



**Before your hire date**

✓ Have you...	
	Returned signed letter of offer (if applicable) to your department
	Reviewed Benefits information for University and state-sponsored benefits and retirement plans and noted critical enrollment deadlines <a href="http://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>
	Located employment eligibility verification documents and visa (if applicable) for I-9 <a href="https://www.uscis.gov/i-9-central/learning-resources">https://www.uscis.gov/i-9-central/learning-resources</a>
	Confirmed that your department has registered you for the New Employee Benefits Orientation session <a href="http://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs">hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs</a>
	If you are a new faculty member, confirmed the dates for the summer New Faculty Orientation <a href="http://facultyaffairs.arizona.edu/newfaculty">facultyaffairs.arizona.edu/newfaculty</a>
	Set up your University NetID and e-mail account, following instructional emails sent to the e-mail address on your hiring forms <a href="http://netid.arizona.edu">netid.arizona.edu</a> . <i>Questions? 24/7 IT Support Center at (520) 626-8324</i>
	Completed all required activities in the electronic New Employee Work Center in UAccess (after NetID is established) <a href="http://uaccess.arizona.edu">uaccess.arizona.edu</a>
	Considered your relocation needs. The University of Arizona contracts with Above & Beyond to provide free relocation support services. For a referral to this service, contact your hiring department or contact Above & Beyond and identify yourself as a new UA employee. <a href="http://aboveandbeyondrelo.com/">aboveandbeyondrelo.com/</a>

**Within the first two weeks**

✓ Have you...	Information
Completed the Candidate Consent and Disclosure, and if applicable, returned a completed fingerprint packet for required criminal background checks?	<a href="http://policy.arizona.edu/human-resources/pre-employment-screening-policy">policy.arizona.edu/human-resources/pre-employment-screening-policy</a> <i>Questions? Human Resources Pre-Employment Screening Coordinator: (520) 626-0715 or FAX (520) 626-8236</i>
Completed online and in-person New Employee Orientation Programs?	<b>Preventing Discrimination and Harassment:</b> <a href="http://equity.arizona.edu/training/online-training">equity.arizona.edu/training/online-training</a> <b>UAccess User Agreement:</b> <a href="http://it.arizona.edu/documentation/user-access-agreement">it.arizona.edu/documentation/user-access-agreement</a> <b>Information Security Awareness:</b> <a href="http://security.arizona.edu/infosecessentials#employee">security.arizona.edu/infosecessentials#employee</a> <b>FERPA Tutorial:</b> <a href="http://registrar.arizona.edu/ferpa/tutorial">registrar.arizona.edu/ferpa/tutorial</a> <b>Arizona Public Service Orientation:</b> <a href="http://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs/arizona-public-service-orientation">hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs/arizona-public-service-orientation</a> <i>Questions? HR Solutions (main campus): (520) 621-3660, or UA Health Sciences Human Resources: (520) 626-2600</i>
Completed your retirement enrollment?	Must be completed <b>within 30 days of hire date or eligibility</b> . For more information on how and when to enroll, see <a href="http://hr.arizona.edu/employees-affiliates/benefits/retirement-plans">hr.arizona.edu/employees-affiliates/benefits/retirement-plans</a> <i>Questions? HR Solutions: (520) 621-3660</i>
Enrolled for Benefits?	Benefits enrollment must be completed in UAccess ( <a href="http://uaccess.arizona.edu">uaccess.arizona.edu</a> ) <b>within 31 days of hire date or eligibility</b> . For more information, see <a href="http://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> <i>Questions? HR Solutions: (520) 621-3660</i>



## New Employee Checklist

Obtained your CatCard?	EmplID required. <a href="http://catcard.arizona.edu">catcard.arizona.edu</a> <i>Questions? CatCard Office: (520) 626-9162</i>
Obtained keys/building access?	Usually coordinated by your home department. <a href="http://fm.arizona.edu/fm-dept/lockkey.html">fm.arizona.edu/fm-dept/lockkey.html</a> <i>Questions? Key Desk: (520) 621-1612</i>
Secured a parking permit, reduced-rate bus pass (or made other arrangements)?	<a href="http://parking.arizona.edu/">parking.arizona.edu/</a> <i>Questions? Parking &amp; Transportation: (520) 626-PARK (7275)</i>
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. <a href="http://risk.arizona.edu/forms">risk.arizona.edu/forms</a> <i>Questions? Risk Management Services: (520) 621-1790</i>
Completed direct deposit information?	Complete in UAccess (optional) <a href="http://uaccess.arizona.edu">uaccess.arizona.edu</a> <i>Questions? Payroll: (520) 621-9097</i>
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 UAlert?	Free service for all students, faculty, and staff sends text message notifications of emergencies directly to cell phones and e-mail accounts. <a href="http://cert.arizona.edu/ualert">cert.arizona.edu/ualert</a> <i>Questions? 24/7 IT Support Center: (520) 626-TECH (8324)</i>

**Special Note on Agency Transfers:** If you are employed at the UA within 30 days of separating from benefits-eligible employment at another Arizona public university or an Arizona state agency, you are eligible for special provisions. You may request **reinstatement of your sick leave balance** as well as **continuation of your current vacation accrual rate**. To request an agency transfer, please contact Human Resources Solutions promptly after your hire date, at (520) 621-3660 or [hrsolutions@email.arizona.edu](mailto:hrsolutions@email.arizona.edu)

### After your first three months

About your job	About your work environment
<input type="checkbox"/> how the department is organized <input type="checkbox"/> your department's goals and mission <input type="checkbox"/> the specific functions of your section/unit <input type="checkbox"/> who you report to <input type="checkbox"/> your duties and responsibilities <input type="checkbox"/> your specific workweek and scheduled work hours <input type="checkbox"/> how you will be trained and by whom <input type="checkbox"/> the performance standards for your position <input type="checkbox"/> If you are classified staff, what the dates of your probation period are <input type="checkbox"/> how performance planning and evaluation is managed, by whom, and how often <input type="checkbox"/> your supervisor's expectations regarding attendance and tardiness <input type="checkbox"/> the procedure for requesting time off <input type="checkbox"/> the procedure for reporting absences <input type="checkbox"/> when staff meetings are held <input type="checkbox"/> career development opportunities available to you	<input type="checkbox"/> your colleagues and their job functions <input type="checkbox"/> your assigned work area and the office furniture and supplies you will be issued <input type="checkbox"/> who to call for service or assistance <input type="checkbox"/> the dress code for your area or unit <input type="checkbox"/> the rules regarding food in your area <input type="checkbox"/> the proper operation and care of computers and office equipment <input type="checkbox"/> how to use the phone systems and e-mail <input type="checkbox"/> the policies for making personal and long-distance phone calls <input type="checkbox"/> how to access the Internet for UA information and services <input type="checkbox"/> where the restrooms, fire exits, and break room are located <input type="checkbox"/> how to obtain/order office supplies or other tools or resources <input type="checkbox"/> rules for after-hours access to your work area