

ONBOARDING CHECKLIST

Position Title: _____

Employee ID Number: _____

BEFORE ARRIVING

- Returned signed offer letter to your department.
- Provide required documents to Psychology HR to begin the hiring process. (In-person or by email).
 - Locate employment eligibility verification documents (and visa if needed) for I-9:
<https://www.uscis.gov/i-9-central/complete-and-correct-form-i-9>.
- You will receive an email from hr-ats@email.arizona.edu congratulating you on your new role with the University.
- You will receive two emails from EmployeeSelfService@arizona.edu.
 - Set up NetID/E-mail and password. <https://netid-portal.iam.arizona.edu/>.
 - NetID/E-mail: _____
- Complete all new hire activities in UAccess Employee <https://uaccess.arizona.edu/>, under the New Hire Work Center before your official start date.
 - Start Date: _____
- If applicable, visit <https://lifework.arizona.edu/relocation-services> for your relocation needs.
- You should have received an email from hrrsolutions@email.arizona.edu with information about benefit options and retirement plans.
 - Review benefits information for the University and state-sponsored benefits and retirement plans. <https://hr.arizona.edu/employees-affiliates/benefits> and <https://hr.arizona.edu/employees-affiliates/benefits/retirement-plans>. **(Note critical enrollment deadlines).**

DAY 1

- 8:00AM – Meeting with Department HR (Psychology, room 338) – Rebecca Riley and Melissa Pili.
 - If you emailed your required documents, you must bring the original documents the first day of employment for verification purposes.
 - Provided with a new hire folder and will go over the checklist containing information on benefits, training, parking, payroll, etc.
 - Complete Contact Information Sheet.
 - UAccess Employee for timesheet, paycheck, benefits information, etc.
 - Employee Resources and WIKI page on the Psychology website:
<https://psychology.arizona.edu/>.
- 9:00AM – Office & building tour.
 - Restrooms, conference rooms, meeting the staff, mailboxes, office printer and supplies, etc.
- 10:00AM – Workstation and email setup contact IT - Nathan Paquette paquette@email.arizona.edu.
 - To setup phone/voicemail, call **621-4000** or message button on phone set.
 - Enter PIN: ____ (Standard Temporary PIN is **1234**).
 - Follow the tutorial prompts:
 - Record name announcement.
 - Record your standard greeting/personal greeting.
 - Choose a new PIN (be sure to document your new PIN).
 - If prompted, choose to be or to not be listed in the campus directory.
 - Hang up.

ONBOARDING CHECKLIST

- Obtain Keys and Building access.
 - Complete the Key Request Form and bring your CatCard to Department HR – Rebecca Riley or Melissa Pili or email this form and a picture of your CatCard to psyaccounting@email.arizona.edu.
 - For physical keys, you will receive an email from the FM-Keydesk to Review and Sign the official Key Request Form.
 - Once you sign, you can make your appointment to pick up your key.
<https://www.fm.arizona.edu/#/department/6>.
 - Office Hours: Monday-Friday 6:30am - 3:00pm.
 - Office Number: 520-621-1612
 - Office Location: 1533 E. Helen St. Bldg. 155J, Tucson, AZ 85719.
 - For building access, you will receive an email from Department HR with a link to create a PIN for Psychology building access only.
- Secure a Parking Permit: <https://parking.arizona.edu/>.
 - Fill out the online purchase form.
 - Schedule an appointment.
 - Make sure to have your Employee ID # and/or NetID when you arrive for your appointment.
 - Office Hours: Monday-Friday 8:00am – 4:00pm, except on Thursday open at 9:00am.
 - Office Number: 520-626-7275
 - Office Location: 1117 E Sixth St., Tucson, AZ 85721
 - Ask about pricing and permit renewal dates.
- Schedule Department Headshot with Kristina Irwin: kbirwin@email.arizona.edu.
 - Appointment date and time:

Helpful Resources

- Add to your outlook calendar.
 - UA Holiday Schedule.
 - Review University Closure Policy.
 - Payroll Calendar.
 - Add Wednesday reminders (non-pay-weeks) for timesheets due.
 - Add Friday reminders (pay-weeks) for pay-dates.
- Human Resources website: <https://hr.arizona.edu/>.
- Payroll website: <https://www.fso.arizona.edu/payroll>.
- Life and Work Connections website <https://lifework.arizona.edu/> for a full list of programs, support services and resources offered by the University.
- UA News website: <https://news.arizona.edu/calendar> optional if you want to subscribe to the event calendar for the most up-to-date news happening within our community.
- Psychology department website: <https://psychology.arizona.edu/>.
- Psychology WIKI page: <https://psychology.arizona.edu/wiki>.
- UAPD phone number: 520-621-8273, UAlert (optional): <https://cirt.arizona.edu/ualert>.