

# Information for New Faculty

## Welcome to University of the Pacific

Congratulations on your new appointment at the University of the Pacific! We are delighted to have you as part of the Pacific community. The information on this page is provided to help new faculty get acquainted with their introduction to Pacific. We want to make sure that you receive all of the information you will need to begin working at the University! Please contact Human Resources (209-946-2124) if you have any questions regarding the information below, and we will be glad to assist.

## Getting Started

As a new employee, one of the first tasks you need to complete is your new hire documentation.

### ***New Hire Documentation***

[Employment Eligibility Verification Form \(I-9](#) \*this document can only be downloaded and viewed on a PDF reader) [Click here for the nonfillable I9 Packet](#)– see important note below

[Direct Deposit Form](#)

[Background Check Authorization Form](#)

[Confidentiality Agreement](#)

[Sexual Harassment Prevention Training](#)

[FERPA Training](#)

### **Important Note: I-9 form**

In compliance with the rules and regulations of the Immigration Reform and Control Act of 1986, University of the Pacific only employs United States citizens or other individuals who have the legal right to work in the United States. No later than your first day of work, all employees must complete a Department of Homeland Security Form I-9, and provide proof of identity and eligibility to work in the United States. If you have previously worked at the University (within the last three years), you do not need to submit a new I-9, unless the I-9 form you submitted is no longer valid. Please speak with a member of the HR team if you have any questions.

## Getting Connected

### ***PacificCard***

After you have submitted your new hire documentation, you will receive instructions about how to obtain your Identification Card. The PacificCard is the official campus ID card at Pacific. Your Pacific Card identifies you as member of the Pacific community. It serves as a key-card that verifies eligibility and unlocks doors for access into buildings and rooms. Another benefit of the One Card is Pacific Cash. This is an optional on-campus debit account. The Pacific Cash program enables you to conveniently make purchases throughout the University via your Pacific Card. Deposits can be made by visiting the PacificCard Office.

**PacificCard Office Location:** Behind Anderson Hall, directly South from the McCaffrey Center

**Phone:** (209) 946-2273

**E-Mail:** [pacificcard@pacific.edu](mailto:pacificcard@pacific.edu)

**Website:** <http://mypacificcard.com>

## ***Pacific Office of Information Technology***

The [Inside Pacific](#) portal is Pacific's online hub for accessing a multitude of resources, including University communications and announcements, and self-service tools. As part of the University's new hire onboarding process, you will be granted access to Pacific's email accounts and Employee Self-Service channels. If you do not have access, please contact the Helpdesk at (209) 946-7400.

## **Getting Around**

[Campus maps](#)

### ***Parking***

If you plan on driving to campus, you must purchase a parking permit through the Cashier's Office which is located in the Finance Center. Phone: (209) 946-2011.

## **Getting Paid**

Payroll dates for your position are on the 10<sup>th</sup> and 26<sup>th</sup> of each month, unless otherwise specified. Your paycheck/direct deposit information will be available through your Inside Pacific portal, located under the Administrative Tab, in Employee Services.