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).
☐ 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.
   o 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.
   o Start Date: ___________________________
☐ If applicable, visit https://lifework.arizona.edu/relocation-services for your relocation needs.
☐ You should have received an email from hrsolutions@email.arizona.edu with information about benefit options and retirement plans.
   o 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.
   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.
   o Complete Contact Information Sheet.
   o UAccess Employee for timesheet, paycheck, benefits information, etc.
   o Employee Resources and WIKI page on the Psychology website: https://psychology.arizona.edu/.
☐ 9:00AM – Office & building tour.
   o 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.
   o To setup phone/voicemail, call 621-4000 or message button on phone set.
   o Enter PIN: _____ (Standard Temporary PIN is 1234).
   o 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.
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WEEK 1

☐ UA Welcome & Benefits Orientation.
  o 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: https://compliance.arizona.edu/training.
  o 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: https://risk.arizona.edu/content/training_FAQ.

☐ Complete state and federal tax withholding forms in UAccess employee before your first paycheck
  https://uaccess.arizona.edu/.
  o From the UA Employee Main Homepage, click the Payroll & Compensation Tile > W-4 Tax
    Forms and State Forms.
  o Questions? Contact Payroll at 520-621-9097 or email: payroll@fso.arizona.edu, or visit
    their website at: https://www.fso.arizona.edu/payroll/employees/taxes.

☐ Sign up for Direct Deposit (optional) https://uaccess.arizona.edu/.
  o 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: payroll@fso.arizona.edu, or visit
    their website at: https://www.fso.arizona.edu/payroll/employees/direct-deposit.

☐ Obtain a CatCard https://catcard.arizona.edu/. 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.
  o 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 Terms and Conditions form.
    • Student or employee ID number.
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☐ Obtain Keys and Building access.
  o 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.
  o For physical keys, you will receive an email from the FM-Keydesk to Review and Sign the official Key Request Form.
  o 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.
  o 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/.
  o Fill out the online purchase form.
  o Schedule an appointment.
  o 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.
  o Appointment date and time: [ ]

Helpful Resources

☐ Add to your outlook calendar.
  o UA Holiday Schedule.
    • Review University Closure Policy.
  o 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.