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, & remote/hybrid work process

☐ 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
Provide performance evaluations overview

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Resources

Employee Resources
Supervisor Resources

The Martin-Gatton College of Agriculture, Food and Environment is committed to providing staff with the resources they need to be successful in their role. Please review the resources that are available to you, on the Employee Resources page, and we will be in touch. You can expect to receive information on the college orientation course, the Mentor Program, and much more!

It Starts With Us

UK Martin-Gatton
College of Agriculture,
Food and Environment