**HIRING FOLLOW-UP INFORMATION**

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| □ 1. Obtain your Cal ID Card. | 1. Visit the Cal I Card office: 180 Cesar Chavez Center, Lower Sproul Plaza, Monday – Friday, 9:00 am – 4:30 pm, phone 510.643.6839  
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](http://services.housing.berkeley.edu/c1c/static/facstafffaqs.htm) |
| □ 2. Create your CalNet ID and passphrase (password) | 1. Request a CalNet token from the Cal I 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](https://calnet.berkeley.edu/services/deputies.html))  
3. After you obtain a CalNet token, visit [https://net-auth.berkeley.edu/cgi-bin/CreateID](https://net-auth.berkeley.edu/cgi-bin/CreateID) to create a CalNet ID and create a passphrase. |
| □ 3. Set Up your UC Berkeley email (bMail) and calendar (bCal) account. | 1. Go to [https://calmail.berkeley.edu/](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/](https://calnet.berkeley.edu/) and click on the "Synchronize CalNet passphrase" link on the left. Then click on “Synchronize Passphrase”, log in with your CalNet ID and passphrase, and then click “Authenticate”.  
4. Go to [http://bmail.berkeley.edu](http://bmail.berkeley.edu) and login into your new email account.  
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/](https://kb.berkeley.edu/campus-shared-services/).  
6. For questions related to setting up email accounts, signing into computers, etc., contact Campus Shared Services IT via phone at 510.664.9000 (Option 1), the web form at [https://shared-services-help.berkeley.edu/](https://shared-services-help.berkeley.edu/), or email at itcsshelp@berkeley.edu |
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. |
| □ 5. Establish your “At Your Service” employee account. | 1. Go to [https://atyourserviceonline.ucop.edu/ayso/](https://atyourserviceonline.ucop.edu/ayso/)  
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. |
### 6. Change your W-4 tax withholding elections.

If you do not change your withholding elections, the system defaults to “Single” and “0”—which is the highest tax rate.

1. Go to [https://atyourserviceonline.ucop.edu/ayso/](https://atyourserviceonline.ucop.edu/ayso/)
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)
   (Start on page 3)

### 7. Sign up for Direct Deposit.

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.

**Or**

**Receive your paycheck on a TotalPay® Card by ADP.**

The TotalPay 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 TotalPay Card.

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.

#### How to enroll in TotalPay® Card by ADP:

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. Click **People** at the top of the page.
4. In the **Self Service** area on the left side, click on **ADP TotalPay Card Enrollment.**

### 8. Add 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.


WarnMe is UC Berkeley’s alerting and warning service. It is activated to contact you when there is an immediate threat to safety or health affecting the campus community. WarnMe can alert you by phone, text message or email. You choose the best way to be alerted.

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. In the **Self Service** area on the left side, click on **WarnMe**.
4. Enter your information.

### 10. 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)

### 11. 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/)
## IMPORTANT PAYROLL INFORMATION

1. Talk to your supervisor about your unit’s timekeeping process and deadlines.
2. See your supervisor at the conclusion of each pay period to review and approve your time worked, and to sign your timesheets.
3. 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.
4. If you think you are missing your pay or hours, you must see your supervisor. Your Supervisor must contact the CSS HR/APS with pay adjustment or late pay requests at (510)664-9000 (Option 3)

## THIS SECTION ONLY APPLIES TO STUDENTS AND NON-CAREER HIRES

### University of California Retirement Savings Program:

#### Safe Harbor Retirement Plan

1. Due to your appointment type, your earnings are not covered under Social Security; therefore you will not contribute to it. 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.
2. The UC Retirement Savings Program offers a convenient, tax-advantaged way to save for retirement. While UC is the administrator of the Retirement Savings Program, Fidelity Retirement Services provides the record keeping and account services for the Program: [https://www.fidelity.com/](https://www.fidelity.com/)
3. If you leave your UC employment, please contact Fidelity Retirement Services after 30 days to learn about your options to manage your contributions.
4. For more information on the Safe Harbor Retirement Plan, refer to: [http://atyourservice.ucop.edu/employees/retirement_savings/ret_save_safe_harbor.pdf](http://atyourservice.ucop.edu/employees/retirement_savings/ret_save_safe_harbor.pdf)
5. For more information on Defined Contribution Plan, please refer to: [http://atyourservice.ucop.edu/forms_pubs/spd/dcpspd.pdf](http://atyourservice.ucop.edu/forms_pubs/spd/dcpspd.pdf)
6. To learn more about the Retirement Savings Program, please visit UC Berkeley Human Resources website to: [http://hrweb.berkeley.edu/benefits/retirement-savings/savings](http://hrweb.berkeley.edu/benefits/retirement-savings/savings)