

Welcome!

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 off to a great start at the University of Richmond.

First Day:

- Turn in completed paperwork to Human Resources (HR) in Weinstein Hall
 - 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 Onboarding from 8:15 a.m.-4:00 p.m. in Weinstein Hall, HR Offices
- Plan to meet your supervisor or teammate in your department after Onboarding
- Activate your Network Account and register for a parking permit (if you've applied online before Day 1, pick up your permit in your department mailbox).
<http://hr.richmond.edu/talent/new-employees.html>
- Obtain keys or other form of access that you need to enter your work area
- Tour your department or work area

First Week:

- Discuss role expectations and review your job description with your supervisor/ department chairperson
- Set up email, voicemail, and computer (if applicable)
- Review benefits information provided in Onboarding – return completed forms to HR as soon as possible
- Review employment policies and guidelines <http://hr.richmond.edu/talent/policies>
- Faculty employees review the Faculty Handbook <http://facultyhandbook.richmond.edu>
- Learn how to report time worked and/or leave time
- Register for Onboarding Part 2 in UR Talent Web <https://richmond.csod.com>
- Schedule time to meet with teammates/ colleagues and key contacts
- Obtain an ID card at One-Card Services next to the post office in the Heilman Dining Center building
- Get connected: download the UR App, read daily Spiderbytes, read The Collegian

First Month:

- Turn in Benefits forms to HR within **31 days** of start date
- Go on a student-led campus tour <http://admissions.richmond.edu/visit/index.html>
- Register for required Title IX and FERPA compliance training in UR Talent Web
- Review department goals and priorities
- Clarify performance objectives and expectations with your supervisor or department chair
- Submit performance goals in UR Talent Web (Staff).
- Attend or participate in department orientation (where applicable)

AFTER THE FIRST THREE MONTHS YOU SHOULD KNOW...

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| <p>About Your Job and the University</p> <ul style="list-style-type: none"> • How the University and your department is organized • The University's and your department's goals and mission • The specific functions of your team • Your duties and responsibilities and the performance standards for your position • Your specific work week and scheduled work hours • How performance planning and evaluation is managed, by whom, and how often • Your supervisor's/ department chair's expectations regarding attendance and tardiness • The procedure for requesting time off and absences • When staff meetings are held • How you will be trained and by whom (if applicable) | <p>About Your Work Environment</p> <ul style="list-style-type: none"> • Your colleagues and their job functions • Your assigned work area • The dress code for your area • The proper operation and care of computers, office or department equipment • How to use the phone systems and email • Where the restrooms, fire exits, shelters, and break areas are located • How to obtain/order office supplies or other resources needed for your job • The communication channels used at the University and within your department (Spiderbytes, UR App, The Collegian, Department newsletters...) |
| <p>About Your Pay and Benefits</p> <ul style="list-style-type: none"> • Your rate of pay, the UR paydays and pay schedule • If overtime is ever required and how it is managed • The time recording procedure for your area (BannerWeb or TimePro) • Travel and reimbursement procedures • How to sign up for direct deposit • Your accrual rate for sick and vacation days • When you are eligible to use sick and vacation days • The University's holiday schedule and leave policies • How jury duty, bereavement, and military paid leaves are administered • Health care, dental, vision, insurance, and retirement options • Education, legal, child/elder care, and wellness benefits | <p>About your Rights and Responsibilities</p> <ul style="list-style-type: none"> • What training courses are required • How to access information about University policies and procedures • The resources available to you and your family • Rules for use of University resources • The appropriate use of confidential information • The University's policies on equal opportunity, sexual harassment and misconduct, drugs or firearms on campus, email use, and other safety and security policies • What to do if you are injured or suffer a work related illness on the job • Campus resources available to you • The University's progressive discipline policy |

Adapted from the University of Arizona's Employee Checklist