



Welcome to the University of Arizona!
Follow these checklists to simplify your hiring transition.

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 enrollment deadlines: https://hr.arizona.edu/benefits/benefits-overview
<input type="checkbox"/>	Located employment eligibility verification documents (and visa if needed) for I-9: uscis.gov/i-9-central/complete-and-correct-form-i-9
<input type="checkbox"/>	Registered for New Employee Benefits Orientation or confirmed that your department has done so: https://hr.arizona.edu/employees/new-employee-onboarding/benefits-orientation
<input type="checkbox"/>	If you are a new faculty member, confirmed the dates for the summer New Faculty Orientation: facultyaffairs.arizona.edu/new-faculty-resources
<input type="checkbox"/>	Set up your U of A NetID and email account: netid-portal.iam.arizona.edu
<input type="checkbox"/>	Completed all new hire activities in New Hire Work Center in UAccess (NetID log-in required): uaccess.arizona.edu
<input type="checkbox"/>	Considered your relocation needs and visited the Relocation Services webpage: lifework.arizona.edu/relocation-services
<input type="checkbox"/>	Requested accommodations to help facilitate your transition or ensure access: drc.arizona.edu/workplace/overview

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 training required): hr.arizona.edu/supervisors/compliance-training <ul style="list-style-type: none">Difficulty accessing training? https://it.arizona.edu/get-support
<input type="checkbox"/>	Completed your retirement enrollment in UAccess. Must be completed within 30 days of hire or eligibility date. uaccess.arizona.edu
<input type="checkbox"/>	Completed your benefits enrollment in UAccess. Must be completed within 31 days of hire or eligibility date. uaccess.arizona.edu
<input type="checkbox"/>	Completed the 15-minute Payroll and Compensation Tools Training (optional): https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/ledetail/0000014272/atestversion

New Employee Checklist (cont.)

<input type="checkbox"/>	Completed state and federal tax forms: Payroll & Compensation tile <ul style="list-style-type: none"> Questions? Contact Payroll at 520-621-9097 or FNSV-Payroll-Info@arizona.edu
<input type="checkbox"/>	Set up direct deposit for your paycheck (optional): Payroll & Compensation tile <ul style="list-style-type: none"> Questions? Contact Payroll at 520-621-9097 or FNSV-Payroll-Info@arizona.edu
<input type="checkbox"/>	Obtained your CatCard (EmplID required): https://catcard.arizona.edu/obtain_catcard
<input type="checkbox"/>	Obtained keys/building access? (Usually coordinated by your home department): fm.arizona.edu/#/department/6
<input type="checkbox"/>	Secured a parking permit, reduced-rate bus pass (or made other arrangements)? https://parking.arizona.edu/permits
<input type="checkbox"/>	If you anticipate driving a U of A vehicle or your own vehicle on U of A business, completed Driver Certification training? https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/ledetail/0000021861/latestversion
<input type="checkbox"/>	Viewed and/or updated personal information in UAccess <ul style="list-style-type: none"> Log in to UAccess Employee and select Employee/Manager Self-Service. Click on the Personal Information tile. Choose an option from the menu on the left side of the screen to review or edit.
<input type="checkbox"/>	Signed up for UAlert to receive text messages about emergencies: https://cirt.arizona.edu/ualert/ualert-services

Sick Leave and Agency Transfers:

If you are employed at the U of A 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 HR Solutions promptly after your hire date: [520-621-3660](tel:520-621-3660) or hrosolutions@arizona.edu.

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"/>	your duties and responsibilities	<input type="checkbox"/>	the dress code for and rules about food in your area or unit

New Employee Checklist (cont.)

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| <input type="checkbox"/> your scheduled work hours and workweek | <input type="checkbox"/> operation of computers, Zoom, Microsoft Teams, and other apps. |
| <input type="checkbox"/> how you will be trained and by whom | <input type="checkbox"/> rules for after-hours access to your work area |
| <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 | |
| <input type="checkbox"/> career development opportunities available to you | |
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