## **ONBOARDING CHECKLIST**

Positi	on 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).
	<ul> <li>Locate employment eligibility verification documents (and visa if needed) for I-9:</li> </ul>
	https://www.uscis.gov/i-9-central/complete-and-correct-form-i-9.
	You will receive an email from <a href="mailto:hr-ats@email.arizona.edu">hr-ats@email.arizona.edu</a> congratulating you on your new role with
	the University.
	You will receive two emails from <a href="mailto:EmployeeSelfService@arizona.edu">EmployeeSelfService@arizona.edu</a> .
	o Set up NetID/E-mail and password. <a href="https://netid-portal.iam.arizona.edu/">https://netid-portal.iam.arizona.edu/</a> .
	• NetID/E-mail:
	Complete all new hire activities in UAccess Employee <a href="https://uaccess.arizona.edu/">https://uaccess.arizona.edu/</a> , under the New
	Hire Work Center before your official start date.
	Start Date:      Other in the state of
	If applicable, visit <a href="https://lifework.arizona.edu/relocation-services">https://lifework.arizona.edu/relocation-services</a> for your relocation needs.
	You should have received an email from <a benefits"="" employees-affiliates="" hr.arizona.edu="" href="https://www.nrt.nlang.google.go&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;benefit options and retirement plans.  o Review benefits information for the University and state-sponsored benefits and retirement&lt;/th&gt;&lt;/tr&gt;&lt;tr&gt;&lt;th&gt;&lt;/th&gt;&lt;th&gt;&lt;ul&gt;     &lt;li&gt;Review benefits information for the University and state-sponsored benefits and retirement&lt;br&gt;plans. &lt;a href=" https:="">https://hr.arizona.edu/employees-affiliates/benefits</a> 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.
	o If you emailed your required documents, you must bring the original documents the first
	day of employment for verification purposes.
	o Provided with a new hire folder and will go over the checklist containing information on
	benefits, training, parking, payroll, etc.
	<ul> <li>Complete Contact Information Sheet.</li> </ul>
	<ul> <li>UAccess Employee for timesheet, paycheck, benefits information, etc.</li> </ul>
	<ul> <li>Employee Resources and WIKI page on the Psychology website:</li> </ul>
	https://psychology.arizona.edu/.
	9:00AM – Office & building tour.
	o Restrooms, conference rooms, meeting the staff, mailboxes, office printer and supplies, etc.
	10:0AM – Workstation and email setup contact IT - Nathan Paquette <u>paquette@email.arizona.edu</u> .
	o To setup phone/voicemail, call <b>621-4000</b> or message button on phone set.
	o Enter PIN: (Standard Temporary PIN is <b>1234</b> ).
	o Follow the tutorial prompts:
	Record name announcement.  Record name announcement.
	Record your standard greeting/personal greeting.  Chasses a new PIN (he gare to do gareent your new PIN)
	Choose a new PIN (be sure to document your new PIN).  If you wanted a least to be sure wet by listed in the common directory.
	<ul> <li>If prompted, choose to be or to not be listed in the campus directory.</li> </ul>
	<ul> <li>Hang up.</li> </ul>

## **ONBOARDING CHECKLIST**



- □ UA Welcome & Benefits Orientation.

   Enroll in the University of Arizona Welcome & Benefits Orientation.

  https://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs.
  - (Must complete within first 30 days of hire date).
    You will receive an email confirmation with your scheduled orientation date:
    - o Currently all classes are done via Zoom. They will begin at 9:00am and will last approximately two hours. (Must complete within first 31 days of hire date).
- □ Complete all required and/or necessary trainings found in the Training Manual for New Employees pamphlet.
  - o All trainings can be found here: <a href="https://compliance.arizona.edu/training">https://compliance.arizona.edu/training</a>.
  - Not all trainings will be necessary to complete, so be sure to look at each one to see if it
    pertains to your position and where you will be working.
  - o If you anticipate driving a University vehicle or your own vehicle on University business, complete Driver Registration/Defensive Driving Training.
    - Questions? Contact Risk Management Service at 520-621-1790 or visit their website at: <a href="https://risk.arizona.edu/content/training">https://risk.arizona.edu/content/training</a> FAQ.
- □ Complete state and federal tax withholding forms in UAccess employee before your first paycheck <a href="https://uaccess.arizona.edu/">https://uaccess.arizona.edu/</a>.
  - From the UA Employee Main Homepage, click the Payroll & Compensation Tile > W-4 Tax
     Forms and State Forms.
  - Questions? Contact Payroll at 520-621-9097 or email: <a href="mailto:payroll@fso.arizona.edu">payroll@fso.arizona.edu</a>, or visit their website at: <a href="https://www.fso.arizona.edu/payroll/employees/taxes">https://www.fso.arizona.edu/payroll/employees/taxes</a>.
- ☐ Sign up for Direct Deposit (optional) <a href="https://uaccess.arizona.edu/">https://uaccess.arizona.edu/</a>.
  - From the UA Employee Main Homepage, click the Payroll & Compensation Tile > Direct
     Deposit > Hit the plus sign to enter your account information.
  - o Questions? Contact Payroll at 520-621-9097 or email: <a href="mailto:payroll@fso.arizona.edu">payroll@fso.arizona.edu</a>, or visit their website at: <a href="https://www.fso.arizona.edu/payroll/employees/direct-deposit">https://www.fso.arizona.edu/payroll/employees/direct-deposit</a>.
- Obtain a CatCard <a href="https://catcard.arizona.edu/">https://catcard.arizona.edu/</a>. Must have been issued an employee identification number and show active status in the payroll system.
  - o Office Hours: Monday-Friday 8:00am 5:00pm.
  - o Office Number: 520-626-9162
  - o Office Location: Student Union Memorial Center Business Services Center, Room 142.
  - Bring the following items to the CatCard Office:
    - A government or state issued photograph identification such as a driver's license, state identification card, or passport. A high school issued ID is not an acceptable form of identification.
    - A completed and signed <u>Terms and Conditions</u> form.
    - Student or employee ID number.

## **ONBOARDING CHECKLIST**

	Obtain Keys and Building access.
	<ul> <li>Complete the Key Request Form and bring your CatCard to Department HR – Rebecca Riley</li> </ul>
	or Melissa Pili or email this form and a picture of your CatCard to
	psyaccounting@email.arizona.edu.
	<ul> <li>For physical keys, you will receive an email from the FM-Keydesk to Review and Sign the</li> </ul>
	official Key Request Form.
	<ul> <li>Once you sign, you can make your appointment to pick up your key.</li> </ul>
	https://www.fm.arizona.edu/#/department/6.
	Office Hours: Monday-Friday 6:30am - 3:00pm.
	• Office Number: 520-621-1612
	<ul> <li>Office Location: 1533 E. Helen St. Bldg. 155J, Tucson, AZ 85719.</li> </ul>
	<ul> <li>For building access, you will receive an email from Department HR with a link to create a</li> </ul>
	PIN for Psychology building access only.
	Secure a Parking Permit: <a href="https://parking.arizona.edu/">https://parking.arizona.edu/</a> .
	<ul> <li>Fill out the online purchase form.</li> </ul>
	<ul> <li>Schedule an appointment.</li> </ul>
	<ul> <li>Make sure to have your Employee ID # and/or NetID when you arrive for your</li> </ul>
	appointment.
	<ul> <li>Office Hours: Monday-Friday 8:00am – 4:00pm, except on Thursday open at 9:00am.</li> </ul>
	• Office Number: 520-626-7275
	<ul> <li>Office Location: 1117 E Sixth St., Tucson, AZ 85721</li> </ul>
	<ul> <li>Ask about pricing and permit renewal dates.</li> </ul>
	Schedule Department Headshot with Kristina Irwin: kbirwin@email.arizona.edu.
	<ul> <li>Appointment date and time:</li> </ul>
	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.
	<ul> <li>Add Friday reminders (pay-weeks) for pay-dates.</li> </ul>
	Human Resources website: https://hr.arizona.edu/.
	Payroll website: <a href="https://www.fso.arizona.edu/payroll">https://www.fso.arizona.edu/payroll</a> .
	Life and Work Connections website <a href="https://lifework.arizona.edu/">https://lifework.arizona.edu/</a> for a full list of programs,
	support services and resources offered by the University.
	UA News website: <a href="https://news.arizona.edu/calendar">https://news.arizona.edu/calendar</a> optional if you want to subscribe to the event
	calendar for the most up-to-date news happening within our community.
	Psychology department website: <a href="https://psychology.arizona.edu/">https://psychology.arizona.edu/</a> .
	Psychology WIKI page: https://psychology.arizona.edu/wiki.
	UAPD phone number: 520-621-8273, UAlert (optional): https://cirt.arizona.edu/ualert.
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