

STUDENT STAFF Hiring Follow-up Information: For UC Berkeley student staff

Section I. To Do

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| <input type="checkbox"/> 1. Establish your “At Your Service” employee account
<input type="checkbox"/> 2. Change your W-4 tax withholding elections
<input type="checkbox"/> 3. Select your preference for electronic payment
<input type="checkbox"/> 4. Add your Emergency Contact Information
<input type="checkbox"/> 5. Sign up for WarnME emergency alert service
<input type="checkbox"/> 6. Learn more about the DCP Safe Harbor Retirement Plan | <input type="checkbox"/> 7. Learn more about Workers’ Compensation
<input type="checkbox"/> 8. Read the Patent Policy
<input type="checkbox"/> 9. Read the Substance Abuse Policy
<input type="checkbox"/> 10. Read the Conflict of Interest Policy
<input type="checkbox"/> 11. Read the Title IX Sexual Harassment Policy
<input type="checkbox"/> 12. Read the Campuswide IT and Privacy Information |
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*See below for detailed information

1. Establish your “At Your Service” employee account.

- At Your Service is a comprehensive employee portal that offers many services, such as: updating your personal information, changing your tax withholdings and viewing your earnings statement.
- To login: go to <https://atyourserviceonline.ucop.edu/ayso/>
 1. Click on “New User” and create your account.
 2. Your username is your Social Security Number and your temporary password is your birth date in the following format: MMDDYYYY with no dashes or slashes. (i.e. July 20, 2010 would be 07201990)
 3. Wait at least 2 weeks before logging in. If you still have problems logging in, please contact the central HR front desk line at (510) 642-7053.



2. Change your W-4 tax withholding elections on the At Your Service website.

- If you do not change your withholding elections, the system defaults to “Single” and “0” which is the highest tax rate.
- For complete step-by-step instructions on how to update your tax withholdings through the at Your Service website, please refer to http://hrweb.berkeley.edu/files/attachments/W4_Instructions.pdf (start on page 3).

3. Select your preference for receiving electronic payment.

- You may choose direct deposit or the TotalPay Visa® logo debit card option. See Option 1 and Option 2 below for detailed information.

Option 1. Direct Deposit

- Your money will be electronically deposited into the bank account of your preference on payday. Because it can take up to 31 days for direct deposit to go into effect, you may initially receive a paper check, which you will be able to pick up from your home department or supervisor.
- There are **two** ways to sign-up for direct deposit:

1. Go to <https://blu.berkeley.edu>
 - a. Login with your CalNet ID and passphrase.
 - b. Go to the “Self Service” section, and click on “Direct Deposit.”
 - c. Enter your information.

Or

2. Complete the **Unrepresented Student Payroll Earnings Distribution Authorization form (UPAY 544B-2)**.

This form is available upon request. Please return the completed form to central Payroll at 171 University Hall Berkeley, CA 94720-1104, or via fax at (510)643-9339.



Option 2. TotalPay Card

You will receive a TotalPay Visa® logo debit card (requires activation upon receipt) loaded with your pay each payday. For more information on this program, please visit:

<http://controller.berkeley.edu/payroll/PayOptions/payCard.htm>

- There are **two** ways to sign-up for the TotalPay Card:
 1. Go to <https://blu.berkeley.edu>
 - a. Login with your CalNet ID and passphrase.
 - b. Go to the “Self Service” section, and click on “ADP TotalPay Card Enrollment”
 - c. Enroll in the program via the ADP website.

Or

2. Complete the **TotalPay Card Enrollment** Form. This form is available upon request. Please return the completed form to central Payroll at 171 University Hall Berkeley, CA 94720-1104, or via fax at (510) 643-9339.

4. Update your Emergency Contact Information at the portal BLU.

- Go to <https://blu.berkeley.edu>
 1. Login with your CalNet ID and passphrase.
 2. Go to the “Update Personal Information” section, and click on “Emergency Contacts.”

5. Sign up for WarnMe emergency alert service.

- Warn Me is UC Berkeley's alerting and warning service. It is activated to contact you when there is an immediate threat to safety or health affecting the campus community. You may choose which option you prefer to be alerted--phone, text message, or email.
- To sign up, go to: <http://warnme.berkeley.edu/>
 1. Click on the “Student” blue button on the top right of the webpage.
 2. Sign in with your CalNet ID and passphrase.
 3. Enter your information.

6. Learn more about the DCP Safe Harbor Retirement Plan.

- As a full-time student employee, your earnings are not covered under Social Security so you will not contribute to it. However, you will pay into Medicare, State and Federal taxes as appropriate.
- If your courseload is reduced and you are no longer considered a full-time student by campus standards, (i.e. during summer break) you will make mandatory contributions on a pre-tax basis of 7.5% of your wages. Your

contributions are automatically invested in the UC Savings Fund and monitored by the UC Office of the Treasurer.

- If you leave UC employment contact Fidelity Retirement Services after 30 days, as you may:
 - Request a distribution to be paid directly to you;
 - Arrange for a direct rollover of your money to a traditional IRA or other employer plan which accepts rollovers;
 - Keep your money in the Plan if your balance is at least \$2,000; or receive retirement income from the Plan, if eligible. Note: Participants who leave UC employment and have a balance of less than \$2,000 in the Plan cannot leave their money in the Plan. They must cash out all of their contributions.
- The vendor that coordinates all Retirement Savings Plans, including Safe Harbor, is Fidelity Retirement Services. For more information, please refer to <https://www.fidelity.com>. For more information on the Plan, please refer to the Information for Safe Harbor Participants booklet at http://atyourservice.ucop.edu/employees/retirement_savings/ret_save_safe_harbor.pdf and the Defined Contribution booklet at http://atyourservice.ucop.edu/forms_pubs/spd/dcpspd.pdf

7. Learn more about Workers' Compensation at <http://uhs.berkeley.edu/facstaff/dms/workcomp.shtml>

8. Read the Patent Policy at http://atyourservice.ucop.edu/forms_pubs/forms_worksheets/upay585.pdf (page 2)

9. Read the Substance Abuse Policy at <http://students.berkeley.edu/uga/substance.stm>. For Resources on Drugs and Alcohol and dealing with Substance Abuse, please refer to <http://www.uhs.berkeley.edu/home/healthtopics/alcoholdrugs.shtml>

10. Read the Conflict of Interest Policy at <http://extension.berkeley.edu/instructorlink/forms/pdf/politicalreform.pdf>

11. Read the Title IX Sexual Harassment Policy at <http://ccac.berkeley.edu/policies.shtml>

12. Read the Campuswide IT Policy and Privacy Information at <http://technology.berkeley.edu/policy/>

Section II. Important Information

Payroll Information

1. Refer to the link on the Payroll website <http://controller.berkeley.edu/payroll/Schedules/index.htm>. Click on the Hourly (Positive): Monthly Arrears Pay Dates (pdf) for the schedule of actual pay dates.
2. Student employees are typically paid on the 8th of the month following the close of the pay period. For example: An employee who works between August 15th and September 14th will be paid on October 8th.
3. Please talk to your supervisor about your unit's timekeeping process and for training on how to use the Kronos time clock if applicable.
4. Please see your supervisor at the conclusion of each pay period to review and approved your time worked and sign your timesheets.
5. Please check with your home department as to when and where your paper paychecks will be available for pickup. You must show valid identification to pick up your check.

6. All unclaimed checks after 10 days are returned to the Central Payroll Office. It is your responsibility to pick up your paycheck within the allotted 10 day period of time.
7. If you know you will not be able to pick up a check you may leave written permission for another person to pick up your check at your home department.
8. If you think you are missing pay or hours you must see your supervisor. Your supervisor must contact the Payroll Office with pay adjustment or late pay requests.