

# WELCOME TO THE WEB!

We are thrilled to have you as part of the University of Richmond community. This checklist serves as your guide to help you get started at the University of Richmond.

## On Your First Day:

- Complete your onboarding tasks in Workday:
  - I-9 Form
  - Drug Policy Form
  - Web Policy Form
  - Direct Deposit Form
  - VA-4 Tax Form
  - W-4 Tax Form
- Attend New Employee Orientation (Building 231 on the [Campus Map](https://maps.richmond.edu): maps.richmond.edu)  
All employees attend New Employee Orientation on either their first day of work or the following Monday. Check with your Manager for which day you are registered.
- 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](https://spidertechnet.richmond.edu): 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)
- Review Workday to find your personal information, work details and how to request time off
- 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](https://maps.richmond.edu): maps.richmond.edu)
- Get connected: read the [Staff & Faculty webpage](#) (richmond.edu/faculty-staff), SpiderBytes, UR Now and [Spider Insider](#)
- 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
- 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](http://strategicplan.richmond.edu) (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

### **Have additional questions?**

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