

**Staff Onboarding Checklist**

**Pre-Arrival**

Complete    N/A

- Ensure that the pre-employment screening is complete
- Establish work schedule, parking, and other necessary information for the first day
- Develop a training plan
- Coordinate computer needs and access with department IT
- Label Office mailbox/signage
- Ensure that keys/work area are prepared
- Inform the team of the new arrival
- Provide [New Employee Welcome](#) and [Benefits](#) websites

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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
- Provide link blue, direct deposit, tax entry, and [proof of vaccination instructions](#)
- Introduce the new employee, conduct a tour, and review organizational structure
- Review job description, department/college mission, who we are, and who we serve
- Provide [Staff Handbook](#)
- Review pay schedules, deadlines, leave, and pay dates
- Review phone, link blue, email, computer, and IT support information
- Review supply needs, provide keys, discuss dress code
- Provide [Wildcard ID application](#) or [Off Campus ID Application](#)
- Discuss [security and emergency](#) procedures
- Provide travel reimbursement process details

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

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### **First Week**

Complete N/A

[myUK ESS](#) portal navigation & MyUK app - 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, submit a [SAP Work Order Request Form - Leave Adjustments](#) to have holiday(s) loaded

Notify of upcoming email invite to complete the [CAFE New Employee](#) course

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

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

Reminder about [benefits enrollment](#) and [employee discount program](#)

Verify that UK New Employee Orientation has been completed via MyUK

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### **First Two Months and Beyond**

Complete NA

Provide frequent feedback and recognize achievements

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

Notify of upcoming email invite to participate in the CAFE Mentor Program

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