# New Employee Checklist

## Before your hire date

<table>
<thead>
<tr>
<th><strong>Have you...</strong></th>
<th><strong>Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Returned signed letter of offer (if applicable) to your department</td>
<td></td>
</tr>
<tr>
<td>Reviewed Benefits information for University and state-sponsored benefits and retirement plans and noted critical enrollment deadlines <a href="hr.arizona.edu/employees-affiliates/benefits/benefits-overview-and-eligibility/new-hires-newly-eligible-employees">hr.arizona.edu/employees-affiliates/benefits/benefits-overview-and-eligibility/new-hires-newly-eligible-employees</a></td>
<td></td>
</tr>
<tr>
<td>Located employment eligibility verification documents and visa (if applicable) for I-9 <a href="syscon.arizona.edu/sites/default/files/List%20of%20Acceptable%20Documents.pdf">syscon.arizona.edu/sites/default/files/List%20of%20Acceptable%20Documents.pdf</a></td>
<td></td>
</tr>
<tr>
<td>Confirmed that your department has registered you for the New Employee Benefits Orientation session <a href="hr.arizona.edu/apps/neon/main.php">hr.arizona.edu/apps/neon/main.php</a></td>
<td></td>
</tr>
<tr>
<td>If you are a new faculty member, confirmed the dates for the summer New Faculty Orientation <a href="facultyaffairs.arizona.edu/newfaculty">facultyaffairs.arizona.edu/newfaculty</a></td>
<td></td>
</tr>
<tr>
<td>Set up your University NetID and e-mail account, following a series of instructional emails sent to the e-mail address on your hiring forms <a href="syscon.arizona.edu/sites/default/files/New_Hire_Self_Service_Instructions_Staff_Apptd.pdf">syscon.arizona.edu/sites/default/files/New_Hire_Self_Service_Instructions_Staff_Apptd.pdf</a></td>
<td></td>
</tr>
<tr>
<td>Completed all required activities in the electronic New Employee Work Center in UAccess (after NetID is established) <a href="uaccess.arizona.edu">uaccess.arizona.edu</a></td>
<td></td>
</tr>
<tr>
<td>Considered your relocation needs. The University of Arizona contracts with Above &amp; Beyond to provide free relocation support services. For a referral to this service, contact your hiring department or contact Above &amp; Beyond and identify yourself as a new UA employee. <a href="aboveandbeyondrelo.com/">aboveandbeyondrelo.com/</a></td>
<td></td>
</tr>
</tbody>
</table>

## Within the first two weeks

<table>
<thead>
<tr>
<th><strong>Have you...</strong></th>
<th><strong>Information</strong></th>
</tr>
</thead>
</table>
| Obtained your NetID and e-mail account? | [netid.arizona.edu](netid.arizona.edu)  
*Questions?* [24/7 IT Support Center at (520) 626-8324](netid.arizona.edu) |
| Completed the Candidate Consent and Disclosure, and if applicable, returned a completed fingerprint packet for any required criminal background checks? | [policy.arizona.edu/human-resources/pre-employment-screening-policy](policy.arizona.edu/human-resources/pre-employment-screening-policy)  
*Questions?* [Human Resources Pre-Employment Screening Coordinator: (520) 626-0715 or FAX (520) 626-8236](policy.arizona.edu/human-resources/pre-employment-screening-policy) |
| Attended a Benefits Orientation (offered 2x/month) and UA Career Kickoff (offered 1x/month)? | Register for New Employee Benefits Orientation at [hr.arizona.edu/apps/neon/main.php](hr.arizona.edu/apps/neon/main.php)  
Register for UA Career Kickoff at [hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs#hdr-3](hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs#hdr-3)  
*Questions?* [Human Resources (main campus): (520) 621-3662, Option 1 or UA Health Sciences Human Resources: (520) 626-2600](hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs#hdr-3) |
| Enrolled for Benefits? | Benefits enrollment must be completed in UAccess ([uaccess.arizona.edu](uaccess.arizona.edu)) within 31 days of hire date or eligibility. For more information, see [hr.arizona.edu/employees-affiliates/benefits/benefits-overview-and-eligibility/new-hires-newly-eligible-employees](hr.arizona.edu/employees-affiliates/benefits/benefits-overview-and-eligibility/new-hires-newly-eligible-employees)  
*Questions?* [Benefits Services: (520) 621-3662, Option 3](hr.arizona.edu/employees-affiliates/benefits/benefits-overview-and-eligibility/new-hires-newly-eligible-employees) |
| Completed your retirement enrollment? | Must be completed within 30 days of hire date or eligibility. For more information on how and when to enroll, see [hr.arizona.edu/employees-affiliates/benefits/retirement-plans](hr.arizona.edu/employees-affiliates/benefits/retirement-plans)  
*Questions?* [Benefits Services: (520) 621-3662, Option 3](hr.arizona.edu/employees-affiliates/benefits/retirement-plans) |
## New Employee Checklist

| Obtained your CatCard? | EmplID required. [catcard.arizona.edu](http://catcard.arizona.edu)  
Questions? CatCard Office: (520) 626-9162 |
|------------------------|-------------------------------------------------------------------------------------------------|
| Obtained keys/building access? | Usually coordinated by your home department. [fm.arizona.edu/fm-dept/lockkey.html](http://fm.arizona.edu/fm-dept/lockkey.html)  
Questions? Key Desk: (520) 626-1858 |
| Secured a parking permit, reduced-rate bus pass (or made other arrangements)? | [parking.arizona.edu/](http://parking.arizona.edu/)  
Questions? Parking & Transportation: (520) 626-PARK (7275) |
| Completed required online training? | Preventing Discrimination and Harassment: [equity.arizona.edu/online-training](http://equity.arizona.edu/online-training)  
UAccess User Agreement: [request.uaccess.arizona.edu/useragreement/](http://request.uaccess.arizona.edu/useragreement/)  
Information Security Awareness: [security.arizona.edu/infosecessentials#employee](http://security.arizona.edu/infosecessentials#employee)  
FERPA Tutorial: [registrar.arizona.edu/ferpa/tutorial](http://registrar.arizona.edu/ferpa/tutorial)  
Arizona Public Service Orientation: [hr.arizona.edu/sites/default/files/hr/employees-affiliates/NewToTheUA/AZPSOrientation/APSORIENTATION.pdf](http://hr.arizona.edu/sites/default/files/hr/employees-affiliates/NewToTheUA/AZPSOrientation/APSORIENTATION.pdf) |
| Completed Driver Registration and Motor Vehicle Record Check? | If at any time you anticipate driving a University vehicle or your own vehicle on University business, you must complete this. [risk.arizona.edu/forms](http://risk.arizona.edu/forms)  
Questions? Risk Management Services: (520) 621-1790 |
| Completed direct deposit information? | Complete in UAccess (optional) [uaccess.arizona.edu](http://uaccess.arizona.edu)  
Questions? Payroll: (520) 621-9097 |
| Enrolled in other training classes? | Risk Management Safety & Driving Courses, Purchasing, UA Careers, Laboratory Safety Training, etc., as requested by your department |
| Signed up for UAAlert? | Free service for all students, faculty, and staff sends text message notifications of emergencies directly to cell phones and e-mail accounts. [alerts.arizona.edu](http://alerts.arizona.edu)  
Questions? 24/7 IT Support Center: at (520) 626-TECH (8324) |

## After your first three months

### About your job
- how the department is organized  
- your department’s goals and mission  
- the specific functions of your section/unit  
- who you report to  
- your duties and responsibilities  
- your specific workweek and scheduled work hours  
- how you will be trained and by whom  
- the performance standards for your position  
- if you are classified staff, what the dates of your probation period are  
- how performance planning and evaluation is managed, by whom, and how often  
- your supervisor’s expectations regarding attendance and tardiness  
- the procedure for requesting time off  
- the procedure for reporting absences  
- when staff meetings are held  
- career development opportunities available to you

### About your work environment
- your colleagues and their job functions  
- your assigned work area and the office furniture and supplies you will be issued  
- who to call for service or assistance  
- the dress code for your area or unit  
- the rules regarding food in your area  
- the proper operation and care of computers and office equipment  
- how to use the phone systems and e-mail  
- the policies for making personal and long-distance phone calls  
- how to access the Internet for UA information and services  
- where the restrooms, fire exits, and break room are located  
- how to obtain/order office supplies or other tools or resources  
- rules for after-hours access to your work area

2/4/2016