NCTA HR ONBOARDING CHECKLIST

EMPLOYEE

_____ EMPLOYEE

_____ APPLICATION/HIRING LETTER/TEMP/ONC FORM

_____ DRIVER'S LICENSE

_____ SOCIAL SECURITY CARD

_____ BANK INFORMATION/DIRECT DEPOSIT

_____ BACKGROUND CHECK

_____ BACKGROUND CHECK RESULTS/SEND E-MAIL TO SUPERVISOR

_____ PHYSICAL

_____ PAF, PDF, I-9, W-4, DIRECT DEPOSIT, OVERTIME AGREEMENT

_____ E-VERIFY

_____ ADD TO PAYROLL FILE

_____ PAF SIGNATURES

_____ FITNESS CENTER FORM

_____ CONFLICT OF INTEREST FORM

_____ DRIVING AUTHORIZATION

_____ NAME BADGE

_____ NU ID CARD

_____ MAKE FILE AND FOLDER

_____ FIREFLY FORM

_____ SUBMIT HIRING PAPERWORK/GOS to SAP

_____ EMPLOYEE TRANSITIONED TO SUPERVISOR FOR DIV/DEPT TRAINING

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NEW EMPLOYEE'S GUIDE TO ACCESSING SERVICES

As a new University of Nebraska–Lincoln (UNL) employee, you may set up your access to services right away. Services may be physical (NUID card, parking tag, etc.) or electronic (email, wifi, etc.). After your department enters your hiring information into the employee management system, you can complete these steps, even before you arrive on campus. Services will be activated in 24–48 hours

1. Get your NUID

An NUID is an 8-digit identification number assigned to you. Your supervisor or department coordinator will provide an NUID to you on or before your first day.

My NUID:

2. Claim your online identity   TrueYou

1. Activate your TrueYou and MyUNL logins at trueyou.nebraska.edu and click **Claim Your ID**.

b. Enter your NUID provided by your department and the email you provided for your application. Click **Next**.

c. Set your password and answer the authentication answers. Before you click **Submit**, write down your My.UNL username from the bottom of the page.

MyUNL username:

TrueYou credentials are used at all University of Nebraska campuses and Nebraska State Colleges to access the Student Information System, SAP and Firefly.

Your My.UNL credentials are used to accesses online services provided by UNL (e.g. email).

For assistance, call Huskertech Help Center at 402-472-

3. Get your NCard

The NCard is the University's multifunctional campus card. It serves the official identification card as well as provides access to services on campus.
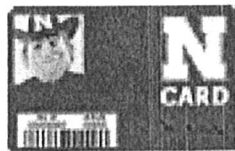
The day after your NUID has been generated, you can get your NCard in the Nebraska Union on city campus. A government issued photo identification is required.

Go to ncard.unl.edu, and under the **Fac/Staff & Affiliates** heading, click to **Obtain Your NCard** to submit your photo online. You can also get your photo taken when you pick up your card at the NCard Office.

4. Activate your email

Visit email.unl.edu to activate your Microsoft Office 365 account. Use your My.UNL credentials to access your Office 365 account online at office.com or through Outlook on your desktop.

If you have a student or alumni @huskers.unl.edu account it will merge with your new faculty/staff @unl.edu account upon activation of your appointment. If you do not want these accounts combined, contact the Huskertech Help Center at 402-472-3970 before activating your Office 365 account.

Plan your commute

Parking & Transit Services, parking.unl.edu

Purchase a parking permit and view maps where to park on campus.

Purchase a StarTran bus pass and view the bus routes and schedules.

Cyclists are encouraged to register their bike with the UNL Police Department at bike.unl.edu/bike-registration.

Utilize BikeLNK.bcycle.com bicycle sharing.

Additional Services

Building and Door Access
See your department

WiFi (wireless network)
wireless.unl.edu

Enroll in Benefits

If eligible for benefits, you may enroll prior to your first day. *You must submit your completed benefits forms within 31 days of your hire date.*

You may complete the benefits enrollment process online through Firefly at firefly.nebraska.edu.

firefly Firefly is the employee portal for benefits enrollment, leave balances, payroll and more.

Academic & Learning Services

Talk to your department coordinator about enabling instructor access to course.

canvas **Canvas** is the learning management system (LMS) at the University of Nebraska on all four campuses (UNK, UNL, UNMC, UNO) for teaching and learning.

MyRED is the student information system at UNL. It allows students to manage their enrollment and application information as well as faculty and staff to manage students' records.

Huskertech

Visit huskertech.unl.edu for all your technology and cellular service needs. While there, please download the **Tech Guide** for more technology related resources available to you.

NEW EMPLOYEE ORIENTATION CHECKLIST (Dean)

Overview	Resources

Initials

_____ NCTA Mission Statement

_____ NCTA Strategic Plan

_____ Customer Service
Philosophy

_____ College Policy on Speaking
to the Press

Initials

_____ **NCTA Mission Statement:**
https://ncta.unl.edu/mission-statement

_____ **NCTA Strategic Plan:**
https://ncta.unl.edu/Home/StrategicPlan2014-2019.pdf

_____ **NCTA Policy Information:**
https://ncta.unl.edu/faculty-staff-handbook-policies

_____ **Contact for the Press:
Mary Crawford:**
https://ncta.unl.edu/faculty-staff-directory
Phone: (308) 367-5231
Email: mcrawford@unl.edu

I have discussed the above topics and have provided a copy of this checklist to _____
                                                                                    Employee Name

_____   _____
Dean Signature   Date

The Dean has explained the above to me and has given me a copy of this checklist.

_____   _____
Employee Signature   Date

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NEW EMPLOYEE ORIENTATION CHECKLIST (Business Office)

New Hire Documents

Initials

_____ W-4

_____ Payroll Direct Deposit Form

_____ PDF/PAF Form

_____ I9 Form

_____ Background Check

_____ Acceptance Letter

_____ NU-Flex Insured Benefits
Enrollment Forms:
Return to Benefits Office
Within 30 days of hire.
Preferred within 2 weeks.

_____ Sign Overtime Agreement

_____ Ncard Application Form (ID)

_____ Parking Permit Form

_____ Conflict of Interest Form
(if applicable)

_____ Complete Telephone
Permissions Form

_____ Sign Confidentiality
Statement
(if applicable)

_____ Received Executive
Memorandum #16

_____ Received Executive
Memorandum #26

_____ ID Claim Form

_____ Firefly Access

_____ Rate of Pay

_____ Objects on Loan
(if applicable)

_____ Organizational Chart

_____ Order Name Plate

_____ Order Name Badge

_____ P-Card Request
(if applicable)

Payroll

Initials

_____ Pay Dates

_____ Payroll Deposit Advice

_____ ESS Time

_____ Shift Differential

_____ Leave Types
*see Resources for a complete
list of Leave Types
- Vacation
- Sick Leave
- Family and Medical
Leave Act (FMLA)
- Funeral and
bereavement leave
policy
- Civil Leave
- Military Leave
- Crisis Leave (request
and donation)

_____ Holidays/Floating Holidays

Revised 5/30/18

Resources	

Initials	• Websites
_____	**NCTA Website:** https://ncta.unl.edu/
_____	**Firefly:** https://firefly.nebraska.edu
_____	**NCTA Policy/Leave Type/Travel Information:** https://ncta.unl.edu/faculty-staff-handbook-policies
_____	**Retirement:** https://hr.unl.edu/benefits/retirement
_____	**Required 6 Month Probationary Period:** https://hr.unl.edu/policies/recruitment-and-hiring/
_____	**Credit Union:** https://www.unfcu.org/home
_____	**Employee and Dependent Scholarship Program:** https://hr.unl.edu/general/dependentscholarship.shtml/
_____	**Aggie Dining** https://ncta.unl.edu/aggie-dining
_____	**Passports and Passport Photos** https://passport.unl.edu/
_____	**UNL Website:** https://www.unl.edu/

• Phones

_____	**Problem with Paycheck: Laura Romeo:** (308) 367-5263
_____	**NCard: Laura Romeo:** (308) 367-5263
_____	**Notaries Public: Nebraska State Bank (Curtis, NE):** (308) 367-4155 **First Central Bank (Curtis, NE):** (308) 367-4277
_____	**NCTA Security Phone:** (308) 367-7504
_____	**Frontier County Sheriff:** (308) 367-4411
_____	**Employee Assistance Program (EAP):** (402) 472-3107
_____	**Staff & Faculty Disability Services:** (402) 472-2322

• Other

_____	**NCTA Forms on Common:** X:\NCTA FORMS

I have discussed the above topics and provided a copy of this checklist to _____
Employee Name

_____   _____
Business Office Signature   Date

A Business Office staff member has explained the above to me and has given me a copy of this checklist.

_____   _____
Employee Signature   Date

NEW EMPLOYEE ORIENTATION CHECKLIST (Division/Department)

Introduction

Initials

_____ Function of Department or Unit

_____ Organization of Section

_____ Introduction to Co-Workers

_____ Tour of Department

_____ Instructions on Answering the Phone and Taking Messages

_____ Location of Supplies

_____ Location and Care of Office Equipment

_____ Location of Computer Labs

_____ Location and Use of Copy/Printing Services

_____ Location of Restrooms and Break Areas

_____ Department Bulletin Boards

_____ Location of Dining Services

_____ Location of Library

_____ Canvas Setup (if applicable)

Employee Position

Initials

_____ Position Description

_____ Performance Expectations & Evaluation Process

_____ Attendance/Punctuality

_____ Work Week/Hours of Work

_____ Meal and Break Periods (when and how long)
_____ Work Schedule Changes (how handled)

_____ Overtime (how handled) (if applicable)

_____ Flextime

_____ Essential Personnel (Inclement Weather Policy)

_____ Order Business Cards

_____ IPad (if applicable)

_____ Job Injury (report to supervisor and complete accident report)

_____ Travel

Training & Development Opportunities

Initials

_____ Professional Development

_____ Position Specific

Revised 5/30/18

NEW EMPLOYEE ORIENTATION CHECKLIST (Facilities)

Overview

Initials

_____   License Checks

_____   Driving Authorization

_____   Vehicle Use Policy

_____   Fitness Center Form

_____   Keys/Building Access

_____   Issue Parking Permit

_____   Instructions on Completing
a Work Order

Resources

Initials

_____   **Work Orders:**
https://ncta.unl.edu/maintenance-partner

_____   **NCTA Policy Information:**
https://ncta.unl.edu/faculty-staff-handbook-policies

I have discussed the above topics and have provided a copy of this checklist to _____

                                                                              Employee Name

_____   _____
Facilities Signature   Date

A Facilities staff member has explained the above to me and has given me a copy of this checklist.

_____   _____
Employee Signature   Date

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NEW EMPLOYEE ORIENTATION CHECKLIST (IT)

Setup		Resources	
Initials		**Initials**	
_____	TrueYou Account Set Up	_____	**Computer Use Policy (Executive Memorandum #16):** https://ncta.unl.edu/about-ncta/Human-Resources/UseOfComputers.pdf
_____	My.UNL Account Set Up		
_____	Phone Assignment and Voicemail Reset (IT)		
_____	Phone PDF With Instructions Delivered to Employee	_____	**University of Nebraska Security Plan (Executive Memorandum #26):** https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/executive-memorandum/university-of-nebraska-information-security-plan.pdf
_____	Network Server Access		
_____	Active Directory Groups Applied		
_____	Update Group Email List	_____	**NCTA Policy Information:** https://ncta.unl.edu/faculty-staff-handbook-policies
_____	Objects on Loan (PC/Laptop) (SN-Tag) (if applicable)		
_____	SAP Access (if applicable)		

I have discussed the above topics and have provided a copy of this checklist to _____
Employee Name

_____   _____
IT Signature   Date

An IT staff member has explained the above to me and has given me a copy of this checklist.

_____   _____
Employee Signature   Date