



New Employee Checklist

✓	<u>Timeline</u>	<u>Task</u>	<u>Contact for Questions</u>
	Prior to Start Date	Sign offer letter in Talent	HR Manager
	Prior to Start Date	Complete and Sign Personal Information Form in Adobe Sign	HR Manager
	Prior to Start Date	Submit I-9 form and/or I-9 identification documents	HR Manager
	Prior to Start Date	Set up your University NetID and email account by following the instructional emails sent to the email listed on your hiring forms. <a href="https://netid-portal.iam.arizona.edu/">https://netid-portal.iam.arizona.edu/</a>	HR Manager
	Prior to Start Date	Complete all required activities in the electronic New Employee Work Center in UAccess (after NETID is established. <a href="https://uaccess.arizona.edu/">https://uaccess.arizona.edu/</a>	HR Manager
	Prior to Start Date	Review Benefits information for University and state-sponsored benefits and retirement plans and critical enrollment deadlines. <a href="https://hr.arizona.edu/employees-affiliates/benefits/benefits-overview-and-eligibility/new-hires-newly-eligible-employees">https://hr.arizona.edu/employees-affiliates/benefits/benefits-overview-and-eligibility/new-hires-newly-eligible-employees</a>	HR Benefits (520) 621-3660
	Prior to Start Date	Confirm that your department has registered you for the New Employee Benefits Orientation session. <a href="https://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs">https://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs</a>	HR Manager /Supervisor
	Prior to start date	Work with new supervisor to identify who to contact, where and when to report on first day.	Supervisor
	First day	Report as previously identified.	Supervisor
	First day	Meet with HR Manager for a brief college level orientation	HR Manager





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	First day	Visit office space, tour of campus (if on one of the campuses), introductions to key colleagues.	Supervisor
	First day	Sign out necessary building and office keys	Business Office
	First day	Receive equipment and phone extension (if applicable)	IT Manager
	First week	Complete Tax Withholdings and Direct Deposit information in UAccess System (Instructions Attached)	HR Manager
	First Week	Schedule an appointment to request your CatCard.	Media Tech or Cat Card Office
	First week	<p>Complete Required Employee Trainings:</p> <p><a href="#">Arizona Public Service Orientation</a></p> <p><a href="#">FERPA</a></p> <p><a href="#">Enterprise Application User Access Agreement</a></p> <p><a href="#">Title IX Training</a>    <a href="#">Title IX for Employees (Preventing Sexual Misconduct)</a></p> <p><a href="#">Preventing Discrimination and Harassment Training</a></p> <p><a href="#">Security Awareness Training</a></p>	Send your completion certificates to CAST HR Manager
	First Week	Order Business Cards and Name Tag	HR Manager
	First week	Review timesheets and time entry in UAccess System	Supervisor





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	First week	Enroll in other training classes required for your position. <ul style="list-style-type: none"><li>• Risk Management Safety &amp; Driving Courses</li><li>• Pcard &amp; Purchasing</li><li>• FLSA &amp; Time Approver</li></ul>	Supervisor



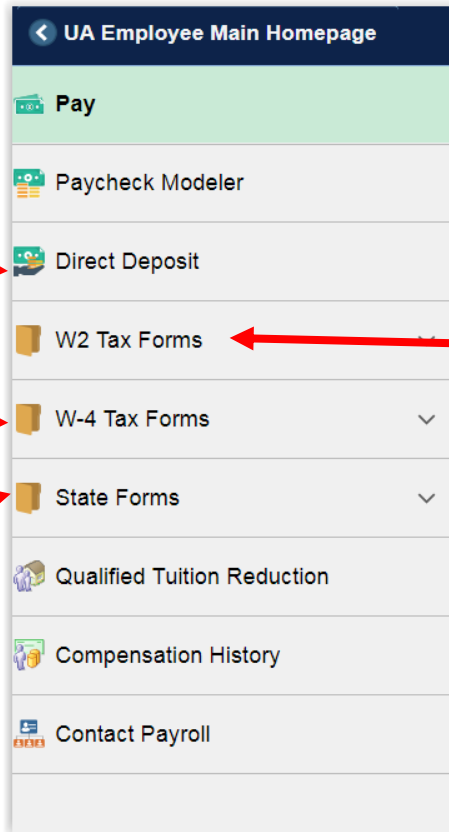
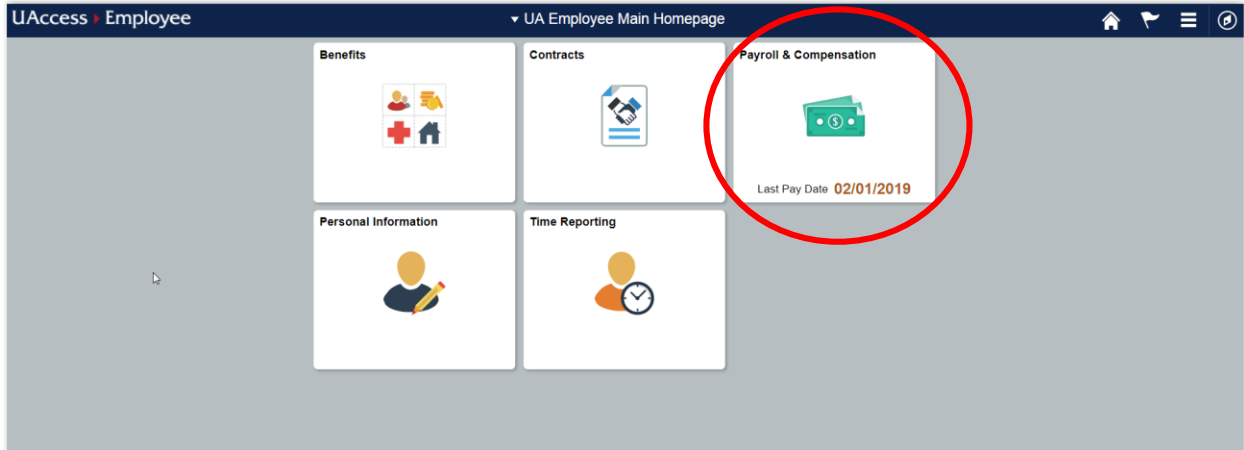
Instructions to complete  
Tax Withholdings And Direct Deposit Information

Log into [UAccess.arizona.edu](http://UAccess.arizona.edu)

Employee/Manager Self Service

UA Employee Main Homepage

Payroll & Compensation



Click on Direct Deposit to set up your direct deposit information.

Click on W-4 Tax forms to complete your federal tax withholdings.  
Click on State forms to complete your state tax withholdings.

Click on W2 Tax Forms for the option to receive your W2 forms electronically. This is also where you will go to retrieve your W2 tax forms.