

## New Employee Checklist

### Prior to your first day:

- Return your signed offer letter to Human Resource Services (HRS) by email at [hres-employment@uni.edu](mailto:hres-employment@uni.edu), in person at 027 Gilchrist Hall, or by fax at (319)273-2927.
- Visit [Create My University ID \(UID\) and CatID](#) web page to establish your [University Identification Number](#) (UID). Please note that you will need to provide your full name, social security number, and birth date at this time. You will also be provided with a CatID username and password, which allows you access to various online resources and computers on campus.
- Apply for your parking permit and review the available parking lot locations. The Office of Public Safety is located in 030 Gilchrist and is open 8:00 a.m. to 4:30 p.m. Monday through Friday. For more information, call (319) 273-2710 or visit their website at <https://publicsafety.uni.edu/parking-division-vehicle-permits>.

### On your first day:

- Visit <https://hrs.uni.edu/newemployees/getting-started> to obtain and complete new hire paperwork and then report to Human Resource Services (027 Gilchrist Hall) on or before your first day of employment to turn in forms and provide document(s) that will establish your identity and employment eligibility. For a list of acceptable documents, please visit <https://www.uscis.gov/i-9-central/acceptable-documents>. Office hours are 8:00 am to 4:30 pm Monday through Friday. **Per US Government regulations, section one of Form I-9 must be completed on or before your first day of employment and identity and employment eligibility documentation must be provided no later than your third day of employment.** Please note that your employee record cannot be set up until you complete these forms, so a delay in completing these will also impact payroll and your computer account setup.
- Obtain your UNI ID card from the Housing & Dining Office (010 Redeker).

### Emergency Preparedness:

- Add your 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, log in to [My Universe](#) and click on "Manage My UNI Alert Contacts" in the Emergency Preparedness section.
- In the event an employee is injured or experiences a sudden illness or other emergency while at work, it is important to have accurate, up-to-date [Emergency Contact Information](#) available so contacts can be notified.

### During your first week of employment, you should receive the following from your supervisor:

- Workspace and necessary office/work supplies
- Name badge and business cards (if applicable)
- Inquire with your supervisor about arranging for a campus tour if you are new to campus
- Introductions to office staff and other key colleagues
- Keys or access cards to your office, desk, work area, phone, computer equipment

### During your first week, your supervisor should review the following with you:

- Date, time, and location of your orientation session <https://hrs.uni.edu/pd/orientation>
- Computer access: email, MyUNiverse, applicable departmental software, (319) 273-5555 service
- Departmental expectations: office/work hours, common practices, dress attire, unwritten rules
- Phone numbers, online campus directory, phone and voice mail [features](#), and on- and off-campus calls.
- Facilities: restrooms, equipment (fax, copier), break areas/vending, [emergency shelters/evacuation plans](#)
- Departmental policies & procedures and organizational chart
- Ensure completion of various required and suggested online training courses such as Title IX, Free Speech, Data Security and FERPA Basics at <https://training.uni.edu/>.
- Payroll dates, time card reporting, procedure for requesting time off or reporting absences. For more information, visit <https://ebusiness.uni.edu/uni-timecard-payroll>
- Incoming and outgoing mail procedures, campus mail codes
- Safety policies and procedures
- Support staff and student employees

Revised 10/2022