WELCOME TO THE WEB!

We are thrilled to have you as part of the University of Richmond community. Let this checklist serve as a guide to help you get started at the University of Richmond.

On Your First Day:
- ☐ Turn in completed paperwork to Human Resources, located on the first floor of Weinstein Hall (Building 231 on the Campus Map: maps.richmond.edu)
  - I-9 Form
  - Drug Policy Form
  - Web Policy Form
  - Direct Deposit Form
  - VA-4 Tax Form
  - W-4 Tax Form
  - Signed offer letter
- ☐ Attend New Employee Orientation
- ☐ Activate your Network Account
- ☐ Register for a Parking Permit
- ☐ Obtain keys or other form of access that you need to enter your work area
- ☐ Tour your department or work area

During Your First Week:
- ☐ Discuss role expectations & review your job description with your supervisor
- ☐ Set up email, voicemail, & computer (Spider TechNet: spidertechnet.richmond.edu)
- ☐ Review Employee Benefits information; return necessary forms to Human Resources and consider your options for medical and voluntary insurance coverage
- ☐ Review employment policies & expectations
- ☐ Faculty employees review the Faculty Handbook
- ☐ Learn how to report time worked (non-exempt employees) and/or leave time (exempt employees)
- ☐ Schedule time to meet with teammates / colleagues & key contacts
- ☐ Obtain an ID card at the One Card office, which is adjacent to the Heilman Dining Center & has a separate entrance (Building 410 on the Campus Map: maps.richmond.edu)
- ☐ Get connected: read the Staff & Faculty webpage (richmond.edu/faculty-staff), SpiderBytes, UR Now and Spider Insider
- ☐ Add/edit your personal details and emergency contact information in BannerWeb (https://bannerweb.richmond.edu)
- ☐ Download the SpiderSafe app

Within Your First Month:
- ☐ Make your employee benefits elections, verify your dependents and submit any necessary forms within 30 days of your start date
- ☐ Go on a campus tour
- ☐ Complete the required Title IX & FERPA compliance, harassment & cybersecurity trainings in UR Talent Web
- ☐ Review department goals & priorities
- ☐ Clarify performance objectives & expectations with your supervisor

HUMAN RESOURCES

- ☐ Submit performance goals in UR Talent Web (Staff)
- ☐ Attend or participate in department orientation (if applicable)

After your first three months, you should know...

About your job & the university:
- ☐ How the university & your department is organized
- ☐ The university's & your department's Strategic Plan (strategicplan.richmond.edu)
- ☐ The specific functions of your team
- ☐ Your duties & responsibilities & the performance standards for your position
- ☐ Your specific work week & scheduled work hours
- ☐ How performance planning & evaluation is managed, by whom, & how often
- ☐ Your supervisor's expectations regarding attendance & tardiness
- ☐ The procedure for requesting time off & absences
- ☐ When staff meetings are held
- ☐ How you will be trained & by whom

About your work environment:
- ☐ Your colleagues & their job functions
- ☐ Your assigned work area
- ☐ The dress code for your area
- ☐ The proper operation & care of computers, office or department equipment
- ☐ How to use the phone systems & email (SpiderTechNet–see above)
- ☐ Where the restrooms, fire exits, shelters, & break areas are located
- ☐ How to find or order office supplies or other resources needed for your job
- ☐ The communication channels used at the university & within your department

About your pay & benefits:
- ☐ Your rate of pay, the university's paydays & pay schedule
- ☐ If overtime is ever required & how it is managed
- ☐ The time recording procedure for your area (BannerWeb or TimePro)
- ☐ Travel & reimbursement procedures
- ☐ Your leave accrual rates (vacation & sick) and leave policies
- ☐ When you are eligible to use leave
- ☐ The university's holiday schedule
- ☐ Health care, dental, vision, insurance, & retirement options
- ☐ Education, legal, child/elder care, & wellness benefits

About your rights & responsibilities:
- ☐ What training courses are required.
- ☐ The university's progressive discipline policy
- ☐ Rules for use of university resources
- ☐ The appropriate use of confidential information
- ☐ The University's policies on equal opportunity, sexual harassment & misconduct, drugs or firearms on campus, email use, & other safety & security policies
- ☐ What to do if you are injured or suffer a work-related illness on the job
- ☐ How to access information about University policies & procedures
- ☐ The resources available to you & your family

HUMAN RESOURCES