

Your First 30 Days: A Checklist for New Student and Temporary Employees

Your First Day:

- Visit Human Resources or an off-site HR rep to do your New Employee Paperwork.

Moscow campus: 415 W. 6th St. (next to Taco Time)

Off-site locations: Please work with supervisor or your unit administrator to complete employment paperwork. If you are not located near a UI campus or extension, you can contact Human Resources to facilitate getting your I-9 verified from a distance.

Paperwork can be completed on or before your first day.

- Form I-9
 - Disclosure of Conflict
 - Affirmative Action Form (*Optional*)
 - Voluntary Self-Identification of Disability (*Optional*)
 - Work Authorization Card
- Purchase a parking permit:
 - Parking on the Moscow campus: Parking and Transportation Services is located at 1006 Railroad St, or you may purchase a permit online (<http://www.uidaho.edu/parking>)
 - Parking for off-site locations: Please check with your supervisor or unit administrator for information.
- Obtain a Vandal Card, if applicable.
 - Temporary employees need to have their jobs on the system in order to get a Vandal Card. Non-PERSI temporary help employees also need to have their supervisor email the Vandal Card Office requesting a card.
 - Moscow campus: You can visit the Vandal Card Office in the Pitman Center, Room 124. Benefit-eligible employees need to bring the Temporary Vandal Card slip they received from Human Resources with them to the Vandal Card Office to obtain their card.
 - Off-site locations: Depending on your location, a Vandal Card can be obtained remotely. Please contact your supervisor or unit administrator to inquire about getting a Vandal Card if you are located in an off-campus location.
- Set your password for your email/network ID after it is created by the ITS Help Desk.
 - All employees can log in to help.uidaho.edu to set their password remotely. If you are located on the Moscow campus, you may visit the Help Desk located in Teaching and Learning Center (TLC) Room 128 with a photo ID where the Help Desk staff can assist you. Call (208) 885-HELP if you need assistance.
 - Review computer log-in, usage and policies with your supervisor.
- Obtain keys or access to areas or equipment you might need for your position.

Your First Week:

- Meet with your supervisor to discuss job description and expectations.
- Take applicable trainings:
 - Available trainings, including Banner Training Modules and University Directed Training can be found on the Professional Development and Learning Training Portal: https://www.uidaho.edu/pdl_portal. Banner Training Modules, as well as University Directed Training requirements can be accessed from the PDL Training Portal.
***Your job must be applied to the system (EPAF) and network ID and password set up before any Banner training is completed.**
 - Safety training can be found at <http://www.uidaho.edu/netlearninglogin>. Contact Environmental Health and Safety (EHS) at (208) 885-6524 if you need assistance.
- Review the Faculty Staff Handbook (<http://www.webpages.uidaho.edu/fsh/>) and the Administrative Procedures Manual (<http://www.uidaho.edu/apm>)
- Familiarize yourself with your work space, including break areas, restrooms, and exits.
- Go over time and leave information (if applicable) with your supervisor.
 - How to enter time and leave through VandalWeb (<https://vandalweb.uidaho.edu>)
 - Sick and annual leave policies.
 - Pay dates and comp time policies.
 - University holiday calendar and closures.
 - Leave request procedures.

Your First Month:

- Log in to VandalWeb
 - Complete your W-4 and Direct Deposit set-up.
 - Update personal information.
 - Enter time and leave (if applicable)
- Familiarize yourself with campus.
- Review the university's mission, strategic plan, values and vision.
- Take "Our Inclusive Workplace" Discrimination and Harassment Prevention training here. You will need to sign in with your network ID and password. You have 90 days from your date of hire to complete the training.
<https://downloads.uidaho.edu/PDL/Training/Our-Inclusive-Workplace/>
- Discuss progress with supervisor.
- Learn the University of Idaho Fight Song.
<http://www.govandals.com/ViewArticle.dbml?ATCLID=204790296>