

## Supervisor's New Employee Checklist

### Prior to the arrival of the new employee:

*A department can prepare for a new employee's first day of work by completing the following activities.*

Confirm the employee has established a UID and has returned their signed offer letter to HRS.

Set up a computer, telephone, and voice mail. Submit a Service Hub request at <https://servicehub.uni.edu>.

An email account will automatically be created the day after the new hire's record is entered into e-Business Suite. However, the record cannot be entered until HRS has received the fully approved Personnel Action Form (PAF) and the new hire has completed their new hire paperwork. To request early email account setup, anyone with the JW14 transaction (listed under "My Administrative Access" in MyUNiverse) may make this request. You must know the new hire's start date and UID number to complete this request. To request access to JW14, use the [Security Request System \(SRS\)](#), Request Role, System Web Custom, using JW14 as the Source System Identifier. Contact IT Service Desk at 3-5555 for SRS support or early access questions.

Prepare a workspace and provide the necessary office supplies.

Inform the staff of the new employee's arrival date and encourage them to provide a warm welcome.

Contact the employee prior to their first day of work to confirm start date and time, location, parking, dress code and answer any questions.

Make arrangements for the new employee to have lunch with their supervisor and/or coworkers on the first day. University funds cannot be used to cover this expense.

Order business cards (or have proof copy ready) and a name plate, if appropriate. For more information, please visit <https://ur.uni.edu/>.

Request necessary desk and/or office keys (including any necessary electronic access) from the Physical Plant. For more information, please visit <https://phyplant.uni.edu/building-access-guidelines>. Please note that a UNI ID card must be issued before electronic access can be added to it.

Prepare a first day and first week orientation agenda.

### First day of employment:

*The following activities will help ensure that the new employee feels welcomed and comfortable on the first day on the job.*

Welcome the employee upon their arrival.

Give the employee a tour of the office or work area and make staff introductions.

Direct or accompany the new employee to HRS to complete their new hire paperwork if they have not already done so. Please note that the employee's record cannot be set up until these forms are completed and returned to HRS and federal regulations require new hires to complete section 1 of Form I-9 by their first day of employment. They must present documents to HRS in person proving identity and eligibility to work in the United States, no later than their third day of employment. See <https://hrs.uni.edu/newemployees/getting-started> for more information.

Direct or accompany the employee to the Department of Residence office (010 Redeker) to obtain their [UNI ID card](#). A UNI ID card must be obtained before electronic access to a building will be granted. To expedite requested electronic building access, once the UNI ID card has been obtained call 3-4400 and notify them that the new employee has obtained their card and needs electronic access added.

Direct or accompany the employee to Public Safety to obtain their [parking permit](#). Explain the available parking lots near your location.

Provide department orientation agenda you developed to employee.

Allow time for new employee to pick up building access keys from the Physical Plant. Review procedures for entering or locking the work area, if appropriate.

Show employee location of restrooms, equipment (fax, copier), break areas/vending, [emergency shelters/evacuation plans](#).

Review employee's position description, obtain signatures, provide a copy to the employee, and return signed original to HRS (mail code 0034).

Confirm the office/work hours, scheduled break and lunch periods, common practices, unwritten rules.

Confirm the date, time, and location of the employee's orientation session.

<https://hrs.uni.edu/pd/orientation>.

Provide computer and equipment overview, introduction to departmental software applications, an overview of 3-5555 service as well as other computer support topics <https://it.uni.edu/support>.

[Request access](#) to application systems and functions, as applicable for position, through SRS. The new hire's PAF must be in the PAF system for access to be requested. Please note that some systems access will not be effective until the PAF has been entered into e-Business Suite. Discuss safety policies, procedures and contacts.

Explain incoming and outgoing mail procedures, campus mail codes and not sending personal mail through the UNI mail.

Explain phone and [voice mail](#) features, online campus directory, on- and off-campus calls, and ring types.

### **During the first week:**

*One of the long lasting impressions employees have of their department and the University is how they are treated during their first several weeks on the job. Following are a few more items to help acclimate the new employee to your department.*

Provide or arrange for a campus tour by completing the special tours form at <https://admissions.uni.edu/special-tours>.

Ensure the employee understands the relationship between their position, the department and the institution. Review the [university](#) and department's mission statement.

Confirm payroll dates, pay distribution procedures (including direct deposit), time and absence reporting, call-in procedures for unscheduled absences, overtime policies (for non-exempt employees) <https://obo.uni.edu/payroll>.

Review the departmental policies & procedures and the departmental organizational chart.

Ensure the employee completes the 'Preventing Discrimination and Harassment' and 'Preventing Sexual Misconduct (Title IX)' online training. Employee will receive an e-mail with a link to complete the trainings.

Review information regarding student employees and support staff.

Have the employee log into MyUNiverse and review the different tabs on how to customize their portal.

Once the PAF is processed, log into e-Business Suite and provide an overview of UNI Employee Self-Service. If their passphrase does not work, have the employee log into MyUNiverse and locate the Passphrase Central section within the My Page tab. Click on the 'Cat ID Passphrase Synchronization' link and have them follow the instructions. Retry accessing e-Business Suite.

Encourage the employee to add their contact information to the UNI Alert system. The UNI Alert system notifies the campus community of emergencies and threats to physical safety in emergency situations such as tornados, acts of violence, canceled classes, university closure, etc. To add contact information, the employee needs to log in to [My Universe](#) and click on "Manage My UNI Alert Contacts" in the Emergency Preparedness section. Consider periodic reminders to all of your staff to keep their contact information up to date.

### **During the first month and beyond:**

*Department orientation does not end after the first week of employment; it's an ongoing process that can last from three months up to a year. To achieve success, departments must use strategies that focus on long term assimilation of an employee.*

Meet regularly with the employee to answer questions and ensure the employee is becoming acclimated to the department, position, responsibilities, and projects.

Meet with employee after the HRS new hire orientation to be sure all questions have been answered and cover any concerns.

Encourage employee to attend Violent Incident Defense Strategies ([VIDS](#)) training offered by the Department of Public Safety. VIDS is a specific training that provides strategies or "tools" to help in the event an employee is confronted with an armed violent encounter. Instructors will teach strategies introduced from the A.L.I.C.E program to empower employees by creating options; including escape routes, countering techniques and additional plans to increase chances of survival in the event of an active shooter.

Access [MyQuickCoach](#) and [LinkedIn Learning](#) for additional online learning and development resources that may be beneficial for the new employee.

Schedule times for regular performance feedback and career development discussions.

Schedule annual written performance evaluations.

Encourage employee feedback.

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### **General Information for Supervisors of New Employees**

- Professional and Scientific staff serve in both staff and line positions to provide advisory and consultant services, direct a wide range of activities within functional departments and render general assistance with planning, scheduling, and coordination of programs offered by the University. Refer to the [P&S Policies and Procedures](#) for additional information regarding Professional & Scientific staff.
- For P&S employees with less than 12 month appointments, refer to the [P&S Service Schedule](#) for additional information related to work schedule, vacation and compensation. After the employee starts, develop a calendar of work days that coincides with the scheduled number of work days for their specific appointment length.
- The American Federation of State, County and Municipal Employees (AFSCME) represents Merit employees in the Blue Collar, Clerical, Security and Technical work groups.

- All Merit employees are governed by the provisions of the [Regents Merit System Rules](#). AFSCME covered employees are governed by the collective bargaining agreement. For non-contract provisions, the Regents Merit System Rules or university policies would apply.
- All hourly employees must be paid for all hours worked; allowing an hourly paid employee to work off the clock is strictly prohibited. Hourly employees earn overtime or compensatory time for hours worked in excess of forty (40) hours per work period. Salaried employees are not eligible for overtime or compensatory time. For more information, refer to university policy 4.15 FLSA, Overtime & Compensatory Time - <https://policies.uni.edu/415>.
- Employees are to submit time cards according to payroll guidelines. Salaried P&S employees do not record time worked, but instead record time away from work such as sick leave, vacation, off duty, jury duty, holidays, etc. Each month an electronic timecard must be completed, even if the employee worked all month and has no exceptions to report. Merit system and hourly P&S employees complete weekly electronic timecards to record all hours worked, including overtime and comp time and well as sick leave, vacation, holidays, etc. For more information, access the [UNI Time Reporting](#) web page.
- [New Hire Orientation](#) sessions are provided to assist and welcome Merit and P&S staff to the university. The first half day orientation session is scheduled each month on the 2<sup>nd</sup> Wednesday and provides the opportunity for staff to learn about the university, its history and mission, and UNI's policies and procedures. The second half day orientation session is scheduled three times a month and provides information regarding the employee benefits. In addition to the monthly session, new hires will be invited to attend the [Thrive at UNI: First Year Staff Lunch and Learn](#) that are scheduled three times a year. Support staff in attending both of these orientation sessions.
- It is expected that Merit and P&S employees receive a formal review of their performance annually. Performance appraisals for P&S employees are completed each spring. For Merit staff, performance appraisals are completed twelve months from the previous performance appraisal. There is annual training offered, along with several documents to assist supervisors in this process. The actual review is a dedicated opportunity to comment on an employee's performance; however, it should be a continual process. Managing an employee's performance is a critical supervisory responsibility. Refer to the [Performance Appraisal](#) web page for additional information and resources.
- Recognition of employees years of service and accomplishments are part of the University of Northern Iowa's history and culture. There are multiple programs available that serve as opportunities to recognize accomplishments. Although there are annual division recognition events, it is important to recognize for accomplishments throughout the year. Refer to the [Employee Recognition](#) web page for additional resources and informal ways to recognize employees.
- The Staff Tuition Reimbursement Program is available to encourage continual learning and educational development by providing tuition assistance to eligible Merit and Professional & Scientific staff for course work taken from an accredited post-secondary institution. The program is available to Merit and Professional & Scientific staff members holding a non-temporary position appointment of at least 20 hours per week and having at least one year of active University service contiguous to the current appointment. Refer to the [Staff Tuition Reimbursement Policy](#) to learn more about eligibility, funding, program requirements and procedure changes.
- Contact Human Resource Services (HRS) when an employee has provided notification they are leaving UNI. The employee should submit a resignation letter to you and to HRS. The employee will be provided the link to the [Checklist for Employees Leaving UNI](#) and encouraged to schedule an exit interview. The supervisor will be provided the link to the [Supervisor's Checklist for Employees Leaving UNI](#). Any unused vacation or personal holiday accruals will be paid out to the employee but they may not be used to extend the termination date.