# Supervisor Onboarding

University of Idaho
Human Resources

New Employee Name _____

Department _____

Date completed

_____ Complete a criminal background check
  ➢ Submit a request at:
    https://support.uidaho.edu/TDClient/40/Portal/Requests/ServiceDet?ID=800
  ➢ https://www.uidaho.edu/governance/policy/policies/apm/50/16

_____ Provide new employee with offer letter using the appropriate template
  ➢ https://www.uidaho.edu/human-resources/forms

_____ **Confirm if your new employee has another job on campus. If they do have another position on campus notify the appropriate individual within your department that will be completing the EPAF. If this is not noted correctly the employee will experience significant delays in getting their information into the system.

_____ Provide employee with required onboarding form

_____ Confirm I-9 status (This may be completed by your EPAF expert)
  ➢ PEAEMPL > United States Regulatory tab > I-9 Date
    ▪ Cannot access = new employee needing I-9
    ▪ Date is within 3 years = I-9 is valid
    ▪ Date is over 3 years = check NBAJOBS to see if any other active jobs
      ▪ If no other jobs = new I-9 is needed
      ▪ If other active job and employee will not have a break in service= I-9 is valid
  ➢ If PEAEMPL shows an "Expiration Date" and the I-9 date is over 3 years, contact HR to see if a new I-9 will be required

_____ EPAF (Electronic Personnel Action Form)
  ➢ Route the Employment Onboarding Form or information to the appropriate individual within your department to start an EPAF (electronic personnel action form). You will need to ensure all information provided is accurate (i.e. start date in EPAF must correctly reflect the actual first day of work for pay).
  ➢ Getting the EPAF done correctly the first time significantly speeds up the process. The employee will experience significant delays if this isn't done timely.

           ➢ Submit ticket to ITS requesting new employee accounts to be set up, include EPAF transaction #

_____ Supervisor Assignment (This may be done by someone in the department other than the supervisor)
           ➢ https://www.uidaho.edu/human-resources/managers/supervisor-assignment

_____ Submit contact information for the Campus Directory
           ➢ https://uidaho.co1.qualtrics.com/jfe/form/SV_3Q1FzPXBaAKP3AF

_____ Make sure employee is visiting https://support.uidaho.edu/TDClient/40/Portal/KB/ArticleDet?ID=256 to set up University accounts (email, Vandalweb, and other needed technology).

_____ Provide keys or access to areas or equipment your employees might need for their position. You can request access at https://support.uidaho.edu/TDClient/40/Portal/Requests/ServiceCatalog?CategoryID=105

_____ Meet with employee to discuss job description and expectations
           ➢ Provide job description to employee and have them sign it and submit it to HR
           ➢ Review Unit Organizational Chart
           ➢ Review UI Mission, Strategic Plan, Values and Vision
           ➢ Discuss weekly schedule
           ➢ Team introductions
           ➢ Provide Campus Tour to Orient Employee with Campus
           ➢ Let your new employee know that parking on campus requires the purchase of a parking permit. Refer them to the Parking and Transportation Services website for information and options: www.uidaho.edu/parking or email parking@uidaho.edu
           ➢ Create Training Schedule for your new employee

_____ Go over all additional important information with your new employee:
           ➢ Encourage Benefits Orientation participation
           ➢ Review /Orient employee to Faculty Staff Handbook and APM
           ➢ How to enter time and leave through VandalWeb
           ➢ Sick and annual leave policies (Review notification Procedures)
           ➢ Pay dates and comp time policy
           ➢ University holiday calendar and closures
           ➢ Leave request procedures
           ➢ Emergency Response Plan
           ➢ Vandal Alert Information
           ➢ Obtain emergency contact information

_____ Mentor Program
           ➢ HR highly recommends connecting your new employee with another employee in the office that they can go to for general information

_____     **Review Common HR Terminology with your New Employee**

**The "EPAF"**
An "Electronic Personnel Action Form" (EPAF) is created for your position and travels to several departments for review and approval before being applied to Banner (UI's administrative system). Once your EPAF is applied, you become an "official" UI employee. Almost everything at the UI is dependent on your EPAF. You will need an applied EPAF in order to be paid, to access VandalWeb, to sign up for training, and to access other programs necessary to do your job. Please check with your supervisor to verify the status of your EPAF.

**VandalWeb**
Once your EPAF has been processed you can access VandalWeb at vandalweb.uidaho.edu. In VandalWeb you can update your addresses, emergency contact information, view pay stubs and work history, check your leave balances, review your W4 information, access the myBenefits link, work on specific administrative tasks, and more. If you are enrolled as a student, your student information will be found here as well. As a board appointed employee, you can log in using your network username and password.

**Banner**
Banner is the UI's administrative system. If Banner access is necessary for your new position you will need to follow the instructions at https://www.uidaho.edu/governance/edl/banner-training.

**VandalCard**
The VandalCard is the official employee ID card for staff, faculty, and affiliated persons. VandalCards are used for many purposes on campus. It provides access to numerous events and facilities including athletic events, recreational facilities, the Student Health Center, and the library. Many locations use it for door access. If you lose your Vandal Card it should be reported at https://support.uidaho.edu/TDClient/40/Portal/Requests/ServiceDet?ID=597.

**Vandal Alert**
Vandal Alert is an institution-wide emergency notification system, and all students, staff and faculty are automatically enrolled. If the Vandal Alert system is activated by the university, you are contacted through phone numbers and email addresses that you have previously provided to the university with a short message about the emergency. Included in the message will be a brief description of the emergency and any actions you need to take, as appropriate. Visit https://www.uidaho.edu/dfa/administrative-operations/i-safety/vandal-alert for more information on Vandal Alert, including how to update your contact information.

**Technology Solutions Partner (TSP)**
University of Idaho Information Technology Services (ITS) offers technology support for U of I faculty and staff through its Technology Solutions Partners (TSPs). Find your TSP by going to  https://www.uidaho.edu/its/tsp/directory.

Supervisor Signature: _____      Date: _____

Dean/VP Signature: _____      Date: _____