## Additional Steps for Onboarding at UCOP/Oakland

Step	Contact	Notes
IT Provisioning:	ServiceNow request page:	10 business days in advance:
Accounts, Phones,	New Employee IT Provisioning: Accounts,	Supervisor (or designate) submits ServiceNow ticket*
Computers	Phones, Computers	for: O UCOP email address
		<ul> <li>UCOP directory/AD listing</li> </ul>
		<ul> <li>Hardware and software provisioning</li> </ul>
		o VPN and Duo
		<ul> <li>Network drive access</li> </ul>
		o Phone number
		<ul> <li>Access to printing and copying</li> </ul>
		*When logging in, if asked to choose location, select UCOP.
		NB: In comments section, make a note that the employee was hired through ANR HR, not UCOP
		HR, so UCOP HR does not do the onboarding.
Establish a 0% Employee	Scott Leaf, UCPath Project Manager	Needs to be set up in order to access UCOP email and other downstream systems, and to allow
Record at UCOP	sjleaf@ucanr.edu	for parking/transit payroll deductions.
Building Access/ID Badge	building.services@ucop.edu	Set up an appointment for ID photo to be taken and badge to be issued.
		Website with more information on ID badges and other services:
		https://www.ucop.edu/building-administrative-services/services/facility-services/work-
		management-center.html.
UCOP Orientation in	Miranda Josafat, UCOP HR Analyst	It will take an extra couple of days after the establishment of the employee in the UCD
Learning Management	miranda.josafat@ucop.edu	LMS system to be granted access to UCOP courses. If there are issues, email
System (LMS)		miranda.josafat@ucop.edu.
ANR UCOP Franklin Building	Patricia Lonergan, Executive Assistant	
Listserv	to the Vice President	
	patricia.lonergan@ucop.edu	
Calendar Invitations to		
Oakland All-Staff Meetings		
Add New Hire's Name to		
Unit's Postal Mailbox		
Add New Hire to Space Map	Kathryn Stein, Project Analyst for	Indicate office or cubicle number to have new hire added to space map.
Add New File to Space Map	Chief of Staff	indicate office of cubicle number to have new file added to space map.
	kathryn.stein@ucop.edu	
	or	
	Kathy Eftekhari, Chief of Staff to the	
	Vice President	
	kathy.eftekhari@ucop.edu	
	ratify.ertextiail@ucop.euu	