



## NEW EMPLOYEE CHECKLIST

Joining a large organization like the University of Arizona, can be an intimidating and challenging experience. So many forms to fill out, people to see and departments to visit! A successful orientation requires the combined efforts of the supervisor, the employee and University service units to effect a smooth transition to campus life.

The checklist below is designed to help you quickly review information related to benefits and services, job responsibilities and workplace policies and procedures. Additional new employee resources are available on the "New to the U" website and all new employees are asked to attend a New Employee Orientation session during their first week of employment.

### BEFORE YOU START

- Return a signed letter of offer (if applicable) to your department prior to your hire date.
- Determine if your employment verification and visa (if applicable) documents are current.
- Determine if you are eligible for University and State-sponsored benefits and retirement plans and review the information about critical enrollment deadlines in your New Employee Packet information.
- Complete your New Employee Packet and sign the I-9 form on or before your start date.
- If you do not have a local Tucson address at the time of your hire and you are a benefits-eligible employee, you may want to consider using your department's address on your Employee Information Form to ensure that you receive University correspondence.
- Retain the "New Hire Information for New Employees" form and a copy of the "Notification of Policies" form from your New Employee Packet for your records.
- Return your completed New Employee Packet to your department prior to your hire date.
- Identify your transportation options and apply for a parking permit if applicable.

### DURING YOUR FIRST TWO WEEKS

- Confirm with your departmental payroll representative that your hiring documents and New Hire Packet have been processed through Human Resources and the Systems Control Office so that you can obtain a University ID (CatCard) and enroll for benefits.
- Memorize and retain the Employee Identification (EID) number you will receive from your department's hiring representative. The EID will be used as your personal identifier for University business systems and transactions. You will receive written notification of your employee identification number through your home department three or four days after your hiring paperwork is processed through the Systems Control Office. Your EID will also appear on your Personnel Action Form (PAF) and your paycheck or pay advice.



## AFTER YOUR FIRST THREE MONTHS, YOU SHOULD KNOW...

### 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 work week and scheduled work hours
- the performance standards for your position
- what, (if you are classified staff), is the length of your probation period
- 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
- how you will be trained and by whom
- career development opportunities available to you

### about your pay

- your rate of pay
- if overtime is ever required and how it is managed
- the time recording procedure for your area
- the UA paydays and how paychecks are distributed in your department
- travel and reimbursement procedures
- how to sign up for direct deposit
- when your lunch period is and if it is flexible
- if break periods are permitted, and if so, how many
- your accrual rate for sick days
- your accrual rate for vacation days
- when you are eligible to use sick or vacation days
- the University's holiday schedule including the winter closure in December
- the University's paid leave policies
- the University's unpaid leave policies
- how jury duty, voting, bereavement, and military paid leaves are administered

### 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
- the rules for after hour access to your work area

### about your rights and responsibilities

- the safety requirements of the job
- what formal training courses are required
- how to access information on the University policies and procedures that govern your employment
- the benefits, services and resources available to you and your family
- rules for use of University resources
- the appropriate use of confidential information
- the University's policies on equal opportunity, sexual harassment, drugs or firearms in the workplace, e-mail use, and other safety and security policies
- what to do if you are injured or suffer a work-related illness on the job
- campus resources available to you if you are experiencing problems at work
- the University's progressive discipline processes