Newhire Checklist for Students

☐   Complete the Personnel Data Form

☐   Complete Tracker I9.   Upload employee documents via Docusign (new or terminated employees)

☐   Verify your information in UCPath: https://ucpath.ucla.edu/

☐   SIgn-up for direct deposit

☐   Learn about the timesheet procedure.
     Undergrad ====> Access TRS at: https://uctrs.it.ucla.edu/
     GSRs======> submit a quarterly timesheet for grant record keeping

☐   GSRs. Pay student portion of the quarterly fee remissions

☐   Logon to Training and Development to see which mandatory courses are required.

     To Access Your Required Training:
     1. Go to: http://lms.ucla.edu
     2. On the UCLA Logon screen, enter your UCLA Logon ID and Password and then click Sign In.
     3. Click Quick Links> Click Training Analysis
     4. Click the Start button to launch the course.
     5. If you close the course window, you may re-start the course, returning to the point at which you left.
     6. Once you have completed the course, be sure to click the log off link in the upper-right hand corner. Then close your browser (all windows) completely before leaving the computer.
     7. You will receive a completion confirmation email, usually within 30 minutes of finishing the course.
     Work with your manager to set out of office replies on phone and email with redirection instructions
     If assigned access or approver/review roles within financial or other systems, work with your manager to identify proxy, contact system owner to update and remove access.

Mandatory Training required: Following courses maybe required depending upon you level of responsibilities

1)   General Compliance Briefing: University of California Ethical Values and Conduct
2)   UC Cyber Security Awareness Fundamentals
3)   COVID-19 prevention (2021) UCLA Update, if applicable