

Patient Care & Ancillary Area EDB Center New Hire & Rehire Procedures & Guidelines

Group sessions are conducted 4 days a week. Each class will hold a maximum of 12 employees and may take 2 - 3 hours.

- ☐ Mondays at 1:30
- ☐ Tuesdays at 8:30
- ☐ Wednesdays at 1:30
- ☐ Thursdays at 8:30

Notification of New Hire/Rehire:

As soon as you chose a candidate for your open position and have contingently offered the job, please do the following:

1. Advise your new employee to get the livescan or fingerprinting done as soon as possible.
2. Schedule the OHF appointments - x56771. The manager, supervisor, department contact or the employee may schedule these appointments. If the employee schedules his/her own appointments, please make sure that he/she communicates the dates and times to you.

Important Notes:

- ☐ ***The job must be contingently offered to employee before scheduling appointments with OHF.***
 - ☐ ***Please schedule appointments no more than one month before the anticipated hire date.***
 - ***Remind employee to bring the following on his/her 1st OHF appointment:***
 - ***previous records of last MMR, Hepatitis B, Varicella (Chicken Pox) and Tetanus***
 - ***record of TB Skin Test taken within the last 12 months***
 - ***Physical Examination Appointment Slip (which is included in the new hire/rehire packet mailed to employee)***
3. Notify HR by e-mailing the completed EDB TRF to your HR Rep (EDB Preparer), Sandy Gonzalez (sdeanda@mednet.ucla.edu) and Brenda Carew (bcarew@mednet.ucla.edu) with all the necessary employee information:
 - home address
 - telephone numbers (cell, home and work)
 - e-mail address
 - date of birth
 - OHF appointments' dates and times
 - anticipated hire date
 - indicate all payroll information in EDB TRF

Scheduling For Group Sessions:

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- ⇒ The manager, supervisor and department contact can schedule employee for a group session using the online calendar at <http://hrapps.mednet.ucla.edu/login.asp>.
- ⇒ **NOTE:** *If you currently have access to the online Orientation and Training Sign up, you will also have access to our New Hire Processing online calendar. You will need to know the date of birth of your employee to sign him/her up. If you do not have access, please e-mail me at ALazaro@mednet.ucla.edu*
- ⇒ ☐ Scheduling can also be done by calling Sandy (310-794-0500) or e-mailing her at sdeanda@mednet.ucla.edu.

NOTE: *We prefer that the livescan/fingerprinting and OHF requirements are cleared before attending the session. Please use the anticipated hire date or second OHF appointment date to guide you in scheduling the group session.*

Mailing of New Hire/Rehire Packets

- ⇒ New Hire Packets with all the requirements for the new employee are mailed within 48 hours from Human Resources to their home or preferred address
- ⇒ Advance notification from department is required to ensure timely mailing of packets (at least 2 weeks before anticipated hire date).

NOTE: *If you wish to give the packets yourself to your prospective employees, we will be happy to make packets for you. Please e-mail your request indicating the number of packets you need to either Sandy Gonzalez or Brenda Carew's attention.*

Entry in EDB System:

- ☐ Entry is completed within one week from the date of group session provided that both background and OHF have cleared.
- ☐ After entry, each HR Representative will e-mail the appropriate manager, supervisor or department contact the following information:
 - ☐ Employee ID#
 - ☐ Dates, times and locations for New Employee and Ambulatory Care Orientation (for Med Plaza employees only) if requested to be scheduled by HR Rep.

NOTE: *If the e-mail address of the employee was provided, the information above will be sent through a "Welcome" e-mail. Otherwise, the HR Rep will contact the employee by phone.*