Board Appointed Employee Onboarding

University of Idaho
Human Resources

New Employee Name _____

Department _____

Date completed   Supervisor _____

_____   Complete the Criminal Background Check
  - If a background check is required for your position, you will receive an email from clientservices@verifiedcredentials.com", our third-party vendor, to submit your information for the background check.

_____   If you have another position on campus notify your new supervisor. This will affect how your job is put onto the system so that we can ensure your benefits are set up correctly.

_____   Sign contingent offer letter and return to supervisor

_____   Visit HR on or before your first day of work to complete your I-9 and additional required onboarding paperwork. You must present the required forms of identification and provide your official start date.

_____   Set up your University accounts
  - Visit https://support.uidaho.edu/TDClient/40/Portal/KB/ArticleDet?ID=256 to view the New Employee Guide that will assist in locating your tech support, email, MyUI, obtaining your Vandal Card, and technology in classrooms (if needed).

_____   Obtain keys or access to areas or equipment you might need for your position from your supervisor

_____   Register for a Benefits Orientation
  - https://www.uidaho.edu/human-resources/benefits/core-benefits/eligibility/orientation-events

_____   Review Quick Reference Guide to Employee and Campus Resources
  - https://www.uidaho.edu/-/media/UIdaho-Responsive/Files/human-resources/Forms/new-employees/new-employee-resources/handout-quick-reference-guide.pdf

_____   Meet with your supervisor to discuss job description and expectations
  - Review, sign and return job description to supervisor
  - Discuss weekly schedule

- ➢ Team introductions
- ➢ Tour of the Unit/College

_____ Review Faculty Staff Handbook (FSH)
- ➢ https://www.uidaho.edu/governance/policy/policies/fsh

_____ Review the Administrative Procedures Manual (APM)
- ➢ http://www.uidaho.edu/apm

_____ Review The University's Organizational Chart
- ➢ https://www.uidaho.edu/about/org-chart

_____ Familiarize yourself with your workspace, including break areas, restrooms, and exits

_____ Go over time and leave information (if applicable) with your supervisor
- ➢ How to enter time and leave through MyUI
- ➢ 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

Review the University's Mission, Vision and Values
- ➢ https://www.uidaho.edu/about/mission-vision-values

_____ Familiarize yourself with campus
- ➢ https://facilities.dfm.uidaho.edu/A/Download/geolocation2.html

_____ **Review Common Terminology with your supervisor**

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 MyUI, 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.

MyUI
Once your EPAF has been processed you can access MyUI at my.uidaho.edu. In MyUI 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/human-resources/edl/learning-opportunities/bannertraining.

Vandal Card

The Vandal Card is the official employee ID card for staff, faculty, and affiliated persons. Vandal Cards 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/oit/need-help/tsp/directory.

*You will not be able to complete the below items until your EPAF has been applied. If you aren't sure if your EPAF has been applied, please contact your department or supervisor.

_____ Parking and Transportation Information/Options

➢ The University of Idaho campus is less than one square mile and is within walking or biking distance of many residential areas in Moscow. When walking or biking isn't feasible, FREE public transportation is provided by SMART Transit, Monday – Saturday, 6:30 a.m. to 7:00 p.m., with several stops on campus. For those living in a neighboring community, the City of Moscow offers a cost-effective VanPool option. Board appointed employees are eligible for all tiers of commuter parking permits, payroll deduction for payment, and auto-renewing permit options are available. If driving every day isn't required, 10-day parking permits allowing for flexible parking (non-consecutive days) are available and can be purchased throughout the year as needed. Learn about employee permit options and purchase online at: https://tinyurl.com/3ph6xrr3.

_____ Complete your W-4 and Direct Deposit set-up

- ➢ Online set-up should be available within 2 weeks of your start date – You should receive an email from Payroll when you can complete this
- ➢ View the direct deposit and W-4 setup instructions at https://www.uidaho.edu/-/media/UIdaho-Responsive/Files/human-resources/Payroll/direct-deposit-w4-instruction.pdf

_____ Sign up for your benefits within 30 days of hire through the MyBenefits portal
- ➢ You will receive an email approximately 2 weeks after your start date letting you know to sign up for your benefits with instructions

_____ Required Employee Training
- ➢ New employees are required to complete the New Employee Required Training within the first 30 days of employment.
- ➢ Training enrollment messages will be sent to your employee work email address from EDL. To access the training, you will be asked to log in using your U of I Network ID and Password. You will receive email reminders until your training is complete.
- ➢ For more information, please visit https://www.uidaho.edu/governance/edl/required-training

_____ If you are a classified employee, you must make your comp time election within 30 days of your start date

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____