Welcome to the University of California, Berkeley. Below is a list of web links and contacts that will help you get started.

1. **CalNet Numerical ID**
   Once you have completed your hire forms, we will provide you with your CalNet Numerical ID. You will use this to access several services offered to UC Berkeley employees and affiliates. Please be aware that it takes a couple of days for your numerical ID to download to the different campus systems.

2. **Cal 1 Card and CalNet ID Activation**
   Cal 1 Card Office, 180 Cesar Chavez Center, Lower Sproul Plaza, 510.643.6839, Monday – Friday, 9:00 AM – 5:00 PM
   [http://services.housing.berkeley.edu/c1c/static/gettingcard.htm](http://services.housing.berkeley.edu/c1c/static/gettingcard.htm)
   You can get your Cal 1 Card (ID card) the day after your appointment has been entered in the HR database system. In addition to your CalNet Numerical ID, please take a government-issued identification card (e.g., driver’s license or passport), for identification purposes.
   Please also ask the Cal 1 Card office for a **CalNet ID token**. You can activate your CalNet ID by going to [https://net-auth.berkeley.edu/cgi-bin/krbreg](https://net-auth.berkeley.edu/cgi-bin/krbreg). After entering your numerical ID and the registration token, you will be prompted to create a permanent username and passphrase for your CalNet ID. You may also contact Adam Zukauckas at adamz@berkeley.edu or 510.643.3414.

3. **Personnel Policies, Union Contracts and Federal, State and UC Labor Laws**
   Please see: [http://hrweb.berkeley.edu/labor/general](http://hrweb.berkeley.edu/labor/general) to find the personnel policies and procedures that apply to your position as well as the applicable federal, state, and UC labor laws.

4. **E-mail Account**
   [https://calmail.berkeley.edu/](https://calmail.berkeley.edu/)
   Once you have activated your CalNet ID, you can set up your UC Berkeley e-mail account by going to the above URL and clicking **Create Account**. Please send us your new e-mail address so can add it to your personnel record. Be sure to enter your working title, office location, phone extension, and email address in the campus directory at [https://calnet.berkeley.edu/directory/](https://calnet.berkeley.edu/directory/)

5. **W-4 Tax Withholdings**
   All new employees will default to withholding Single 0. To update your tax withholdings, you must log into [http://atyourservice.ucop.edu/](http://atyourservice.ucop.edu/). For detailed instructions on how to do so, please go to the following link: [http://hrweb.berkeley.edu/hrms/W4_Instructions.pdf](http://hrweb.berkeley.edu/hrms/W4_Instructions.pdf). If you are not a US Citizen or Permanent Resident, then you must complete a Non-Resident W-4 which we will provide.

6. **Building Access and Safety**
   Once you have your Cal 1 Card and CalNet ID, please contact your Building Manager in order to arrange access to your building and get any necessary keys. For Giannini, Hilgard, Mulford, and Wellman, contact Tony Gavez at gamez@berkeley.edu. You will need to access and read the Injury, Illness and Prevention Program (IIPP) and Building Emergency Plan (BEP) prior to your access request.
   Please go to [http://nature.berkeley.edu/site/safety_facilities.php](http://nature.berkeley.edu/site/safety_facilities.php) for the IIPP and BEP. Lab employees must also attend the EH&S Laboratory Safety for New Employees class, be trained on the lab’s chemical hygiene plan, and attend additional safety training for hazardous operations, such as using radioactive materials, biohazardous materials, or lasers. Ask your supervisor to direct you to your Safety Officer.

7. **Parking & Transportation**
   [http://pt.berkeley.edu/](http://pt.berkeley.edu/)  2150 Kittredge Street, 510.643.7701, Monday – Friday, 7:30 AM – 4:00 PM
   To obtain a parking pass or discounted BART or bus tickets, please visit Parking & Transportation with your Cal 1 Card. Employees can purchase annual parking and transit passes pre-tax through the Wageworks program. Please note that it takes approximately one week for your employment record to upload to the Wageworks program. If you need to arrange for parking before your employment start date, please contact your HR representative, who can provide you with an employment verification letter to take to Parking & Transportation.

8. **Timesheets**
   if you will be accruing leave or are hourly, your initial timesheet will be provided to you by payroll through email. Timesheets are also available at: [http://nature.berkeley.edu/site/payroll.php](http://nature.berkeley.edu/site/payroll.php). Timesheets can be dropped off or sent via campus mail to 140
9. **Paychecks and W-2 Statements**  
Paychecks will be mailed to your address of record. Employees who elect direct deposit can check their Direct Deposit Statements online at At Your Service. Please note even if you elect direct deposit your first check will be a paper check. Employees can also download W-2 statements from At Your Service: http://atyourservice.ucop.edu/.

10. **BLU**  
https://blu.berkeley.edu  
You can self-manage direct deposit, update your contact information, and sign up for campus trainings through the Blu system. Log in using your CalNet ID and go to the People tab. Open the desired link on the left-hand side under Self Service.

11. **New Employee Orientation**  
http://hrweb.berkeley.edu/NEO/neocmps.htm  
New Employee Orientation is held every two months. We encourage new career employees to attend as soon as possible after beginning work at Berkeley – you'll learn about the campus, gain an understanding of your benefits, and discover some opportunities that are free to staff. We encourage you to wear comfortable walking shoes and take part in the optional campus tour, which starts after the Orientation.

12. **University of California Policy on Sexual Harassment**  
http://ccac.berkeley.edu/policies.shtml  
The University of California is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Every member of the University community should be aware that the University is strongly opposed to sexual harassment, and that such behavior is prohibited both by law and by University policy. The University will respond promptly and effectively to reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy. The full policy is provided with your new hire forms.

13. **Electronic Usage Policy**  
The use of campus electronic resources under University jurisdiction must comply with University of California policies, rules, and regulations, as well as local, state, and federal laws. The University of California Electronic Communications Policy (ECP) (http://www.ucop.edu/ucophome/policies/ec/) governs all electronic communications, whether by the Web or other developing media. The Berkeley Campus Computer Use Policy (http://technology.berkeley.edu/policy/usepolicy.html) governs all campus computing and networking activities.

14. **UC Berkeley Library**  
http://lib.berkeley.edu/services/borrowing.html Privileges Desk, 198 Doe Library, 510.642.3403. Once you have your Cal 1 Card, the Privileges Desk can activate your library borrowing privileges.

15. **Cal Recreational Sports Facilities**  
http://www.recsports.berkeley.edu/index.aspx RSF Cashier’s Station, 2301 Bancroft Way, 510.642.7796  
With your valid Cal 1 Card, you are eligible for a discounted Cal Rec Club membership, which provides access to the Recreational Sports Facility (RSF), Strawberry Canyon Recreation Area (SCRA), Golden Bear Recreation Center (GBRC), Edwards Track, and other facilities. Day passes are also available. Calendars and program information is posted on the website, and you can purchase memberships or passes from the Cashier’s Station.

**CONTACT INFORMATION:**  
Ardaan Locht, Director, Academic Affairs/Interim Human Resources Manager  
108 Giannini Hall # 3100, 643.9941, alocht@berkeley.edu

Adam Zukauckas Martina Love Roxanne Polk  
ESPM Staff HR Advisor ARE, NST, PMB Staff HR Advisor ERG, Dean’s Office, Centers & Facilities Staff HR Advisor  
210 Giannini Hall # 3100 210 Giannini Hall # 3100 210 Giannini Hall # 3100  
643.3414 adamz@berkeley.edu 642-3678 mdlove@berkeley.edu 642.8723 rpolk@berkeley.edu

**Office Hours:** Monday-Friday: 9AM to 12PM and 1PM to 4PM. Appointments are strongly encouraged.