BEFORE YOU ARRIVE

- Shortly after notification of your offer acceptance, you will receive an email message from Workday®, the University of Chicago’s HRIS (Human Resource Information System). To get started, you will need to activate your CNetID (official electronic ID used for accessing email and other University systems). If you are an employee and do not have a CNetID, click here to claim one. Once you have claimed your CNetID, please log into Workday® using your CNetID and password and follow instructions to complete the onboarding steps.
  - Before your first day, you should enter your personal information (i.e., marital status, ethnicity), contact information, employment contacts, federal tax elections, and complete the Department of Homeland Security CAlert Form I-9.
- Consult the 2015 Benefits Open Enrollment Guide to review the many benefit options available to you and your family; review the University’s benefit plans and make a note of any questions you may have.
  - We provide an overview of the benefits offerings at our weekly new hire orientation session.
  - If you have questions before or after the session, contact our Benefits Specialists (773-702-9634 or benefits@uchicago.edu). You must enroll for benefits within 31 days of your hire date.
- Review the Getting to Know UChicago website to prepare for your first days and weeks, and understand what you need to do when.
- Explore our Campus Maps resources and visit the Transportation and Parking website for information on getting around campus.

FIRST DAY ESSENTIALS

- On or soon after your first day, you will need to log into Workday® to complete the additional tasks of uploading your state tax election documentation, entering bank account information for direct deposit of pay, entering your personal and contact information, and completing your I-9. The onboarding process is not complete until there are no more action items in your Workday® inbox and your onboarding worklet has disappeared.
- Visit the training website to learn about the next Getting to Know UChicago orientation session.
- Meet with your HR Partner or supervisor to receive your phone extension and information on how to activate your voicemail.
- Request required building keys/card access for your work area through your HR Partner.
- Introduce yourself to your new co-workers and other staff members.
- Tour your building to identify restrooms, fire exits, conference rooms, supply room, and break areas.
- Familiarize yourself with the University organizational structure and your departmental organization chart.
- Visit the IT Services website to learn how to get connected to University systems.
- If you have extra qualifiers in your email address (e.g.

FIRST WEEK ESSENTIALS

- Attend Getting to Know UChicago new hire orientation session.
- Please wait for an email indicating that you have a task in your Workday® inbox to enroll in your new hire benefits. If you do not receive this email within your first week, please contact your HR Partner. NOTE: enrollment in benefits must be within 31 days of your hire date.
- Obtain your UChicago ID Card from the ID & Privileges Office.
- Review the Employee Handbook and the University Personnel Policies.
- Review the University Standards for Business Conduct.
- Visit the Environmental Health and Safety website to determine if any additional safety training is necessary for your position.
- Learn departmental procedures and practices.
- Discuss your department’s mission and goals and how your position aligns with those objectives.
- Discuss job expectations and performance management with your supervisor.
- Sign up for CAlert to be notified about campus emergencies.
- Sign-up for list hosts, group lists, distribution lists,
### FIRST DAY ESSENTIALS
- xxx@bsd.uchicago.edu or xxx@surgery.uchicago.edu, go here to forward to your xxx@uchicago email.
- Familiarize yourself with the University of Chicago's workforce time tracking system, UChicago Time, through the information website and enter your daily hours (biweekly staff) or monthly absences (monthly staff): https://uchicago.cybershift.net/.
- Clarify initial assignments with your manager.

### FIRST WEEK ESSENTIALS
- internal/office phone lists through your HR Partner or supervisor.
- Join the “Getting to Know UChicago Staff New Hire Group” on LinkedIn to interact with other new staff and post questions and comments about your experience.
- Visit the Department of Safety and Security website for assistance in planning your commute and choosing a parking option.

### FIRST MONTH ESSENTIALS
- Take the VAWA online training (link provided via email).
- Visit the HR Benefits website to learn about University Perks and Discounts.
- Consult the HR training schedule to learn about ongoing workshops and webinars, and subscribe to the Learning and Development listserv for direct emails with upcoming course offerings.
- Network with peers across the University. Consult your supervisor regarding networking opportunities.
- Learn about the University in the “About the University” section of the website.
- Sign up for the weekly UChicago newsletter to stay informed about the latest news and events happening all over the University.
- BSD Employees: Complete the HIPAA/Fraud Awareness Training within 45 days of employment. Get login instructions from your HR Partner.
- Register to attend the new employee campus and community bus tour which is offered monthly.

### FIRST SIX MONTH ESSENTIALS
- Take time to assess what you have done well in your first six months and identify areas of opportunity.
- Continue an open dialogue with your immediate supervisor. If you are a biweekly staff member, ask your supervisor about your 90 day performance review.
- Visit Explore UChicago website to experience different views of campus throughout the year and find out about hidden community gems recommended by your colleagues.
- Discover the diversity of the University community and surrounding areas.
- Take advantage of free season passes to UChicago athletic events, available to all University and Medical Center employees.
- Use the Career and Learning Essentials Curriculum, Course Calendar and Course Catalog to plan for your continued professional development.

### FIRST YEAR ESSENTIALS
- Eligibility for the mandatory Retirement Income Plan for Employees (ERIP) is connected to your one year anniversary. When your ERIP participation is about to begin, you will receive an email indicating you have a task in Workday® to make your allocation election.
  - Attend an ERIP information session.
  - Complete the University's ERIP enrollment in Workday®
- Utilize available resources to actively manage your learning and career development. Use the Career and Learning Essentials Curriculum, Course Calendar and Course Catalog to plan for your continued professional development.
- Discuss your career goals and professional development with your manager and explore how s/he can best provide support.

Congratulations and thank you for choosing the University of Chicago as your employer!