

Dear Campus Colleagues,

I am writing today to inform you about an improvement that Berkeley Regional Services (BRS) has implemented in order for new hires to be productive as soon as they begin working. Below is a new component of our **Re-Envision Onboarding** initiative. As you know, with Berkeley's integration to UCPATH, we saw an increase in time frames between when a new employee accepted their job offer; attended and completed onboarding/new hire paperwork; and when they received their Employee ID Number (EID). Generating the EID earlier in the process is critical for two reasons. First, it is needed to setup Cal-Net, email, calendar, and other system access (often, new employees are without the important tools they need to do their job their first day/week at Berkeley). Second, It improves the likelihood that a new employee will receive their first paycheck on time.

In order to speed up this process, BRS recently piloted and has now rolled out some improvements to enable a new employee's UCPATH employee record and EID to be created **earlier in the process**. Here's how it works:

- The new employee continues to complete their new employee paperwork electronically in DocuSign.
- We have also expanded the security components of DocuSign so the new hire now has a secure method of providing their SSN, home address, etc. This expansion also includes administering the Oath & Patent electronically; all are now part of the DocuSign packet.
- Once the new hire completes their expanded DocuSign packet, we then begin establishing their UCPATH employee record -- that then creates their EID.

We highly recommend the hiring manager/supervisor to help by encouraging the new hire to complete their DocuSign packet as quickly as possible.

- We will still need to personally verify section 2 of their Form I-9 at an onboarding session (if/when the employee is back on campus). **Please note:** while in the COVID-19 environment, this is being done virtually by the ProS Onboarding Team.

Please let your HR Partner know if you have any additional questions regarding this new process.

Kindest regards,
Julia Arno
ProS Regional Director