Welcome to the University of Utah. Please review this checklist which has been designed to assist you as you begin your new position with the University.

Pre-Employment through First Week

☐ You are required to complete section 1 of the I-9 form on or before your hire date. Your department will assist you with this process.
☐ Employee Intellectual Property Assignment Agreement at https://forms.hrit.utah.edu/ip#
☐ Work with your department to obtain your employee ID number and to gain access to computer systems such as Campus Information Services and email and to gain access to buildings as necessary.
☐ Log on to Campus Information Services at https://gate.acs.utah.edu (if you have difficulty logging on please contact the help desk at 801-581-4000) to set up direct deposit for your paycheck and to complete your W4. Instructions can be found at www.hr.utah.edu/payroll
☐ Complete the online orientation modules at http://www.hr.utah.edu/training/orientation/ you will have 90 days from date of hire to complete the benefits modules and enroll in benefits if applicable to your position.
☐ Determine parking and transportation needs. Go to www.commuterservices.utah.edu 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 for more information.

Information that you should seek to ensure your employment experience at the University is successful:

Department Specific:
- Your department’s organization, goals, mission, functions, and reporting structure
- Your job expectations, responsibilities, and schedule
- Your department’s expectations and procedures for time and attendance
- The safety and privacy requirements of your job
- The rules for appropriate use of University resources
- Who you should contact for technical issues
- The dress code for your department
- The rules for personal phone calls and internet use within your department
- Where the emergency exits are located and your department’s emergency plan

University Specific:
- The University’s policies on equal opportunity, sexual harassment, violence in the workplace, leave plans, information resources, drug-free workplace, and the disciplinary process
- Travel and reimbursement procedures
- The University’s leave plans
- Where to go if you are injured or suffer a work-related illness on the job
- What the Employee Assistance Program can do for you
- What the Office of Equal Opportunity and Affirmative Action can do for you