

# Welcome to the Web!

## *First Day*

- Attend New Employee Orientation
- Turn in completed paperwork to Human Resources (Weinstein Hall, Building 231):
  - I9 Form
  - Drug Policy Form
  - Web Policy Form
  - Direct Deposit Form
  - VA-4 Tax Form
  - W4 Tax Form
  - Signed offer letter
- Register for campus parking pass ([parking.richmond.edu](http://parking.richmond.edu))
- Get a URID card at One Card office (Building 410 on Campus map)

## *First 30 days*

- Explore and enroll in URHR Benefits ([benefits@richmond.edu](mailto:benefits@richmond.edu))
  - Medical and voluntary insurance coverage
  - Retirement contributions
  - UR Employee Education Resources
  - Submit paperwork to verify your dependents
- Review Employment policies and expectations
  - Faculty employees review Faculty Handbook
- Complete required trainings in Workday Learning:
  - Title IX & FERPA compliance
  - Harassment training
  - Cybersecurity training
- Set up email, voicemail, and computer (via [Spider TechNet](#))
- Download SpiderSafe app
- View Workday Essentials trainings and job aids to support your role ([workday.richmond.edu](http://workday.richmond.edu))
  - Essentials for Staff
  - Essentials for Managers
  - Essentials for Faculty
  - Expanded and Role- based learning (*such as Procurement Specialists*)



## 60-90 days

- Discuss your Role and Position with your supervisor.
  - Outline Expectations and Goals
  - Confirm preferred method for contact (call/text, Zoom chat, email)
  - Discuss training concerns, challenges and/or successes.
  - Discuss goal setting and Performance Review process @ UR
- Consider Talent Development Programs:
  - Employee Development Workshops
  - Leadership Development Programs
    - Launching into Leadership, New Manager Orientation
- Explore Employee Resources
  - Spiderbytes
  - [Spider Insider](#)
  - University Event Calendar
- Review Faculty Hub and Resources ([facultyhub.richmond.edu](http://facultyhub.richmond.edu))
- Review your Rights & Responsibilities:
  - University resource usage rules
  - Confidential information handling
  - University policies regarding
  - Workplace injury procedures

### Have additional questions?

Review [hr.richmond.edu](http://hr.richmond.edu) or email us at [URHR@richmond.edu](mailto:URHR@richmond.edu)



**Human  
Resources**

TALENT & ORGANIZATIONAL EFFECTIVENESS