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Department Address

Phone

**New Benefit Eligible Employee Checklist**

*Welcome to the University of Idaho* Click here to enter text.

*We are very excited to have you join our Vandal Family. You will work with your supervisor to complete this checklist and other information that may be necessary.*

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **ON YOUR FIRST DAY** |
| Visit Human Resources to complete Form I-9 + Additional Onboarding Documents |
| Parking Permit   * Moscow Campus: 1006 Railroad Street or [www.uidaho.edu/parking](http://www.uidaho.edu/parking) * Offsite: Check with supervisor for information |
| Obtain Vandal Card & Network Id/Email from Vandal Card office or ITS Help Desk (must present photo ID) |
| Key check out (if applicable) |
| Offer Letter signed & turned in to supervisor |

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| **DURING YOUR FIRST WEEK** |
| Getting Acquainted  \_\_\_\_\_\_ Meet with supervisor to discuss job description & expectations. Turn in signed copy.  \_\_\_\_\_\_ Introductions to Team & Building Tour  \_\_\_\_\_\_ Discuss Weekly Schedule  \_\_\_\_\_\_ Review Organizational Chart |
| Safety  \_\_\_\_\_\_ Emergency Response Plan, Reference Guide, Evacuation Map, Phone Tree, etc.  \_\_\_\_\_\_ Obtain emergency contact numbers from employee; provide employee with important department phone numbers/email addresses  \_\_\_\_\_\_ Vandal Alerts Information |
| Complete online **All Employee Training** within 30 days of hire. If you are in a supervisory role, additional supervisor training will be assigned.       You should receive an access email with detailed login instructions to your university email. If you do not receive an access email, please contact Employee Development and Learning at 208-885-2323 or [gsmu@uidaho.edu](mailto:gsmu@uidaho.edu).        To learn more about required employee training visit <https://www.uidaho.edu/human-resources/edl/learning-opportunities/work-related-training>  Complete any department specific trainings  Visit the Benefit Website to view benefit information and register for **Benefits Orientation:** <http://www.uidaho.edu/human-resources/benefits> |
| Review Faculty/Staff Handbook [www.webpages.uidaho.edu/fsh](http://www.webpages.uidaho.edu/fsh)  Administrative Procedures Manual [www.uidaho.edu/apm](http://www.uidaho.edu/apm) |
| Schedule/Leave/Policies  \_\_\_\_\_\_ How to enter time & leave through VandalWeb  \_\_\_\_\_\_ Discuss annual leave and sick leave policies  \_\_\_\_\_\_ University holiday calendar & closures  \_\_\_\_\_\_ Leave request procedure  \_\_\_\_\_\_ Procedure for alerting supervisor/colleagues of a sick day/late for work  \_\_\_\_\_\_ Emergency Response Plan. Phone tree & emergency contact information |

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| **DURING YOUR FIRST MONTH** |
| Log into Vandal Web after EPAF (Electronic Personnel Action Form) is complete to set up the following:   * W-4 Form & Direct Deposit * Update personal information * Hourly employees - make comp time election (must be done w/in 30 days of start date!) * Make benefits selections through MyBenefits Portal * Enter time (if applicable) |
| Review the University’s Mission, Strategic Plan, Values & Vision |
| Learn the University of Idaho Songs <http://webpages.uidaho.edu/marchingband/sub/songs/songs.html> |
| Familiarize yourself with campus |
| Visit the President’s Suite in the Administration Building to introduce yourself and receive your Welcome to “Idaho” pin. |

**Helpful Hints:**

**The “EPAF”**

An “Electronic Personnel Action Form” (EPAF) is created for your position and travels to several departments for examination and approval before being applied to Banner (UI’s administrative system). Once your EPAF is processed (applied), you become an “official” UI employee. Almost everything at the UI is dependent on your EPAF. You will need a processed (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](https://vandalweb.uidaho.edu/PROD/twbkwbis.P_WWWLogin). 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 take Banner Navigation training online at [www.uidaho.gosignmeup.com](http://www.uidaho.gosignmeup.com) (you will need to have your EPAF processed in order to take training).  Once you have an active Banner account you will be able to sign up for other Banner classes through [GoSignMeUp!](http://www.uidaho.gosignmeup.com/) using your network username and password. For more information, visit <https://www.uidaho.edu/human-resources/edl/learning-opportunities/banner-training>.

**Vandal Card**

The Vandal Card is the official employee ID card for staff, faculty, and affiliated persons. Vandal Cards are used over two million times per year 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. It is used to obtain financial aid checks. The Vandal Card can also be used as a prepaid debit card for purchasing university goods and services.  Vandal Cards have expiration dates so be mindful of that date or you may not have access to buildings, labs etc.

**Vandal Alert**

Vandal Alertis 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 <http://www.uidaho.edu/public-safety-and-security/emergency-management/vandal-alert> for more information on Vandal Alert, including how to update your contact information.