New Employee Welcome Guide and Checklist

Welcome to the University of Chicago! Congratulations on joining a growing, diverse, and global organization that is a highly respected intellectual destination for scholars and staff from around the world. The University is pleased to have you as a new member of its dynamic community and extends a warm welcome.

The University values its employees and provides a variety of resources to support successful onboarding and continued training and career development. Please use the checklist and information below as a guide for your first days, weeks and months of employment.

Checklist for New Staff

If you need assistance throughout your onboarding experience, please know you have a variety of resources and contacts available. In addition to convenient and comprehensive online resources that you may access at any time, you may also contact your supervisor, HR Partner, department administrator or the HR-Recruitment team. The University wants to ensure you have what you need to be successful as you begin your career at the University of Chicago.

*Please note an electronic version of this document is on the Getting to Know UChicago website (https://staffnewhire.uchicago.edu/) with links to the various websites and documents.

BEFORE YOU ARRIVE

☐ Shortly after notification of your offer acceptance, you will receive an email message from Workday®, the University of Chicago’s Human Resource Information System. To get started, activate your CNet ID (official electronic ID used for accessing email and other University systems). If you are an employee and do not have a CNet ID, visit https://cnet.uchicago.edu to claim one. Once you have claimed your CNet ID, please log into Workday® using your CNet ID and password and follow instructions to complete the onboarding steps.
  - Before your first day, you should enter your personal information (ie., marital status, ethnicity), contact information, emergency contacts, federal tax elections, and complete the Department of Homeland Security 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 (https://staffnewhire.uchicago.edu) site 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 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.

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.
FIRST DAY ESSENTIALS

- If you have extra qualifiers in your email address (e.g. xxx@bsd.uchicago.edu or xxx@surgery.uchicago.edu), visit https://cnet.uchicago.edu/cmail/forwarding/ 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).
- Clarify initial assignments with your manager.

FIRST WEEK ESSENTIALS

- Sign-up for list hosts, group lists, distribution lists, 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.
- Learn about the UChicago Travel program which is a resource for students, faculty and staff to register their trips while traveling internationally on university related business.

FIRST SIX MONTHS 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 Chalk, UChicago’s suite of online e-learning modules, to learn more about the performance management process. The modules are designed to be completed in 10-15 minutes on various topics including goal setting, feedback and coaching, mid-year review, etc.
- Visit Explore UChicago website to experience different views of campus throughout the year and find out about hidden community gems recommended by your colleagues.
- Review Visiting the University website for information on campus architectural sites, restaurants and special events.
- Take advantage of free season passes to UChicago athletic events, available to all University 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®
- 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!