

## **NEW EMPLOYEE GENERAL INFORMATION**

### **•Academic Personnel Office:**

<http://apo.ucsc.edu/>

Our mission is to help the UC Santa Cruz campus recruit, retain, and develop the most qualified and diverse faculty. APO, a division of the campus Provost/ Executive Vice Chancellor's (EVC) Office, serves as a human resources team for faculty and academic staff. This site contains information about faculty and academic jobs, personnel policies & procedures, compensation & benefits, workshops and programs.

### **•Americans with Disabilities Act:**

<http://shr.ucsc.edu/employment/ada.html>

### **•Applying for a Social Security Card:**

<https://www.ssa.gov/>

The Santa Cruz Social Security Office is located at 169 Walnut Avenue. The toll free telephone number is 1-800-772-1213. NOTE: If you have a visiting appointment, in some cases, the Social Security Office may require a letter of employment from the visitor which can be obtained from the campus Office of International Education, 107 Classroom Unit, (831/459-2859).

### **•Benefits Enrollment (UCNet):**

<http://ucnet.universityofcalifornia.edu/>

Go to At Your Service first to set up your password. Call 1-800-888-8267 to reset password or if you have a technical glitch, or call our local benefits office at (831/459-2013).

### **•Environmental Health & Safety (EH&S):**

<http://ehs.ucsc.edu>

EH&S Mission Statement: The Campus Environmental Health and Safety (EH&S) Unit's mission is to reduce health, safety, and environmental risks to the UCSC community.

### **•Housing Services**

<http://housing.ucsc.edu/employee-housing/index.html>

### **•Illness and Injury Prevention Program:**

<http://ehs.ucsc.edu/programs/IIPP/index.html>

Cal-OSHA requires every employer to have an Injury and Illness Prevention Program (IIPP) in place (Title 8, section 3203). The University of California, Santa Cruz has implemented a broad-based series of departmental-level IIPP programs to ensure a safe and healthful work environment for its employees. The IIPP for each organizational group is the umbrella under which all employee health and safety programs are implemented.

### **•Labor Relations (Labor Contracts, etc.):**

<http://shr.ucsc.edu/elr/index.html>

### **Supervision of Teaching Assistants or Graduate Student Instructors**

“Essentials for Faculty Supervising Academic Student Employees (ASE)”

<http://shr.ucsc.edu/elr/ase-toolkit/index.html>

### **•Monthly Working Hours Table:**

<http://shr.ucsc.edu/forms/monthly-working-hours.pdf>

### **•Grading and Narrative Evaluation Website:**

[http://reg.ucsc.edu/fac\\_staff.html](http://reg.ucsc.edu/fac_staff.html)

### **•Ombuds:**

<http://conflictresolution.ucsc.edu/ombuds/>

### **•Personal/Payroll Information Updates (UCNet):**

<http://ucnet.universityofcalifornia.edu/>

Enter SS# and PIN – in order to view/update i.e., home address, home telephone number, pay stub information, tax withholding information, employment status

**•Police Department, UCSC:**

[http://police.ucsc.edu/  
Crime Statistics](http://police.ucsc.edu/Crime_Statistics)

The mission of the University of California Police Department at Santa Cruz is to provide safety and security related services to the University community and to enforce all laws pertaining to orderly conduct on its premises. These also include traffic, animal control, and parking regulations. Police officers in the Department are sworn to enforce state laws, city and county ordinances, and campus regulations. The Department also provides referrals to resources in the greater community such as victim assistance and mental health services.

**•Harassment & Discrimination Prevention and Investigation Unit/Title IX Office:**

<http://hdpiu.ucsc.edu/>

Provides assistance in investigating and resolving complaints of sexual harassment and sexual violence, and provides education to the entire UCSC community. Emphasis is on prevention and early resolution.

**•Transportation and Parking Services (TAPS):**

<http://taps.ucsc.edu/>

Transportation & Parking Services is the one-stop shop for all your transportation needs. If you drive to campus, we'll help you obtain the best type of parking permit to meet your needs and budget. Our friendly staff can assist you in determining a commute option that will work for you: be it driving, transit, bike, bike shuttle, carpool or other means – we'll help you find a commute solution. Parking is a limited resource on the UC Santa Cruz campus so TAPS has developed many transportation options for you. Our web site is packed full of helpful information, maps and schedules for our own and other transportation systems.

**•UC Retirement Plan (UCRP):**

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/retirement-benefits/ucrp/index.html>

**•Workers' Compensation:**

<http://www.ucop.edu/risk-services/risk-financing-claims/workers-compensation/about-the-systemwide-workers-compensation-program.html>

**POLICY/CONTRACT(S):**

**•Office for Diversity, Equity, and Inclusion:**

<http://diversity.ucsc.edu/>

**•Non-Senate Instructional Unit - (MOU):**

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/index.html>

**•Smoking on Campus Policy:**

<http://policy.ucsc.edu/policies/health-and-safety/ehs0016.html>

**•Substance Abuse and Dependency Policy:**

<http://shr.ucsc.edu/employment/annual-notice-substance-abuse-ltr.pdf>

**FORMS:**

**•Pay Disposition (Automatic Deposit): Register and/or sign in to your account, go to the Income & Taxes section on right side of page, select Direct Deposit.**

[https://financial.ucsc.edu/Pages/Payroll\\_EmployeeGuide.aspx#paidSetup](https://financial.ucsc.edu/Pages/Payroll_EmployeeGuide.aspx#paidSetup)

**•Staff and Faculty Directory Listing:**

<http://campusdirectory.ucsc.edu/>

**•Cancellation of Payroll Deductions:**

Use this form to cancel employee-driven payroll deduction elections such as Bay Federal Credit Union, Santa Cruz Community Credit Union, United Way, Santa Cruz Foundation, Union Dues (some union dues continue to be deducted even if you change collective bargaining units or go out of units altogether):

[https://financial.ucsc.edu/Financial\\_Affairs\\_Forms/Cancel\\_Payroll\\_Deduction.pdf](https://financial.ucsc.edu/Financial_Affairs_Forms/Cancel_Payroll_Deduction.pdf)