



Welcome to the University of Arizona! Follow this checklist to make your hiring transition less stressful.

## Before your hire date

<input checked="" type="checkbox"/>	Have you . . . ?
<input type="checkbox"/>	Returned signed letter of offer to your department (if applicable)
<input type="checkbox"/>	Reviewed information on benefits and retirement plans and noted critical enrollment deadlines: <a href="http://hr.arizona.edu/employees-affiliates/benefits">hr.arizona.edu/employees-affiliates/benefits</a>
<input type="checkbox"/>	Located employment eligibility verification documents (and visa if needed) for I-9: <a href="http://uscis.gov/i-9-central/complete-and-correct-form-i-9">uscis.gov/i-9-central/complete-and-correct-form-i-9</a>
<input type="checkbox"/>	Registered for New Employee Benefits Orientation or confirmed that your department has done so: <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>
<input type="checkbox"/>	If you are a new faculty member, confirmed the dates for the summer New Faculty Orientation: <a href="http://facultyaffairs.arizona.edu/new-faculty-resources">facultyaffairs.arizona.edu/new-faculty-resources</a>
<input type="checkbox"/>	Set up your University NetID and email account: <a href="http://netid-portal.iam.arizona.edu">netid-portal.iam.arizona.edu</a>
<input type="checkbox"/>	Completed all new hire activities in New Hire Work Center in UAccess (NetID log-in required): <a href="http://uaccess.arizona.edu">uaccess.arizona.edu</a>
<input type="checkbox"/>	Considered your relocation needs. ComPsych Relocation or Above & Beyond Relocation Services can help: <a href="http://lifework.arizona.edu/relocation-services">lifework.arizona.edu/relocation-services</a>

## Within the first few weeks

<input checked="" type="checkbox"/>	Have you . . . ?
<input type="checkbox"/>	Completed required new hire training (Check with your department to confirm special trainings required): <a href="http://compliance.arizona.edu/training">compliance.arizona.edu/training</a> Questions? <a href="mailto:Complianceoffice@email.arizona.edu">Complianceoffice@email.arizona.edu</a> ; Difficulty accessing training? <a href="mailto:edge-learning@arizona.edu">edge-learning@arizona.edu</a>
<input type="checkbox"/>	Completed your retirement enrollment in UAccess (University Benefits tile). Must be completed within 30 days of hire or eligibility date. <a href="http://uaccess.arizona.edu">uaccess.arizona.edu</a>
<input type="checkbox"/>	Completed your benefits enrollment in UAccess (University Benefits tile). Must be completed within 31 days of hire or eligibility date. <a href="http://uaccess.arizona.edu">uaccess.arizona.edu</a>
<input type="checkbox"/>	Completed the 15-minute Payroll and Compensation Tools Training (optional): <a href="https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/ledetail/0000014272/latestversion">https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/ledetail/0000014272/latestversion</a>
<input type="checkbox"/>	Completed state and federal tax forms: <a href="http://uaccess.arizona.edu">uaccess.arizona.edu</a> (Payroll & Compensation tile) Questions? Contact Payroll at 520-621-9097 or <a href="mailto:FNSV-Payroll-Info@arizona.edu">FNSV-Payroll-Info@arizona.edu</a>
<input type="checkbox"/>	Set up direct deposit for your paycheck (optional): <a href="http://uaccess.arizona.edu">uaccess.arizona.edu</a> (Payroll & Compensation tile) Questions? Contact Payroll at 520-621-9097 or <a href="mailto:FNSV-Payroll-Info@arizona.edu">FNSV-Payroll-Info@arizona.edu</a>
<input type="checkbox"/>	Obtained your CatCard (EmplID required): <a href="https://catcard.arizona.edu/obtain_catcard">https://catcard.arizona.edu/obtain_catcard</a>
<input type="checkbox"/>	Obtained keys/building access? (Usually coordinated by your home department): <a href="http://fm.arizona.edu/#/department/6">fm.arizona.edu/#/department/6</a>

## New Employee Checklist (cont.)

<input type="checkbox"/>	Secured a parking permit, reduced-rate bus pass (or made other arrangements)? <a href="https://parking.arizona.edu/permits">https://parking.arizona.edu/permits</a>
<input type="checkbox"/>	If you anticipate driving a University vehicle or your own vehicle on University business, completed Driver Registration/Defensive Driving training? <a href="http://risk.arizona.edu/content/training_FAQ">risk.arizona.edu/content/training_FAQ</a>
<input type="checkbox"/>	Signed up for UAlert to receive text messages about emergencies: <a href="https://cirt.arizona.edu/ualert">https://cirt.arizona.edu/ualert</a>

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**Special Note on Agency Transfers:** *If you are employed at UArizona within 30 days of separating from benefits-eligible employment at another Arizona public university or state agency, you are eligible to request reinstatement of your sick leave balance. Contact Human Resources Solutions promptly after your hire date: 520-621-3660; [hrsolutions@arizona.edu](mailto:hrsolutions@arizona.edu)*

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### Within your first three months

<input checked="" type="checkbox"/>	Find out about your job	<input checked="" type="checkbox"/>	Find out about your workplace
<input type="checkbox"/>	how the department is organized	<input type="checkbox"/>	your colleagues and their job functions
<input type="checkbox"/>	your department's goals and mission	<input type="checkbox"/>	where you will work, what supplies you will be issued, and how to obtain/order anything else you need
<input type="checkbox"/>	specific functions of your section/unit	<input type="checkbox"/>	who to call for service or assistance
<input type="checkbox"/>	who you report to	<input type="checkbox"/>	the dress code for and rules about food in your area or unit
<input type="checkbox"/>	your duties and responsibilities	<input type="checkbox"/>	operation of computers, Zoom, Microsoft Teams, and other apps.
<input type="checkbox"/>	your scheduled work hours and workweek	<input type="checkbox"/>	rules for after-hours access to your work area
<input type="checkbox"/>	how you will be trained and by whom		
<input type="checkbox"/>	performance standards for your position		
<input type="checkbox"/>	how performance planning and evaluation are managed, by whom, and how often		
<input type="checkbox"/>	your supervisor's expectations regarding attendance and tardiness		
<input type="checkbox"/>	procedure for requesting time off and reporting absences		
<input type="checkbox"/>	when & how required meetings are held		

## New Employee Checklist (cont.)

career development opportunities  
available to you

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