UNIVERSITY 1 OF
Nebraska
Medical Center

Directions: *This checklist is designed to assist with the department's new employee orientation process. Onboarding is a process that begins before an employee's start date and can continue for at least (three months) or longer. This checklist is organized chronologically and helps hiring managers prepare for the arrival of the new employee. Once an employee starts, he/she can work with the hiring manager to continue with the checklist. The hiring manager can customize the checklist so it is relevant to their respective department. Internal transfer employees may omit items that are not applicable.*

PRE-ARRIVAL

☐ **Offer Letter**

Signed offer letter should be received by the department before any additional new hire paperwork is started. Template Letters available at:
Sample Letters & Attachments on NU Values

NOTE: Job Description should be attached to offer letter.

☐ **Background Check**

Must be completed by all new hires prior to start date and after an offer of employment has been accepted. A background check is also required for temporary workers, non-faculty volunteers and current employees making a job change within UNMC. Details and instructions are found at:
Background Checking on NU Values

☐ **Pre-employment Physical (if applicable)**

Before requesting the pre-employment physical, check the compliance section on your job description to see if it is required. Pre-employment physical results must be reviewed by HR before employee starts work. HR Staffing will notify the department if the employee is qualified for restricted or non-restricted work. For additional information on Pre-Employment Physicals, please go to:
Pre-Employment Physical Examinations on NU Values

☐ **Drug Test if applicable**

☐ **Invite New Hire to come in and complete New Hire Paperwork**

- **I-9 Form** Completed by department HR Representative; employee is required to show proper ID when completing this form. Please review NU Values - I-9 Management System for additional information.

- **W-4 Form** Completed by the employee; original sent to Payroll Department, zip 5000.
  W-4 Forms (Federal and Nebraska) are available in NU Values - SAP Forms

- **PAF** **– Personnel Action Form**

- **Direct Deposit Form**
  Completed by the employee; original must be sent with a deposit slip to the Payroll Department, Zip 5000.)
  Direct Deposit Form are available in [NU Values - SAP Forms](#)

☐ **Assign an Onboarding Peer for new employee's first two months on the job.**
  The onboarding peer can assist in the onboarding process and be a "go to" person as directed by the hiring manager.

☐ **Send an announcement via email to the department announcing the new hire and start date.**

☐ **Coordinate temporary parking arrangements for new employee's first day of work through Parking Services by calling 9-8580 and provide information to new hire.**

☐ **If not already provided during the interview process, email the new hire a copy of their job description and reference any pertinent UNMC websites.**

- **Computer Access**
  Set up automatically when new hire information is entered into SAP.

- **Schedule New Hire Orientation**
  Set up automatically when new hire information is entered into SAP.
  Information on New Employee Orientation can be found at: [New Employee Orientation](#)

ARRIVAL – FIRST DAY

- **Employee Parking & Campus Map**
  For parking information and request forms visit [Parking Information](#), you will need user name and password to access. Be sure to share the [Parking Handbook](#) as this will have important information such as parking lot maps, parking restrictions, and applying for permits. Employee completes and signs the form. Fax, mail or deliver completed form to Parking Administration, zip 4290 or Annex 10 /Business Services (4230 Bldg), Room 3037.
  For interactive and printable campus maps visit [Maps and Directions.](#)

- **ID Badge**
  New employee may obtain ID badge within 24 hours of being entered into SAP. Badge photos are taken at Annex 10 / Business Services (4230 Bldg), Room 3037. Arrange building access through area access representative; area access representative contacts ID office for access to be added to badge. There is no fee for new badges or replacement if the old badge is returned; $15 fee to replace a lost badge. For additional information, call 9-8414 or go to: [How to Obtain an I.D. Card](#)

- **Department Keys**
  Department completes a yellow UNMC key card, signed by department head (or authorized designee). Take key card to the Security business office located in the Academic Research & Services Building, 4215 Emile Street. Department can order a supply of yellow key cards from Security. Key deposits are $15 for master keys and $10 for others and may be paid for with cash, check or charged to the department cost center; keys must be picked up in person. For additional information, go to: [Security Policies and Procedures under Key Control Procedures](#)

☐ **Tour of Department**
- Location of office, cubicle (stock with general office supplies)

- Introduction to Staff (including Division Director)
- Provide current department organization chart
- Location of rest rooms, lunch room

☐ **Telephone**
- Department telephone list and email addresses
- On-line Campus phone directory [Campus Phone Book](#)
- AUDIX (how to access voice mail)
- How to make calls
- Policy on personal/long distance calls
- Cell phones, pagers (if applicable)

☐ **Computer**
- Access, password set up, email set up should already be done through SAP but new hire will need to know about shared drives and department workstation support.
- Go to UNMC [Employee Self Services](#)
  Log in with UNMC ID and password. Click on ITS >Network, Hardware/Software Request. Complete request from function list at the bottom of the screen.

☐ **Other Equipment**
- Fax, Copy Machine, Printers, Scanners

☐ **[Mail Pick Up and Delivery Schedule](#)**

☐ **Travel (if applicable)**
  In [Firefly](#) navigate to Concur Request, Booking & Expense to view information on the following:
- Mileage and reimbursement process
- Travel Requests and approvals

☐ **Attendance**
- Work schedule
- Attendance expectations
- Procedure for requesting time off / absences
- Overtime
- Time sheet procedure

☐ **Provide a training program/schedule that includes key staff**

FIRST TWO WEEKS

☐ **Arrange a welcome lunch for new employee**

☐ **Supervisor may schedule two or three private meetings a few days apart during the first weeks on the job to discuss training, job responsibilities, competencies and expectations.**
- This will provide the new employee an opportunity to discuss the work and any problems that may have developed. It is important that the new employee has an accurate picture of their work and what is expected of them.

☐ **Review additional information applicable to the department**

- Mission and goals
- Policies and procedures (that would directly affect their job)
- Safety plan
- Staff meetings
- Dress code and (Casual Fridays)
- Confidential Information
- After- hours access
- Calendar & Scheduling meetings

☐ **Compliance Training**
- Set up automatically when new hire information is entered into SAP
  For information on Compliance go to:
  Compliance @ UNMC

☐ **Benefits U –** UNMC Benefit 'U'
- U-wide array of benefits and related programs that are vital to enhancing employees' working and personal lives.

☐ **Payroll**
- If new hire, contact Payroll at unmcpayroll@unmc.edu

☐ **Policies and Procedures/Policy Manual Index**

☐ **Firefly Employee Self Service**
- Leave, Benefits, Payroll, Employment Information, Personal Information, Travel

☐ **UNMC ESS (Employee Self Serve)**
- Parking Services and forms, Rewards and Recognition forms

☐ **Canvas**

☐ **Quick Connect on Firefly**
- Includes: Campus Phone Book, Compliance, The Nebraska Medical Center,
  UNMC Internet Home, UNMC Intranet Home, UNMC Policies and Procedures.

☐ **Order business cards, envelopes, letterheads, notecards**

☐ **Order Nameplates through completing a Purchase Requisition Form**
- Firefly>e-Shop