

UNK NEW HIRE CHECKLIST (date: _____)

*This form documents and supports the hiring event for all employees at UNK. The list may be expanded according to the needs of each department. Some items may not apply to your unit, please check "Not Applicable**"*

Completed By (initials)	Not Applicable*	New Hire Checklist
Complete Prior to Start Date		
		Letters of Offer and Acceptance sent with temp. parking permit - completed by HR or Academic Affairs
		New Hire Form (PAF), I-9, W-4, Direct Deposit sent and returned.
		PAF sent to home department for signatures and entry into SAP (NU ID generated, UNK Account created). Employee goes to TrueYou Identity Manager to claim account and setup password.
		Key request needs personnel number and email to complete form.
		Telephone set up (48 hr notice).
		Early Learning Childhood Development Center
Complete on First Day		
		Building/Room Keys/Other Keys (desk, file cabinet, elevator, etc.)
		Comp Time Agreement form (hourly employees)
		Driver's License Check form
		Firefly Website/Employee Self Service
		Parking permit
		Job Description complete/signed by employee & submitted to HR
		ESS Time/Time Sheet (hourly employees)
		UNK Alert http://www.unk.edu/unkalert/
		Complete SAP Security Form (in Firefly - SAPPHIRE)
		Voice Mail activation (VM code is 654123).
Complete during First Week		
		Benefits Orientation
		Canvas Training (if applicable) ITS Trainings.
		Cell Phone (if applicable)
		Email Training (if applicable) (see ITS Training list)
		FERPA Training (if applicable) Registrar's Office: http://www.unk.edu/offices/registrar/ferpa/index.php
		ID Card (3 days after start date).
		Library Access
		MyBlue Training (if applicable) (see ITS Training list)
		Other Equipment/Property (please specify) (if applicable)
		i-Pad or mobile device training (if applicable) (see ITS Training list)
		Identify applicable business process training and register or call to set-up a training time.
		Work with Supervisor for additional NeSIS access
Optional Actions to Complete once employment is started		
		Order business cards
		Order name plate/door sign
		Order name tag
Web Sites for Employee to Review		
		http://www.unk.edu/offices/human_resources/human-resources-policies.php
		https://nebraska.edu/regents/bylaws-policies-and-rules (Board of Regents Policies)
		http://www.unk.edu/academic_affairs/faculty_handbook/index.php (faculty handbook)
Procedures for Employee to Review		
		UNK Alert and other Emergency Alerts & Evacuation Procedures
		Leave Approval Procedures / ESS- Firefly (staff and 12 month faculty)
		Room Scheduling / Resource Databases (Student Records or Facilities Mgt)