

**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 [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
- 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, notify [saphrsupport@uky.edu](mailto:saphrsupport@uky.edu) 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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