

# New Employee Checklist: Campus Staff

(Includes School of Medicine, College of Health, College of Nursing,  
and College of Pharmacy)

## Before you start

- Determine if your employment verification and visa (if applicable) documents are current.
- Complete the New Employee documentation on or before your start date and return it to your department no later than the first day of employment:
  - I-9 form
  - W-4 form
  - Invitation to Identify form
- Identify your transportation options. For information about purchasing a parking permit, contact Commuter Service at 581-6415 or go to <http://www.parking.utah.edu/>.
- Gather documentation necessary for direct deposit and set up direct deposit online. For more information and to set up direct deposit, go to <http://www.hr.utah.edu/payroll/>.
- Review any supplemental information provided by your department.

## During your first 2 weeks

- Confirm with your departmental payroll representative that your hiring documents and New Hire Packet have been processed through Human Resources so that you can obtain a University ID and enroll for benefits.
- Obtain your University Identification Card from the U-Card office. There are two locations, either at the University Student Union, 200 South Central Campus Drive, room 225, or the University Hospital Cafeteria, 50 North Medical Drive, Level A.
- Memorize and retain the University Identification Number you will receive from your department's hiring representative. The ID will be used as your personal identifier for University business systems and transactions. You will receive written notification of your ID Number through your home department on your first day of employment. Your ID Number will also appear on your paycheck.
- Obtain building keys or access cards you need for your work area.
- Find out how and when your computer login and e-mail accounts will be assigned to you.
- Complete the online orientation within your first week of employment. You can only access the online orientation system on or after your hire date. For more information, go to <http://www.hr.utah.edu/training/orientation/>.
- Obtain parking permit as needed. For more information, go to <http://www.parking.utah.edu/>.
- If you are required to drive or repair a University-issued vehicle or drive your own vehicle as part of your duties, make sure you have a valid driver's license. Your driver's license record may be screened and you may be required to attend training classes including a defensive driving course. The defensive driving course may decrease your insurance premiums. Check with your Insurance Carrier for more information.
- If you will be conducting research, managing research projects or working in a research related position of any type, you may be required to attend federal or University mandated training classes. Check with your department and visit [www.education.research.utah.edu](http://www.education.research.utah.edu) for more information.
- Find out whether you are eligible to receive employment assistance for your partner. You must have relocated to Utah for your job and enroll in the program *within one month* of your orientation date (service is not available to Post Docs and visiting Professors). <http://www.hr.utah.edu/dualcareer/>

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 hours
- The performance standards for your position
- The length of your probation period
- How your performance is evaluated, 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
- When paydays are and how paychecks are distributed in your department
- Travel and reimbursement procedures
- 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
- 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 University 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 hours 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 the 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 corrective action processes