New Employee Checklist

BEFORE YOUR FIRST DAY:

❑ Print the Parking Permit that corresponds with your New Employee Orientation date

❑ Set-up UVM NetID

❑ Set-up Duo Security

❑ Log into PeopleSoft > Human Resources to:

- Update W-4 if needed (Contact Payroll@uvm.edu with questions.)
- Sign-up for direct deposit (Contact Payroll@uvm.edu with questions.)
- Add or update personal information and emergency contact information

❑ Review the benefit links in the Welcome Letter

❑ Review the applicable employee handbook or bargaining agreement

ON YOUR FIRST DAY:

❑ Attend New Employee Orientation from 2:00 PM – 4:30 PM via Zoom

❑ Complete the Qualtrics benefits enrollment form emailed to you from benefits@uvm.edu.

❑ Complete the I-9 Form with Human Resources Office or your HR Rep

❑ Log into UVM email account using Microsoft Outlook

❑ Visit the CatCard Service Center to set-up a CatCard

❑ Log into Kronos (if hourly employee)

❑ Explore transportation options and create a commuting plan

❑ Download GET Mobile to deposit funds onto your CatCard or to report a lost card

❑ Apply for an on-campus employee Parking Permit

- Take the Parking Permit Course through Blackboard
- Fill out the Permit Application and email it to parking@uvm.edu
- If desired, request to join Zone 1 (Green Parking) waitlist.

DURING YOUR FIRST TWO WEEKS:

❑ Complete assigned trainings.

❑ Complete "New Employee 2-Week Survey" from Onboarding-hr@uvm.edu

❑ Download LiveSafe app

❑ Review resource links outlined in the New Employee Orientation PowerPoint presentation.

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