

New Employee Checklist (Full-time)

Employee Name: _____ Start Date: _____

Employee To-Do List

On or before 1st day of work:

- ☐ Visit Human Resources (BA 110) to complete New Hire forms on or before the 1st day of work. (Take bank routing/account number and proof of eligibility to work in the United States; see list of acceptable documents from your supervisor.)
- ☐ Complete Background Check Authorization and Information email. (**Background check must clear before you start working.**)
- ☐ Complete the Conflict of Interest Disclosure Statement. (For questions call ext. 8156 or go to: www.uvu.edu/compliance.)
- ☐ Go to Parking Services (936 South 400 West) for your parking permit. (Take an employee verification memo (from your department) and license plate number(s).)

Within first 30 days of work:

- ☐ Find out your UV Identification Number (UVID): _____
(To find your UVID, visit "UVLink" from the UVU homepage or <http://uvlink.uvu.edu>. In the green box below the log in area, select "Find My UVID", please check 24 to 48 hours after completing new hire paperwork in HR.)
- ☐ Go to Campus Connection (SC 106) for your UVU Employee ID card. (Take an ID request form with your UVID number (from your department), photo ID, and any necessary fees. For fee schedule contact Campus Connection at 801-863-8797.)
- ☐ Meet with your supervisor to cover the topics listed in the Topics to be Covered by Department/Supervisor section (below).
- ☐ Attend UVU 101 (New Employee Orientation) Date: _____
- ☐ Schedule appointment and meet with Benefits Analyst (Sign-up sheet will be available at orientation.) Date: _____
- ☐ Go to Facilities for your key (if applicable) after you are notified.
- ☐ Complete the Preventing Sexual Harassment Training within 30 days of the first day worked at <http://uvlink.uvu.edu>. Select the "Employee" tab. Select "Services & Resources" (upper left corner). In training channel, select the link "Preventing Sexual Harassment Online Training". Select the appropriate training module for your position (faculty, supervisory, non-supervisory).

Visit New 2 UVU (www.uvu.edu/hr/training/newemployee.html)

Designed to introduce new employees to Utah Valley University and assist new employees with the transition to working in the university environment. At New 2 UVU you will find out how to:

- * Discover UVU
- * Start Your Career
- * Enjoy the Benefits
- * Grow, Develop, & Connect

Information Covered in Orientation – Required Attendance

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| <ul style="list-style-type: none"> • Benefits (Retirement, Medical, Dental, EAP, etc.) • Types of Leave and Accrual Rates • Tuition Waiver/Lifelong Learning • Probationary Periods/Performance Evaluations | <ul style="list-style-type: none"> • Overview of Campus Communication (UVLink) • Valuing Those We Serve • Basic Emergency Information • Harassment Prevention |
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Topics to be Covered by Department/Supervisor

Supervisors: Within first 30 days, please review and check off items as you address them with your new employee.

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| <ul style="list-style-type: none"> <input type="checkbox"/> Job Duties & Performance Expectations (provide a copy of the official job description to the employee) <input type="checkbox"/> Clarify Terms of Employment (Probationary Period, etc) <input type="checkbox"/> Work Schedule/Breaks/Lunch <input type="checkbox"/> Overtime Provisions (<i>nonexempt employees only</i>) <input type="checkbox"/> Requesting Time Off (<i>Banner, dept. procedures, etc.</i>) <input type="checkbox"/> Keys, Building Use, Security <input type="checkbox"/> Job's Importance to Department, School, and University Goals and Objectives | <ul style="list-style-type: none"> <input type="checkbox"/> Department Safety Plan <input type="checkbox"/> Equipment Use & Access (<i>computers, copy machines, etc.</i>) <input type="checkbox"/> Telephone Use/Etiquette/Voicemail/Directory <input type="checkbox"/> E-mail Account & Usage Tips <input type="checkbox"/> Emergency Notification Information <input type="checkbox"/> Interrelationships with other Departments/Key Contacts <input type="checkbox"/> Order University Business Cards (<i>if applicable</i>) <input type="checkbox"/> Department Organizational Chart <input type="checkbox"/> Other _____ |
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Sign when New Employee Checklist is completed (file in department, copy to employee, copy to HR).

Employee: _____ Date: _____

Supervisor: _____ Date: _____