New Employee Onboarding Checklist

New employee: _____ Start date: _____

Note: *This checklist provides general guidance and captures onboarding and orientation action items that are applicable campus-wide. It is customizable, if you wish to edit or add additional items.*

Pre-Arrival		Action Complete
Action	**Instruction**	
Confirm arrival details with supervisor	If you have not received specific information regarding your arrival, contact your supervisor to discuss and confirm where and when you should report on your first day, make transportation and parking arrangements, and other details as necessary.	
Locate employment eligibility documents	On your first day, you will need to complete a Form I-9 and provide acceptable documentation. A list of acceptable documentation can be found on the last page of the form. Please complete Section 1: Employee Information on Form I-9, locate your original employment eligibility documents, and bring them with you on your first day.	

First Day		Action Complete
Action	**Instruction**	
New Hire Forms	***Federal Tax Form (W-4)*** All employees are required to complete form W-4, the Employee's Withholding Allowance Certificate. This form allows the university to withhold the correct federal income tax from your pay. ***ID verification for employment (Form I-9)*** You will need to complete Section 1: Employee Information on the Form I-9 and provide acceptable documentation on your first day. A list of acceptable documentation can be found on the last page of the form. Please work with your department to complete and submit your new hire forms.	
Claim your Duck ID	If you have not already claimed your Duck ID, please do so on your first day. Your Duck ID is used to access email, Canvas, and other campus systems and services. Visit the UO Service Portal for instructions and support: http://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=33250	
Obtain Personal Access Code (PAC)	Obtain your UO ID number, which begins with "95" and is nine digits long, from your hiring department. Contact the Human Resources Service Center at 541-346-3159 to set your Personal Access Code (PAC) to a temporary code. Login to DuckWeb at duckweb.uoregon.edu using the temporary PAC. You will be prompted to reset your PAC upon initial login. The PAC is case sensitive and must be exactly 6 characters long, include a capital letter, a lower case letter, and at least one number.	

First Day Continued		Action Complete
Action	**Instruction**	
Direct deposit authorization	Employees may enroll in Direct Deposit in one of two ways: 1) Online Enrollment Log into duckweb.uoregon.edu using your UO ID (95#) and PAC Select "Employee Information" Select "Pay Information" Select "Direct Deposit" Follow on-screen instructions to set up or update your direct deposit. 2) Paper Enrollment Complete a "Direct Deposit Authorization" form Attach a voided check to the bottom of the form Return this form to your HR representative or payroll administrator	

Sign up for paperless paystubs (optional)	The university payroll system offers web-based or paperless earning statements to its employees. Visit the Business Affairs website for more information and instructions: https://ba.uoregon.edu/content/paycheck-delivery-paperless-option	
Provide emergency contacts	In the event of an emergency, we'd like to know who to contact on your behalf. You may set up and update your emergency contact in DuckWeb at any time. This information will be kept confidential. To add/update an Emergency Contact: 1) Log into duckweb.uoregon.edu 2) Click on "Personal Information" 3) Click on "Update Emergency Contacts"	
Obtain UO ID Card	New employees may obtain a UO ID card at the UO Card Office in Room 12 of the Erb Memorial Union (EMU). Room 12 is on the lower level, adjacent to the Union Market. Your hiring department can assist with the documentation required. Please bring conventional photo ID (driver's license or passport) and your UO ID number that begins with "95." If your ID card will be used for building access, contact your hiring department for the required information for proximity access. For more information, including a link to upload your ID photo, visit the Card Office website or contact them at 541-346-3113.	
Register for Benefits Orientation **Please note that enrollment in benefits coverage is not automatic!**	If you are eligible for benefits, you have 30 days from date of hire to select and enroll in the UO benefit program. Coverage is effective the first of the month following your online enrollment or submission of enrollment forms to the Benefits Office. Employee Benefits Orientation is available to assist you in selecting the most appropriate plans. Please work with your supervisor to register for a Benefits Orientation session that works with your schedule. View the orientation schedule for available options: https://forms.hr.uoregon.edu/forms/forms/benefits-orientation-sign Please contact the Benefits Office for more information at 541-346-3085.	

Register for New Employee Orientation	Human Resources hosts New Employee Orientation to acquaint participants with the organization, structure, and philosophy of the University of Oregon. This half-day workshop is designed for new administrative and classified employees; however, new or current faculty and other employees are also welcome to attend. Please work with your supervisor to choose a session that works best with your schedule. View the orientation schedule for available options.	
First Day Continued		**Action Complete**
Action	**Instruction**	
Get building key card access	Check with your supervisor to ensure you have all necessary keys and any required card access to buildings.	
Set up your voicemail	Your supervisor should be able to provide you with your on-campus extension (6-XXXX). On your first day, you will need to set up your voicemail. Instructions: https://it.uoregon.edu/voicemail If you prefer to receive notification of voicemails via email, please see additional instructions here: https://it.uoregon.edu/wpm_email.	
Obtain parking permit (optional)	Parking permits may be purchased online at parking.uoregon.edu. Employees may log in to the system using their DuckID and password. For assistance, contact the Office of Parking and Transportation at 541-346-5444.	
Review Leave Notices	Please review the following notices. You may download or print a copy for your records if you wish. Employee Rights under the Family and Medical Leave Act https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf Notice to Employers and Employees on the Oregon Family Leave Act (English) https://www.oregon.gov/boli/TA/docs/oflaposter2016englishlarge.pdf Notice to Employers and Employees on the Oregon Family Leave Act (Spanish) https://www.oregon.gov/boli/TA/docs/oflaposter2016spanishlarge.pdf	
Review ACA Notice	Please review the New Health Insurance Marketplace Coverage Options and Your Health Coverage form at https://www.dol.gov/ebsa/pdf/flsawithplans.pdf. You may download or print a copy for your records. By marking this task as complete, you acknowledge that you have been provided a copy of this form.	
Review Workplace Accommodation Notice	Please review the Workplace Accommodation Notice at http://hr.uoregon.edu/workplace-accommodations-notice. You may download or print a copy for your records.	

First Month		Action Complete
Action	**Instruction**	
Attend Benefits Orientation	Attend the orientation session selected by you and your supervisor.	
Complete benefits enrollment	Enrollment in benefits is not automatic. As a new employee, you have 30 days from your date of hire to select and enroll in the health plans. Coverage is effective the first of the month following your online enrollment or submission of enrollment forms to the UO Benefits Office.	
Attend New Employee Orientation	Attend the employee orientation session selected by you and your supervisor.	
Review employment policies and collective bargaining agreement (CBA, if applicable)	Visit the Employee & Labor Relations section of the HR website to learn about your employee group and review applicable employee policies and collective bargaining agreements (CBAs). https://hr.uoregon.edu/er In addition, you can find a comprehensive list of all university policies in the UO Policy Library at https://policies.uoregon.edu.	
Complete the online UO COVID-19 vaccination requirement form.	All UO students and employees are required to be fully vaccinated against COVID-19 or request an exemption. To meet the UO COVID-19 vaccination requirement, UO employees are required to submit a secure online form. The form is mobile-friendly and can be completed on any device. More information can be found at https://hr.uoregon.edu/vax-req-new-hire	
Workplace Harassment Prevention Training	The University of Oregon is committed to providing an environment for its students, faculty, and staff free of prohibited discrimination and harassment, including sexual harassment. In support of that commitment, Workplace Harassment Prevention training is required for all University faculty and staff. This training is intended to better inform faculty and staff about behaviors that constitute prohibited discrimination and sexual harassment. It is also intended to clarify each employees' understanding of their duty to report credible information regarding incidents of prohibited discrimination, including sexual assault, partner or dating violence, and gender-based stalking. New employees are required to complete this training within 90 days of beginning employment. Visit the Workplace Harassment Prevention webpage for instructions on how to complete this requirement: http://hr.uoregon.edu/workplace-harassment-prevention	

Sign up for UO Alerts	You may sign yourself and/or your emergency contacts up for UO Alerts, a text messaging service that sends alerts regarding emergency or crisis situations on campus.
	
	To sign up for UO Alert!:
	    Log into duckweb.uoregon.edu
	    Click on "Personal Information"
	    Click on "Enter/Update Emergency Alert Phone(s)"	

Updated: 3-27-23

Complete Cybersecurity Awareness Training	All new employees are strongly encouraged to complete the UO Cybersecurity Basics training. The training consists of nine short modules, divided into three blocks, on topics such as passwords, email, devices, data handling, and remote work. Visit the UO Service Portal for more information and links to the web-based trainings in MyTrack: https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=140418. Expand your cybersecurity awareness further by reviewing information available in the UO Service Portal on: • general security: https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=140403 • phishing: https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=140533 • proofpoint security: https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=140538	