

General Resources to Train HR Contacts

This list is intended for supervisors/HR Colleagues to use as a checklist to help train any new HR Contact on the most important and commonly visited topics within HR Contact responsibilities. Departments are encouraged to add to this list and make it sufficient for their needs.

Recruitment & Hiring

- **Opening a Requisition**
 - View available training and walkthroughs in [HireOnline](#). (SSO required)
 - Review internal department pre-approvals and processes
 - Types of recruitments: Open Requisition vs Promotion Program vs Short Term Exception etc.
 - [How to Hire Students](#)
 - [How to Hire Temporary Employees](#)

- **Interview Process**
 - Learn the respective department procedures
 - [How to Conduct Reference Checks](#)
 - If a Skills Assessment is needed, please contact your Talent Advisor before posting the job.

- **Selection Process**
 - Salary Recommendations
 - How to access equity module
 - After a conditional offer is accepted, learn about [backgrounds and when to use them](#). Submit a request to conduct a background check by completing [this form](#).

- **Onboarding Process**
 - Attend training for the [OnBoarding Solution Tool](#)
 - Review [I-9 Tracker System, Job Aids and Training](#)
 - Review resources employees learn about in New Employee Orientation
 - Promote Employees to attend [New Employee](#) and [Benefits Orientations](#) and UC mandatory training.
 - Reference the [Benefits/Retirement hub on UCNet](#)
 - Provide employees the [UC Learning Center](#) link to attend assigned mandatory training.
 - Create a personnel file for the employee and learn department personnel file requirements and collection best practices

Classification/Compensation

- Job Descriptions
 - [Review JDOonline system](#) (SSO login required)
 - Writing job descriptions (e.g., review *Career Tracks/job standards*)
- Stipends (*What are they used for; What is the process for approval*)
- Equity Increases (*When is appropriate and JDOonline & Equity Module processes*)
- Reclassifications (*When is appropriate and JDOonline process*)
- Rate Setting Equity and Retention Increases
- Review Collective Bargaining Agreements
- Complete the Job Classification and Career Movement Course on UC Learning Center.

Payroll

- Review [UCPath Training/Job Aids](#) and types of employees in the unit.
- EcoTime/Timekeeping
 - How to enter time, report hours, exceptions
 - View available [Ecotime Training](#) on Blink
- Comp Time - elections, payouts, tracking
- Review features and how to navigate [Business Analytics Hub](#).
- Review the Additional Pay Process Job Aid
 - Current additional pay, common types within department
- Leave Balances
 - How to navigate to *Review Leave Balance* page in UCPATH
 - How [Vacation Leave](#) is accrued
- Pay Discrepancies
 - How to navigate to *Review Paycheck Summary*
- How to Process Final Pay

Employee Relations

- Learn the different form of Leaves and Pay Options available to employees
 - FML, CFRA, PDL, Disability
 - Paid Family Care & Bonding (PFCB), Vacation, Sick Leave, Catastrophic Leave, Basic vs Voluntary Disability
- Visit the [Staff Performance Appraisal \(SPA\) System](#)
 - Review available [SPA training](#) on Blink
- Review employee types, titles, and relevant policies & contracts in department
- Learn the process for progressive discipline
 - Counseling memos & written warnings
 - Performance Improvement Plans
- Learn about Separations (Voluntary & Involuntary)
 - How to process in UCPATH
 - Offboarding procedures and documentation
- Learn internal department procedures on [Service Credit](#) for employees
- [Review Flexible Work Arrangement policy](#)

Main systems to ensure provisioning/access to:

- Ecotime
- UCPATH
- COGNOS HR/Payroll reports *-dependant on department*
- Onboarding Solutions