

FACULTY CHECKLIST

The purpose of this list is to provide information and reminders to our most frequently asked questions



BEFORE YOUR ARRIVAL

- BENEFITS:** Review your benefit options and eligibility. You have 31 days to enroll from your start date.
 - If you are appointed at 50% or more, you are eligible for full benefits found here [BENEFITS ELIGIBILITY](#) (pg.5)
 - Visit the benefits website to read or watch informational videos about your benefit options [BENEFIT PLANS](#).
 - Even prior to your start date you may attend a benefits orientation hosted by Health HR and ask questions about benefits as well as voluntary retirement accounts from a Fidelity Investments representative.
 - Orientations are held via zoom Mondays from 2 – 4:30PM (From [Zoom.us](#) Meeting ID: **860 0697 1008**; Passcode: **Benefits**).
 - If you cannot attend, view the online video orientation found here [BENEFITS OVERVIEW](#).
- ONBOARDING:** You will receive an invitation from the Academic Resource Center (ARC) to complete new-hire paperwork, including verification of your right to work in the U.S. **This should occur on or prior to your start date.**
 - Be on the lookout for an invitation from ARC sent from ARCrequest@ucsd.edu.
- PARKING:** For those who work on site at UCSD (La Jolla or Hillcrest) review information on parking and the possibility of obtaining a 15 day complimentary permit. Permits can be purchased online and paid through payroll deduction [UCSD TRANSPORTATION](#).

TIP: Benefits coverage starts the day you are hired. However, various carriers (medical, dental & vision) may not have you in their system for up to 4-6 weeks after you enroll. If you have an appointment in this time, and before you receive communication from carriers, please keep your receipts.

UPON ARRIVAL

- EMAIL & EMPLOYEE ID#:** You will receive a post-onboarding email with your assigned UCSD email address & employee ID from the ARC Onboarding Analyst (via ARCrequest@ucsd.edu).
- BUILDING ACCESS:** You will be provided information to obtain a badge at onboarding. Your department will work with Health Security to ensure you have the appropriate building access.
- CAMPUS ID CARD:** An **optional** campus ID card is available if you wish to have ID associating you with the University (that is separate from your building access). To request your Campus ID card, you will need your Employee ID# Ask your department business office for the funding source for this ID card. [ID CARD REQUEST](#).

FIRST 31 DAYS

- ENROLL:** Enroll in benefits!! [BENEFITS ENROLLMENT](#)
 - Some plans only allow you to enroll during your first 31 days including supplemental disability, life insurance, and dependent life insurance. Enrollment after this initial period may require additional steps including a health screening.
 - You will need your UCSD email address to log-into the benefits website.

Veterans Affairs (VA) Faculty appointed at UCSD less than 50% will have a **different enrollment process**
- RETIREMENT:** Elect which retirement option, **Savings Choice** or **Pension Choice**. You have 90 days to elect your plan. University will not begin to contribute until you have made your election. Meaning, the University's contributions to your retirement will be prospective from the date you enroll [RETIREMENT ELECTION](#).
- TAX WITHHOLDINGS:** Make sure you update your W4 tax withholdings in UC Path prior to your start date. Otherwise, the number of allowances will default to "0".

- **TRAINING:** Required training will be auto-assigned based on your role. You can log into UC Learning to view the current, upcoming, and past due training modules that are required. [UC LEARNING Center \(UCLC\)](#)
- **MENTOR:** For junior faculty, connect and schedule time with your faculty mentor. For mid-career and senior faculty speak with your division chief or department chair about your department's academic review criteria.
- **FACULTY DEVELOPMENT:** The [OFFICE OF FACULTY AFFAIRS](#) provides courses on the topics like "How to succeed at UC San Diego", "Getting Promoted", & "Hiring your dream team" (see link below for Office of Faculty Affairs).
- **CLINICAL RESEARCHERS:** You may attend a separate orientation for the clinical research process at UCSD.

ADDITIONAL RESOURCES

[Abbreviations & Acronyms:](#)

To view common UCSD abbreviations and phrases.

[Academic Resource Center \(ARC\):](#)

The academic shared service in Health Sciences aimed at supporting you with administrative actions throughout your career. You can contact ARC to obtain information about the academic review, requesting a leave of absence, appointing a postdoctoral scholar, visiting scholar, graduate student/visiting grad student and their visas as well as payroll inquiries.

To initiate a request log into: https://ucsdhealth.service-now.com/arc_request

[Health Human Resources:](#)

For requests/questions related to your benefits, hire staff/student, or volunteers; creating or updating a staff job description, requesting staff promotions, ask union related information or to submit an employee or labor relations questions

[Health Sciences IT:](#)

To make a request or obtain technical support for Health Sciences IT related issues contact 619-543-4357(3-HELP) or create a case.

[HEAR Program](#)

To enhance emotional support for the UCSD Health Team Members by educating physicians, providing confidential, online assessment of stress, depression and other related issues and making personalized referrals to local mental health clinicians and community resources.

[Office of Faculty Affairs](#)

The Faculty Affairs office facilitates faculty career success and growth through professional development activities, mentorship and leadership training.

[Physician Wellness](#)

Clinical Physicians - both Faculty and MSP - at UCSDH have access to the resources (including urgent mental health support) described on the Physician Wellness website: physicianwellness.ucsd.edu

[UCPATH Self-Service Portal:](#)

Allows you to enroll in direct deposit, view your pay stub (normally in advance of the pay date, change your tax withholdings, update your address, and much more.

[Vice Chancellor Health Sciences \(VCHS\), Academic Affairs:](#)

To access information related to University policy, appointment types, reappointments, faculty reviews, promotion & leave of absence.

[Voluntary Retirement Plan Options:](#)

Learn more about programs such as 403(b), 457(b), & New Roth Contribution option administered through Fidelity Investments.

****NOTE: VA Faculty should speak with their department business office about benefits eligibility.**

We'd love your feedback. [Click here](#) to complete a brief survey