# NEW EMPLOYEE ORIENTATION CHECKLIST

## Department/UNL Overview
- [ ] Function of department or unit
- [ ] Mission statement
- [ ] Customer service philosophy
- [ ] Department policy on speaking to the press
- [ ] Organizational chart (UNL through unit)
- [ ] Organization of your section
- [ ] Confidential information/release of information
- [ ] Introduction to co-workers & tour of department

## Payroll
- [ ] Rate of pay
- [ ] Pay dates
- [ ] Payroll deposit advice
- [ ] Problem with paycheck: contact Laura (ext. 5263)
- [ ] How to fill out timesheets
- [ ] Shift differential

## Tour of Department
- [ ] Introduction to co-workers
- [ ] Tour of department
- [ ] How to answer telephone and take messages
- [ ] Location of supplies
- [ ] Location of restrooms, break areas
- [ ] Location and care of office equipment
- [ ] Department bulletin boards

## Leaves & Absences
- [ ] Holidays/Floating Holidays
- [ ] Leave Types: (refer to hr.unl.edu for policy)
  - [ ] Vacation
  - [ ] Sick leave
  - [ ] Family and Medical Leave (FML)
  - [ ] Funeral and bereavement leave policy
  - [ ] Civil leave
  - [ ] Military leave
  - [ ] Crisis Leave (Request and Donation)

## Training and Development Opportunities
- [ ] Automated Training
- [ ] SAP

## Employee Job Function
- [ ] Job 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, if any, how handled
- [ ] Flextime
- [ ] Essential personnel (Inclement Weather Policy)

<table>
<thead>
<tr>
<th>New Hire Paperwork</th>
<th>Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ W-4</td>
<td>□ Rate of pay</td>
</tr>
<tr>
<td>□ Payroll direct deposit form</td>
<td>□ Pay dates</td>
</tr>
<tr>
<td>□ PDF/PAF form</td>
<td>□ Payroll deposit advice</td>
</tr>
<tr>
<td>□ I9 form</td>
<td>□ Problem with paycheck: contact Laura (ext. 5263)</td>
</tr>
<tr>
<td>□ Acceptance letter</td>
<td>□ How to fill out timesheets</td>
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</tbody>
</table>

## Computer hookups and passwords
- [ ] Email Account
- [ ] SAP access
- [ ] NUlook access

## Voice mail/passwords

## Keys/building access

## Order business cards
- [ ] Department

## Order name plate
- [ ] Laura (ext. 5263)

## Order name badge
- [ ] Laura (ext. 5263)

## Leaves & Absences
- [ ] NU-Flex Insured Benefits Enrollment Forms: return to Benefits Office within 31 days of hire
- [ ] Sign overtime agreement
- [ ] Ncard Application Form (staff ID)
- [ ] Parking Permit
- [ ] Conflict of Interest
- [ ] Complete Telephone Permissions
- [ ] Sign Confidentiality Statement
- [ ] Received Executive Memorandum #16
- [ ] Received Executive Memorandum #26
- [ ] Driving Authorization Randi (ext. 5277)
- [ ] Fitness Center Form
- [ ] Email Claim Form

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**UNL Policy Information**

- HR Policies and Procedures: [UNL/HR website](http://hr.unl.edu)
- Six-month probationary period
- Employee Benefits
- Employee Services & Discounts (Soft Benefits)
- Conduct standards & Corrective action procedure
- Grievance procedure
- Job injury (report injury to supervisor immediately)
- Internet use
- Email use
- Employee and Dependent Scholarship Program
- UNL Smoking/Clean Air policy
- Drug free campus policy
- Discrimination and harassment policies
- Nepotism policy
- Weapons policy
- Executive memorandum #16: responsible use of computer equipment
- Vehicle use policy

**Miscellaneous**

- Credit Union
- Recreation Center
- Campus events

**Other**

- [Credit Union](http://hr.unl.edu)
- [Recreation Center](http://hr.unl.edu)
- [Campus events](http://hr.unl.edu)

**Resources**

- Department of Human Resources
  - HR website: [http://hr.unl.edu](http://hr.unl.edu)
  - 367-5252
- NCTA Forms on Common:
  - X:\NCTA FORMS
- NCTA website: [http://ncta.unl.edu](http://ncta.unl.edu)
- UNL website: [http://www.unl.edu](http://www.unl.edu)
- Firefly: [http://firefly.nebraska.edu](http://firefly.nebraska.edu)
- Travel: [http://travel.unl.edu](http://travel.unl.edu)
- Transportation: [http://transportation.unl.edu/policies](http://transportation.unl.edu/policies)
- [NCTA Security](http://hr.unl.edu) 367-7504
- Frontier County Sheriff 367-4411
- Benefits (402) 472-2600
- Institutional Equity & Compliance (EIC) (402) 472-3417
- Employee Assistance Program (EAP) (402) 472-3107
- Staff & Faculty Disability Services (402) 472-2322
- Environmental Health & Safety (EHS) (402) 472-4925

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

_________________________                        ___________________________
Supervisor Signature                                      Date

My supervisor has explained the above to me and has given me a copy of this checklist.

_________________________                        ___________________________
Employee Signature                                      Date

Revised July 2015