |
| Important Payroll Information: Central Payroll | Please contact Central Payroll when you have questions regarding the following:  
- Tax deductions  
- Benefits deductions  
- Wagework/Parking & Transportation deductions  
Central Payroll Office  
2195 Hearst Ave #120  
Berkeley, CA 94720-1104  
Phone 510.642-1336  
Fax 510.643-9339 |
### Safe Harbor

1. Safe Harbor Participants are eligible academic appointees, part-time, seasonal and temporary UC employees who are not eligible to participate in UCRP and whose wages are not subject to Social Security taxes. Also included in this category are non-exempt UC student employees who do not satisfy certain course load requirements and resident aliens with F-1 and J-1 visa status.

2. You will make mandatory contributions on a pre-tax basis of 7.5% of your wages. Your contributions are automatically invested in the UC Savings Fund, and monitored by the UC Office the Treasurer. Additionally, you will pay into Medicare, State, and Federal taxes as appropriate.

3. If you leave your UC employment, please contact Fidelity Retirement Services after 30 days to learn about your options to manage your contributions. [https://www.fidelity.com/](https://www.fidelity.com/)

4. For more information on the Safe Harbor Retirement Plan, refer to: [http://ucnet.universityofcalifornia.edu/forms/pdf/retirement-savings-program-information-for-safe-harbor-participants.pdf](http://ucnet.universityofcalifornia.edu/forms/pdf/retirement-savings-program-information-for-safe-harbor-participants.pdf)

### Defined Contribution Plan


### UCRP

For more information about UCRP go to: [https://ucfocusonyourfuture.mysecurebenefitsportal.com/RetirementSystem/RetirementPlan](https://ucfocusonyourfuture.mysecurebenefitsportal.com/RetirementSystem/RetirementPlan)
Please review the following items:

1. Learn more about the New Employee Orientation at [http://hrweb.berkeley.edu/toolkits/new-employees/orientation](http://hrweb.berkeley.edu/toolkits/new-employees/orientation)

2. Learn more about Worker’s Compensation at [http://www.uhs.berkeley.edu/facstaff/dms/workcomp.shtml](http://www.uhs.berkeley.edu/facstaff/dms/workcomp.shtml)

   (page 2)

4. Read the Substance Abuse Policy at [http://students.berkeley.edu/uga/substance.stm](http://students.berkeley.edu/uga/substance.stm)

   For Resources on Drugs and Alcohol and dealing with Substance Abuse, please refer to [http://uhs.berkeley.edu/home/healthtopics/alcoholdrugs.shtml](http://uhs.berkeley.edu/home/healthtopics/alcoholdrugs.shtml)

5. Read the Conflict of Interest Policy at [http://www.ucop.edu/general-counsel/legal-resources/conflict-of-interest-code.html](http://www.ucop.edu/general-counsel/legal-resources/conflict-of-interest-code.html)

6. Read the Title IX Sexual Harassment Policy at [http://ophd.berkeley.edu/policies-procedures/sexual-harassment](http://ophd.berkeley.edu/policies-procedures/sexual-harassment)

7. Read the Campus wide IT Policy and Privacy Information at [https://security.berkeley.edu/policy](https://security.berkeley.edu/policy)

8. Learn more about the Staff Ombuds Office at [http://staffombuds.berkeley.edu/](http://staffombuds.berkeley.edu/). The Staff Ombuds Office is an independent department that provides strictly confidential and informal conflict resolution and problem-solving services. For more information and available classes please refer to [http://staffombuds.berkeley.edu/](http://staffombuds.berkeley.edu/).
Time of Hire Pamphlet
(Facts about Workers' Compensation)

This pamphlet, or a similar one that has been approved by the Administrative Director, must be given to all newly hired employees in the State of California. Employers and claims administrators may use the content of this document and put their logos and additional information on it. The content of this pamphlet applies to all industrial injuries that occur on or after January 1, 2013.

What is Workers' Compensation?

If you get hurt on the job, your employer is required by law to pay for workers' compensation benefits. You could get hurt by:

- **One event at work.** Examples: hurting your back in a fall, getting burned by a chemical that splashes on your skin, getting hurt in a car accident while making deliveries. —or—
- **Repeated exposures at work.** Examples: hurting your wrist from using vibrating tools, losing your hearing because of constant loud noise. —or—
- **Workplace crime.** Examples: you get hurt in a store robbery, physically attacked by an unhappy customer.

### Discrimination is illegal

It is illegal under Labor Code section 132a for your employer to punish or fire you because you:

- File a workers’ compensation claim
- Intend to file a workers’ compensation claim
- Settle a workers’ compensation claim
- Testify or intend to testify for another injured worker.

If it is found that your employer discriminated against you, he or she may be ordered to return you to your job. Your employer may also be made to pay for lost wages, increased workers’ compensation benefits, and costs and expenses set by state law.

What are the benefits?

**Medical care:** Paid for by your employer to help you recover from an injury or illness caused by work. Doctor visits, hospital services, physical therapy, lab tests and x-rays are some of the medical services that may be provided. These services should be necessary to treat your injury. There are limits on some services such as physical and occupational therapy and chiropractic care.

**Temporary disability benefits:** Payments if you lose wages because your injury prevents you from doing your usual job while recovering. The amount you may get is up to two-thirds of your wages. There are minimum and maximum payment limits set by state law. You will be paid every two weeks if you are eligible. For most injuries, payments may not exceed 104 weeks within five years from your date of injury. Temporary disability (TD) stops when you return to work, or when the doctor releases you for work, or says your injury has improved as much as it’s going to.

**Permanent disability benefits:** Payments if you don’t recover completely. You will be paid every two weeks if you are eligible. There are minimum and maximum weekly payment rates established by state law. The amount of payment is based on:

- Your doctor’s medical reports
- Your age
- Your occupation

March 2013
Supplemental job displacement benefits: This is a voucher for up to $6,000 that you can use for retraining or skill enhancement at an approved school, books, tools, licenses or certification fees, or other resources to help you find a new job. You are eligible for this voucher if:

- You have a permanent disability.
- Your employer does not offer regular, modified, or alternative work, within 60 days after the claims administrator receives a doctor’s report saying you have made a maximum medical recovery.

Death benefits: Payments to your spouse, children or other dependents if you die from a job injury or illness. The amount of payment is based on the number of dependents. The benefit is paid every two weeks at a rate of at least $224 per week. In addition, workers’ compensation provides a burial allowance.

Other Benefits

You may file a claim with the Employment Development Department (EDD) to get state disability benefits when workers’ compensation benefits are delayed, denied, or have ended. There are time restrictions so for more information contact the local office of EDD or go to their web site www.edd.ca.gov.

If your injury results in a permanent disability (PD) and the state determines that your PD benefit is disproportionately low compared to your earning loss, you may qualify for additional money from the Department of Industrial Relation’s special earnings loss supplement program also known as the return to work program. If you have questions or think you qualify, contact the Information & Assistance Unit by going to www.dwc.ca.gov and looking under “Workers’ Compensation programs and units” for the “Information & Assistance Unit” link or visit the DIR web site at www.dir.ca.gov.

<table>
<thead>
<tr>
<th>Workers’ compensation fraud is a crime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any person who makes or causes to be made any knowingly false statement in order to obtain or deny workers’ compensation benefits or payments is guilty of a felony. If convicted, the person will have to pay fines up to $150,000 and/or serve up to five years in jail.</td>
</tr>
</tbody>
</table>

What should I do if I have an injury?

Report your injury to your employer

Tell your supervisor right away no matter how slight the injury may be. Don’t delay – there are time limits. You could lose your right to benefits if your employer does not learn of your injury within 30 days. If your injury or illness is one that develops over time, report it as soon as you learn it was caused by your job.

If you cannot report to the employer or don’t hear from the claims administrator after you have reported your injury, contact the claims administrator yourself.

You may be able to find the name of your employer’s workers’ compensation insurer at www.caworkcompcoverage.com. If no coverage exists or coverage has expired, contact the Division of Labor Standards Enforcement at www.dir.ca.gov/DLSE as all employees must be covered by law.

March 2013
Get emergency treatment if needed

If it’s a medical emergency, go to an emergency room right away. Tell the medical provider who treats you that your injury is job related. Your employer may tell you where to go for follow up treatment.

Fill out DWC 1 claim form and give it to your employer

Your employer must give you a DWC 1 claim form within one working day after learning about your injury or illness. Complete the employee portion, sign and give it back to your employer. Your employer will then file your claim with the claims administrator. Your employer must authorize treatment within one working day of receiving the DWC 1 claim form.

If the injury is from repeated exposures, you have one year from when you realized your injury was job related to file a claim.

In either case, you may receive up to $10,000 in employer-paid medical care until your claim is either accepted or denied. The claims administrator has up to 90 days to decide whether to accept or deny your claim. Otherwise your case is presumed payable.

Your employer or the claims administrator will send you “benefit notices” that will advise you of the status of your claim.

MORE ABOUT MEDICAL CARE

What is a Primary Treating Physician (PTP)?
This is the doctor with overall responsibility for treating your injury or illness. He or she may be:
- The doctor you name in writing before you get hurt on the job
- A doctor from the medical provider network (MPN)
- The doctor chosen by your employer during the first 30 days of injury if your employer does not have an MPN or
- The doctor you chose after the first 30 days if your employer does not have an MPN.

What is a Medical Provider Network (MPN)?
An MPN is a select group of health care providers who treat injured workers. Check with your employer to see if they are using an MPN. (UC Berkeley does NOT use a MPN).

If you have not named a doctor before you get hurt and your employer is using an MPN, you will see an MPN doctor. After your first visit, you are free to choose another doctor from the MPN list.

What is Pre-designation?
Pre-designation is when you name your regular doctor to treat you if you get hurt on the job. The doctor must be a medical doctor (M.D.), doctor of osteopathic medicine (D.O.) or a medical group with an M.D. or D.O. You must name your doctor in writing before you get hurt or become ill.

March 2013
You may pre-designate a doctor if you have health care coverage for non-work injuries and illnesses. The doctor must have:

- Treated you
- Maintained your medical history and records before your injury and
- Agreed to treat you for a work-related injury or illness before you get hurt or become ill.

You may use the “pre-designation of personal physician” form included with this pamphlet. After you fill in the form, be sure to give it to your employer.

If your employer does not have an approved MPN, you may name your chiropractor or acupuncturist to treat you for work related injuries. The notice of personal chiropractor or acupuncturist must be in writing before you get hurt. You may use the form included in this pamphlet. After you fill in the form, be sure to give it to your employer. State law does not allow a chiropractor to continue as your treating physician after 24 visits.

What if there is a problem?

If you have a concern, speak up. Talk to your employer or the claims administrator handling your claim and try to solve the problem. If this doesn’t work, get help by trying the following:

**Contact the Division of Workers’ Compensation (DWC) Information and Assistance (I&A) Unit**

All 24 DWC offices throughout the state provide information and assistance on rights, benefits and obligations under California's workers’ compensation laws. I&A officers help resolve disputes without formal proceedings. Their goal is to get you full and timely benefits. Their services are free.

To contact the nearest I&A Unit, go to [www.dwc.ca.gov](http://www.dwc.ca.gov) and under “Workers’ Compensation programs and units”, click on “Information & Assistance Unit.” At this site you will find fact sheets, guides and information to help you.

**The nearest I&A Unit is located at:**

1515 Clay Street, 6th Floor
Oakland, CA 94612-1519
(510) 622-2861

**Consult with an attorney**

Most attorneys offer one free consultation. If you decide to hire an attorney, his or her fees may be taken out of some of your benefits. For names of workers’ compensation attorneys, call the State Bar of California at (415) 538-2120 or go to their website at [www.californiaspecialist.org](http://www.californiaspecialist.org). You may get a list of attorneys from your local I&A Unit or look in the yellow pages.

---

**Warning**

Your employer may not pay workers’ compensation benefits if you get hurt in a voluntary off-duty recreational, social or athletic activity that is not part of your work-related duties.

---

**Additional rights**

You may also have other rights under the Americans with Disabilities Act (ADA) or the Fair Employment and Housing Act (FEHA). For additional information, contact FEHA at (800) 884-1684 or the Equal Employment Opportunity Commission (EEOC) at (800) 669-4000.

The information contained in this pamphlet conforms to the informational requirements found in Labor Code sections 3551 and 3553 and California Code of Regulation, Title 8, sections 9880 and 9883. This document is approved by the Division of Workers’ Compensation administrative director.

Revised 12/20/12 and effective for dates of injuries on or after 1/1/13

March 2013
PRE-DESIGNATION OF PERSONAL PHYSICIAN

In the event you sustain an injury or illness related to your employment, you may be treated for such injury or illness by your personal medical doctor (M.D.), doctor of osteopathic medicine (D.O.) or medical group if:

- you have group health coverage;
- the doctor is your regular physician, who shall be either a physician who has limited his or her practice of medicine to general practice or who is a board-certified or board-eligible internist, pediatrician, obstetrician-gynecologist, or family practitioner, and has previously directed your medical treatment, and retains your medical records;
- your "personal physician" may be a medical group if it is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multispecialty medical group providing comprehensive medical services predominantly for non-occupational illnesses and injuries;
- prior to the injury your doctor agrees to treat you for work injuries or illnesses;
- prior to the injury you provided your employer the following in writing: (1) notice that you want your personal doctor to treat you for a work-related injury or illness, and (2) your personal doctor’s name and business address.

You may use this form to notify your employer if you wish to have your personal medical doctor or a doctor of osteopathic medicine treat you for a work-related injury or illness and the above requirements are met.

NOTICE OF PRE-DESIGNATION OF PERSONAL PHYSICIAN

Employee: Complete this section.

To: ___________________________ (name of employer) If I have a work-related injury or illness, I choose to be treated by:

__________________________________________________________ (M.D., D.O., or medical group)

__________________________________________________________ (street address, city, state, ZIP)

__________________________________________________________ (telephone number)

Employee Name (please print):

__________________________________________________________

Employee’s Address:

__________________________________________________________

Employee’s Signature __________________________________________ Date: ____________________

Physician: I agree to this Pre-designation:

Signature: __________________________________________ Date: ____________________

(Physician or Designated Employee of the Physician or Medical Group)

The physician is not required to sign this form, however, if the physician or designated employee of the physician or medical group does not sign, other documentation of the physician’s agreement to be pre-designated will be required pursuant to Title 8, California Code of Regulations, section 9780.1(a)(3).

(Please return completed form to your department)

March 2013
NOTICE OF PERSONAL CHIROPRACTOR OR PERSONAL ACUPUNCTURIST

If your employer or your employer's insurer does not have a Medical Provider Network, you may be able to change your treating physician to your personal chiropractor or acupuncturist following a work-related injury or illness. In order to be eligible to make this change, you must give your employer the name and business address of a personal chiropractor or acupuncturist in writing prior to the injury or illness. Your claims administrator generally has the right to select your treating physician within the first 30 days after your employer knows of your injury or illness. After your claims administrator has initiated your treatment with another doctor during this period, you may then, upon request, have your treatment transferred to your personal chiropractor or acupuncturist.

You may use this form to notify your employer of your personal chiropractor or acupuncturist.

State law does not allow a chiropractor to continue as your treating physician after 24 visits.

Your Chiropractor or Acupuncturist's Information:

(name of chiropractor or acupuncturist)

(street address, city, state, zip code)

(telephone number)

Employee Name (please print):

Employee’s address:

Employee’s Signature

(Please return completed form to your department)

March 2013
Health Insurance Marketplace Coverage Options and Your Health Coverage

GENERAL INFORMATION

When key parts of the health care law took effect in 2014, there was a new way to buy health insurance: the Health Insurance Marketplace. This notice provides some basic information about the marketplace and employment-based health coverage offered by UC.

WHAT IS THE HEALTH INSURANCE MARKETPLACE?
The marketplace is designed to help you find health insurance that meets your needs and fits your budget. The marketplace offers one-stop shopping to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the marketplace is held every year.

CAN I SAVE MONEY ON MY HEALTH INSURANCE PREMIUMS IN THE MARKETPLACE?
You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn’t meet certain standards. The savings on your premium depends on your household income.

DOES UC HEALTH COVERAGE AFFECT ELIGIBILITY FOR PREMIUM SAVINGS THROUGH THE MARKETPLACE?
Yes. If you have an offer of employee health coverage from UC that meets certain standards, you will not be eligible for a tax credit through the marketplace and may wish to enroll in a UC-sponsored health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost sharing if UC does not offer coverage to you at all or does not offer coverage that meets certain standards.

Note: If you are eligible for employee coverage from UC and you purchase a health plan through the marketplace instead of accepting UC-sponsored health coverage, then you may lose the UC contribution (if any) to the UC-offered coverage. Also, this UC contribution—as well as your employee contribution to UC-sponsored coverage—is excluded from income for federal and state income tax purposes. Your payments for coverage through the marketplace are made on an after-tax basis.

STUDENTS — IT’S YOUR CHOICE
UC's student health plans meet the coverage requirements of the ACA, and all registered students are automatically enrolled. If you are eligible for enrollment in a UC-sponsored student health plan, you have the option to purchase insurance through Covered California instead. You may be eligible for a premium subsidy of the marketplace plan, based on your income and family size. UC's student health plans offer strong benefits at an affordable cost, convenient access to care on campus, access to the carrier's full network of providers off-campus, and often include dental and vision coverage. Compare benefit levels carefully before making your choice. If you want to opt out of the student health plan, you must apply to waive enrollment. Check your campus' Student Health Services website for the online waiver form.

HOW CAN I GET MORE INFORMATION?
For more information about UC-sponsored coverage, visit ucal.us/medicalplans. For information about student health plans, visit www.ucop.edu/uchship.

The marketplace can help you evaluate your coverage options, including your eligibility for coverage through the marketplace and its cost. Please visit Healthcare.gov for more information, including an online application for health insurance coverage and contact information for a health insurance marketplace in your area. In California, visit coveredca.com.

INFORMATION ABOUT UC HEALTH COVERAGE

If you decide to complete an application for coverage in the marketplace, you will be asked to provide the information about UC health coverage below as well as the contact information for your local Human Resources Office.

Here is some basic information about UC health coverage:

- As your employer, we offer a health plan to some employees. You can find the eligibility rules here: ucal.us/eeligibilityfacts
- With respect to dependents: We do offer coverage. You can find information about eligible dependents here: ucal.us/eeligibilityfacts

UC offers coverage that meets the minimum value standard, and if you are eligible, the cost of this coverage to you is intended to be affordable, based on employee wages.
**CSS MANUAL BI-WEEKLY TIMESHEET**

University of California, Berkeley • Campus Shared Services • 1608 4th Street • Berkeley, CA  94710 • Phone: (510) 664 - 9000, Option 3

<table>
<thead>
<tr>
<th>EMPLOYEE NAME:</th>
<th>UCB ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>DEPT:</td>
</tr>
</tbody>
</table>

**BI-WEEKLY PERIOD:** Sun - Sat

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY OF WEEK</th>
<th>PAY CODE</th>
<th>OTHER</th>
<th>HOURS</th>
<th>START TIME</th>
<th>END TIME</th>
<th>TOTAL DAILY HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL ACCOUNT INFORMATION**

<table>
<thead>
<tr>
<th>BU</th>
<th>ACCOUNT</th>
<th>FUND</th>
<th>DEPT ID</th>
<th>OR CODE</th>
<th>PROGRAM</th>
<th>CHARTFIELD1</th>
<th>CHARTFIELD2</th>
<th>%/HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FOR OFFICE USE ONLY:**

<table>
<thead>
<tr>
<th>PPS PAY CODES</th>
<th>TOTAL %/HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTO</td>
<td>COMP TIME OFF</td>
</tr>
<tr>
<td>LOA</td>
<td>LEAVE OF ABSENCE (UNPAID)</td>
</tr>
<tr>
<td>LOF</td>
<td>LEAVE WITHOUT PAY</td>
</tr>
<tr>
<td>PTO</td>
<td>PAID TIME OFF TAKEN</td>
</tr>
<tr>
<td>REG</td>
<td>REGULAR</td>
</tr>
<tr>
<td>SDF</td>
<td>SHIFT DIFFERENTIAL</td>
</tr>
<tr>
<td>SSL</td>
<td>SUBSIDIARY</td>
</tr>
<tr>
<td>VAX</td>
<td>VACATION</td>
</tr>
</tbody>
</table>

Employee's Signature: ___________________________ Date: _____ / _____ / _____

Supervisor’s Signature: ___________________________ Date: _____ / _____ / _____

Updated 10/08/2014

Please submit your timesheet to your Supervisor for approval. Your Supervisor will submit your timesheet to: csstimesheets@berkeley.edu
CalTime for New Hires

CalTime for Students

If you are a student, you will either use a Terminal (time clock) or PC to log your hours worked. You will need to record your time daily at the start and end of your shift, in real time. Your supervisor will be able to best inform you of which system to use and assist with completing your manual timesheets.

Instructions for Realtime PC: http://tinyurl.com/realtime-pc
Instructions for Realtime Terminal: http://tinyurl.com/realtime-term

CalTime for Non-Exempt Employees (non-students)

As a non-student, non-exempt employee - you will use either a PC or Terminal (time clock) to log your hours worked. Your supervisor will be able to best inform you of which system to use and assist with completing your manual timesheet. Non-exempt employees can be either Realtime* or Anytime**. Please use the links below to guide you through each payroll type.

Instructions for Realtime PC: http://tinyurl.com/realtime-pc
Instructions for Anytime PC: http://tinyurl.com/anytime-pc
Instructions for Realtime Terminal: http://tinyurl.com/realtime-term

* Realtime - you are required to record your time daily at the beginning and end of your shift.
** Anytime - you can complete your timecard at any point in time before the end of your bi-weekly pay cycle.

CalTime for Exempt Employees

As an exempt employee, you report only your leave taken, and are not eligible for overtime. You are responsible for entering leave taken each month in CalTime and approving your timecard by the monthly deadline, whether they have taken any leave or not. In general, exempt employees are paid a monthly salary.

Instructions for Exempt CalTime Employees: http://tinyurl.com/ct-exempt

For CalTime questions, problems, or assistance:
caltime@berkeley.edu  |  510-664-9000  |  caltime.berkeley.edu
### UC BERKELEY
2016 BIWEEKLY PAYROLL CALENDAR

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>31</strong></td>
<td><strong>31</strong></td>
<td><strong>30</strong></td>
</tr>
<tr>
<td><strong>30</strong></td>
<td><strong>29</strong></td>
<td><strong>29</strong></td>
</tr>
<tr>
<td><strong>29</strong></td>
<td><strong>29</strong></td>
<td><strong>28</strong></td>
</tr>
<tr>
<td><strong>28</strong></td>
<td><strong>28</strong></td>
<td><strong>27</strong></td>
</tr>
<tr>
<td><strong>27</strong></td>
<td><strong>27</strong></td>
<td><strong>26</strong></td>
</tr>
<tr>
<td><strong>26</strong></td>
<td><strong>26</strong></td>
<td><strong>25</strong></td>
</tr>
<tr>
<td><strong>25</strong></td>
<td><strong>25</strong></td>
<td><strong>24</strong></td>
</tr>
<tr>
<td><strong>24</strong></td>
<td><strong>24</strong></td>
<td><strong>23</strong></td>
</tr>
<tr>
<td><strong>23</strong></td>
<td><strong>23</strong></td>
<td><strong>22</strong></td>
</tr>
<tr>
<td><strong>22</strong></td>
<td><strong>22</strong></td>
<td><strong>21</strong></td>
</tr>
<tr>
<td><strong>21</strong></td>
<td><strong>21</strong></td>
<td><strong>20</strong></td>
</tr>
<tr>
<td><strong>20</strong></td>
<td><strong>20</strong></td>
<td><strong>19</strong></td>
</tr>
<tr>
<td><strong>19</strong></td>
<td><strong>19</strong></td>
<td><strong>18</strong></td>
</tr>
<tr>
<td><strong>18</strong></td>
<td><strong>18</strong></td>
<td><strong>17</strong></td>
</tr>
<tr>
<td><strong>17</strong></td>
<td><strong>17</strong></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>16</strong></td>
<td><strong>16</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td><strong>15</strong></td>
<td><strong>15</strong></td>
<td><strong>14</strong></td>
</tr>
<tr>
<td><strong>14</strong></td>
<td><strong>14</strong></td>
<td><strong>13</strong></td>
</tr>
<tr>
<td><strong>13</strong></td>
<td><strong>13</strong></td>
<td><strong>12</strong></td>
</tr>
<tr>
<td><strong>12</strong></td>
<td><strong>12</strong></td>
<td><strong>11</strong></td>
</tr>
<tr>
<td><strong>11</strong></td>
<td><strong>11</strong></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td><strong>10</strong></td>
<td><strong>10</strong></td>
<td><strong>9</strong></td>
</tr>
<tr>
<td><strong>9</strong></td>
<td><strong>9</strong></td>
<td><strong>8</strong></td>
</tr>
<tr>
<td><strong>8</strong></td>
<td><strong>8</strong></td>
<td><strong>7</strong></td>
</tr>
<tr>
<td><strong>7</strong></td>
<td><strong>7</strong></td>
<td><strong>6</strong></td>
</tr>
<tr>
<td><strong>6</strong></td>
<td><strong>6</strong></td>
<td><strong>5</strong></td>
</tr>
<tr>
<td><strong>5</strong></td>
<td><strong>5</strong></td>
<td><strong>4</strong></td>
</tr>
<tr>
<td><strong>4</strong></td>
<td><strong>4</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><strong>3</strong></td>
<td><strong>2</strong></td>
</tr>
<tr>
<td><strong>2</strong></td>
<td><strong>2</strong></td>
<td><strong>1</strong></td>
</tr>
</tbody>
</table>

**PAY PERIOD END**

**BIWEEKLY PAY DAYS**

**HOLIDAYS**

**BENEFITS DEDUCTION HOLIDAYS (FEB. 10, AUG. 10)**
Cyber Security Awareness Training

*Required Training for All Appointment Types (Students, Faculty, Limited/Contract, Career, Per Diem, PostDoc and Visiting Titles)*

- This is a MANDATORY training that addresses the increasing threats to the security of our information systems and data

- The training is video-based and delivered online through our UC Learning Center (access through Blu.berkeley.edu)

- Training takes 50 minutes to complete

- MUST be completed within 6 weeks of hire date

- You will receive 3 reminders via email before due date

- Training will be automatically assigned to you through UC Learning