

**Pre-Arrival**

Complete N/A

Establish work schedule, parking, and other necessary information for the first day

Create a training plan

Coordinate computer needs and access with department IT

Label Office mailbox/signage

Ensure that keys/work area are prepared

I Inform the team of the new arrival

Schedule [UK New Employee Orientation/Order Distance Orientation Packet](#)

Provide [UK New Employee Welcome Website](#) and UK Benefits WebSite

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**First Day**

Complete N/A

On or before the first day coordinate I9 and other new hire paperwork

Process personnel action in SAP

Introduce the new employee, conduct a tour, and review organizational structure

Review job description, department/college mission, who we are, and who we serve

P Provide [Staff Handbook](#)

Review pay schedules, deadlines, leave, and pay dates

Establish long distance access

Review phone, link blue, email, computer, and IT support information

Review supply needs, provide keys, discuss dress code

Provide [Wildcard ID application](#)

Discuss security and emergency procedures

Establish [Travel Reimbursement Access](#) and provide process details

Go through [Supervisor's First Day Check List](#)

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**First Week**

Complete N/A

[myUK ESS](#) portal navigation - time/leave entry, and deadlines

Create departmental personnel file

Review establishing [UK Alert](#) and [Emergency Contact](#) information in the myUK portal

Add to applicable email distribution lists and update web site

If applicable, notify [saphrsupport@uky.edu](mailto:saphrsupport@uky.edu) to have holiday(s) loaded

If a supervisor, review [myUK MSS](#) navigation, [SuperVision](#) training, and [toolkit](#)

Go through [Supervisors' Second Day through 2 Week Checklist](#)

Reminder about benefits enrollment and employee discount program

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**First Two Months and Beyond**

Complete NA

Provide frequent feedback and recognize achievements

Complete 90 day [End of Orientation Form](#)

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