

Berkeley Lab – Physics Division

New Employee & Affiliate Onboarding Checklist

Updated: 2025-11-14

This checklist is meant to provide a checklist for new employees and supervisors on the onboarding process.

Each research group is encouraged to add a section with specific points relevant to their group in an additional document.

This document needs to be filled out for everybody working at LBNL, whether an Affiliate or an Employee. Essentially, anybody not opted out of the WPC needs to fill this Onboarding Checklist.

All items in this checklist should be discussed between the Supervisor and Employee / Affiliate. This will likely require several meetings, one on the first day, one after the first week and one after the first month. Once all items have been discussed, both parties initial each topic and sign the document.

Additional resources:

<https://onboarding.lbl.gov/>

<https://postdocresources.lbl.gov/resources>

<https://www.physics.lbl.gov/>

Emergency numbers:

911 for life-threatening emergency

510-486-6999 for non-life threatening emergencies

<https://www.physics.lbl.gov/safety/>

Day 1

Task	Who	Notes	Ref
GERT Training	Everyone	Needed to get on-site, https://training.lbl.gov/	
LBNL ID	Everyone	Request a Badge Appointment	
LBNL Google Account, Group mailing lists, Google calendar	Everyone	Set up access to email, calendars, and group communications.	D1-01
Office space and setup	Everyone	Supervisor will assign office space, discuss office culture (e.g. desk sharing), teleworking etc	
LBNL Shuttle Service	Everyone	Schedules can be found here . Useful to download tripshot app	
Vehicle Access	Postdoc/Staff	Vehicle registration website	

Supervisor Initials: _____

Employee Initials: _____

Supervisor Comments:

Employee Comments:

Day 7

Task	Who	Notes	Ref
Meet Group admin	Everyone	Meet the group admin and learn what support they provide.	D7-01
Physical mail	Everyone	Group's administrative staff will provide mailstop, and inform where to put outgoing mail	
Update contact info LBL phonebook	Everyone	Check that the information about you is correct	
Add to WPC	Everyone	Everybody needs to be added to a WPC. https://wpc.lbl.gov/	
Complete all training	Everyone	Complete training here: https://training.lbl.gov/	
Use local conference services	Everyone	How to book conference rooms and use zoom	
Shipping and receiving	Everyone/If needed	Learn how shipping and receiving works. Export control for international shipments	
Access to lab space	Everyone/If needed	Badge gives after-hours access to Building 50 Complex. For specific labs and other buildings, request access here	
Clarify work hours	Employee only	Confirm schedule expectations and how work mode will operate.	
Time keeping	Employee only	Learn time reporting basics and where to get help.	D7-02
Vacation/PTO and sick leave	Employee only	Review how leave is accrued, tracked, and used.	D7-03

Supervisor Initials: _____

Employee Initials: _____

Supervisor Comments:

Employee Comments:

Day 30

Task	Who	Notes	Ref
Desk setup & ergonomics	Everyone	Ergonomics needs should be discussed with the supervisor. Connect with ergo advocates if needed	
Discuss work mode	Everyone	Supervisor will discuss flexible work options and sign you up	
Meet safety coordinator	Everyone	E-mail the safety coordinator to set up an appointment	
Discuss computing needs	Everyone	Confirm computing support, accounts, and expectations.	D30-01
Division seminars	Everyone	Get oriented to seminars and recurring division gatherings.	D30-02
Employee resource groups	Everyone	Learn how to find and connect with ERGs.	D30-03
E-mail forwarding	Everyone	You can set up automatic forwarding of your LBL email	
Health care	Employee only	Understand benefits resources and provider selection.	D30-04
Research Policy Manual (RPM)	Employee only	Learn about the RPM	
Discuss Travel Policies	Employee only	Understand approvals, timelines, and required trainings.	D30-05
Campus ID card & e-mail	Employee only	Set up UC Berkeley credentials and campus access.	D30-06
Publications	Employee only	Confirm required affiliations and acknowledgment language.	D30-07
Ebuy & Procurement	Postdoc/Staff	Learn how purchasing requests are initiated and approved.	D30-08
Performance Management and mentorship program	Postdoc/Staff	Review the mentoring/performance process and expectations.	D30-09

Supervisor Initials: _____

Employee Initials: _____

Supervisor Comments:

Employee Comments:

Final Acknowledgment

We have discussed all of the above items and agree to the expectations of working at LBNL.

Supervisor Name: _____

Supervisor Signature: _____ **Date:** _____

Employee Name: _____

Employee Signature: _____ **Date:** _____

Supervisor Comments:

Employee Comments:

Expanded Notes

Note D1-01

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Set up a [passkey](#) (passkeys are now required at the Lab), get added to relevant mailing lists ([groups.google.com](#)). Talk about expectations of using gcloud (gcal, gmail etc). Everybody needs to monitor LBNL email and calendar.

Note D7-01

[Back to DAY7 table](#)

The supervisor will introduce the group's administrative staff, who can help you get set up and answer questions. [List of Physics groups and admins](#).

Note D7-02

[Back to DAY7 table](#)

The supervisor will explain how to charge your time on [LETS](#). Contact Physics Division Time-keeper Erica Hall ehall@lbl.gov if questions.

Note D7-03

[Back to DAY7 table](#)

Each employee has a certain amount of vacation/PTO days. Every employee should use their available time before it expires.

Note D30-01

[Back to DAY30 table](#)

Computing needs should be discussed with your supervisor. Division support can be obtained by asking [Jeff Anderson](#) and [Bryan Abshier](#).

Note D30-02

[Back to DAY30 table](#)

Discuss all Division Seminars ([RPM](#), [Theory Seminar](#), [INPA](#), [UC Berkeley physics colloquium](#)). Mention CPTea on first Friday of the Month at 3:30.

Note D30-03

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LBL has [employee resource groups](#) to provide fellowship, friendship and support, enhance career, personal development and contribute to the organization's vision and values. Make sure to connect with any that share your interests.

Note D30-04

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See [LBL benefits page](#). Select a primary care physician (PCP), so that help is readily available when needed. (In the bay area, wait times for new patients are often much longer than for established ones). Additional resources are provided by LBNL and UC Berkeley.

Note D30-05

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Familiarize yourself with [travel rules](#) required for smooth reimbursement. Group admin can assist with approving and reimbursing your travel. For foreign travel, the travel authorization MUST be submitted by your group Admin, 45 days in advance. For first time international travel, DOE Training is required. LBNL has [negotiated rates for car rental](#) with National and Hertz that include full insurance.

Note D30-06

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To get UCB email address and ID card: employees can follow [these instructions](#), postdocs need to contact their faculty sponsor at UC Berkeley. It is best to do this after your LBL onboarding has been completed.

Note D30-07[Back to DAY30 table](#)

You must sign all your papers with your LBL affiliation and add "This work is supported by the Office of High Energy Physics of the U.S. Department of Energy under contract DE-AC02-05CH11231." or a similar phrasing to acknowledgments.

Note D30-08[Back to DAY30 table](#)

Check with the supervisor if needed. Familiarize yourself with [ebuy](#). For equipment not in the ebuy catalog, see your group admin to submit Purchase Requisition.

Note D30-09[Back to DAY30 table](#)

Familiarize yourself with the [performance management](#) and [mentorship program](#) which are intended to coach you in your career development.