

# UNT Employee Onboarding Checklist

New Employee Information	
<b>Name:</b>	<b>Start Date:</b>
<b>Position:</b>	<b>Supervisor:</b>
<b>EUID:</b>	<b>EMPLID:</b>
<input type="checkbox"/> Pre-Arrival Procedures	
<ul style="list-style-type: none"> <li>○ Activate EUID and set password if necessary</li> </ul>	Go to link <a href="https://ams.unt.edu/">https://ams.unt.edu/</a> .
<ul style="list-style-type: none"> <li>○ Complete Onboarding Tasks</li> </ul>	Go to link sent in personal e-mail.
<ul style="list-style-type: none"> <li>○ Collect I-9 documents for first day</li> </ul>	Here is a list of <a href="#">ACCEPTABLE DOCUMENTS</a>
<ul style="list-style-type: none"> <li>○ Confirm dress code for your department</li> </ul>	Dress code varies by department and role at UNT.
<ul style="list-style-type: none"> <li>○ Confirm where to go and where to park</li> </ul>	Verify Building and office to report to on first day.
<ul style="list-style-type: none"> <li>○ Parking Permit</li> </ul>	Purchase parking permit by going to <a href="http://unt.edu/transit">unt.edu/transit</a> . <b>You will need to bring your offer letter.</b> Print temporary permit after your purchase. Your sticker will be mailed to your home. Can go to office as well in the Highland Street garage on Central Ave. You can get one-day free pass from the Parking office if needed.
<input type="checkbox"/> 1st Day	
<ul style="list-style-type: none"> <li>○ <b>Provide your I-9 Documents</b></li> </ul>	Ask your supervisor where to take <a href="#">ACCEPTABLE DOCUMENTS</a> to complete your I-9 and EVerify. <b>Must be completed within 3 days.</b>
<ul style="list-style-type: none"> <li>○ E-Par (Electronic Payroll Action Request) to add employee to payroll</li> </ul>	Your supervisor must process the ePAR after I-9 documents are verified by department admin to get you on payroll. Bring your documents promptly to speed the process.
<ul style="list-style-type: none"> <li>○ ID Badge</li> </ul>	Go to the ID Systems Office located in Student Accounting and University Cashiering Services, Room 105 of the Eagle Student Services Center. Bring offer letter & photo ID.
<ul style="list-style-type: none"> <li>○ Building/Office Access- Key, if applicable</li> </ul>	Receive pertinent information from supervisor. Go to Sycamore Hall, Suite 006 (lower level at the back of the building) with ID and employee ID for keys if appropriate.
<ul style="list-style-type: none"> <li>○ Phone</li> </ul>	Verify phone number with supervisor. <a href="#">Voicemail Instructions</a>
<ul style="list-style-type: none"> <li>○ Review job description and job manuals</li> </ul>	Provided by supervisor.
<input type="checkbox"/> Training	
<ul style="list-style-type: none"> <li>○ FERPA- <b>required</b></li> </ul>	Take the <a href="#">Online FERPA Training</a>
<ul style="list-style-type: none"> <li>○ New Hire Orientation- <b>required</b></li> </ul>	All staff are required to attend NHO for important information. Orientation date and location can be found on your offer letter. For questions about your NHO date, you can reach out to either <a href="mailto:AskHR@untsystem.edu">AskHR@untsystem.edu</a> or Ext# 2281.
<ul style="list-style-type: none"> <li>○ Training &amp; Development available</li> </ul>	Click <a href="#">Here</a> for Information on available training. Talk to supervisor about other training needs you may have.
<ul style="list-style-type: none"> <li>○ Job Specific training</li> </ul>	You may need additional training for your new role which may be on the job training or formal class room training. Talk to your supervisor about training you should complete.
<input type="checkbox"/> New Team Member Basics	
<ul style="list-style-type: none"> <li>○ Campus Maps</li> </ul>	Campus <a href="#">Map</a> ; Parking <a href="#">Maps</a> ; Bus <a href="#">Routes/Schedules</a>
<ul style="list-style-type: none"> <li>○ Mail Procedures</li> </ul>	Discuss with supervisor or department admin.
<ul style="list-style-type: none"> <li>○ Facilities Work Orders</li> </ul>	<a href="#">Online Work Orders</a> are submitted here if appropriate for your role.
<ul style="list-style-type: none"> <li>○ Review Policies &amp; Procedures</li> </ul>	Review <a href="#">Institutional Policies and Procedures</a> to ensure compliance
<ul style="list-style-type: none"> <li>○ Time Record, &amp; Application for Approval of Leave (Vacation, Sick Leave, Other)</li> </ul>	Supervisor will review leave policies and departmental process for reporting time & leave. If using electronic go to <a href="http://my.untsystem.edu">my.untsystem.edu</a>

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o Holidays	Find <a href="#">Holiday information here</a>
o Campus Calendars	Click here: <a href="https://calendar.unt.edu/">https://calendar.unt.edu/</a> to see activities.
o Staff Directories	You will appear in Outlook after your ePAR has been processed. This could take several days to populate. You will need to enter your phone number and location information in EIS (see below).
o Personal Information - Enter Phone Numbers, Addresses, and Preferred Name	Login to <a href="#">MyUNT</a> and select Personal Information. Note: this is what will show up in Outlook
o UNT Faculty/Staff/Department Directories	Go to <a href="#">UNT website</a> and click on "UNT Directory" link at the top
o HR Website	<a href="#">HR Website</a> for forms, information & contacts.
o Public Information Requests	Refer to supervisor or Office of General Counsel.
o Employee Self Service – View/Change Personal Information, View Paycheck, Direct Deposit, W-4, W-2, Benefits Summary, Leave Balances	To access your personal information login to <a href="#">MyUNT</a> . Click on Human Resources tab. Review Personal Information Summary and edit as necessary. <b>Note:</b> If you were at any point a student or student applicant to UNT you will also have a student tab.
o UNT Organizational Charts	Department chart provided by supervisor. President's organizational chart provided <a href="#">here</a> .

## Technology Basics

o Computer & Software Support	<a href="#">Submit a ticket</a> for IT issues or select <a href="#">UNT IT Help Desk</a> .
o Printer/Copier/Scanner	Get information on departmental usage from your supervisor or representative.
o Security and Network Overview Shared Drives/File Structure, Wireless access, website overview	Receive information on departmental usage from your supervisor or representative. Security training should have been completed after onboarding.
o UNT Website & In-House	<a href="#">UNT Website</a> provides information about UNT; UNT Today emails provide information about things going on at UNT.
o My UNT Portal overview	To access and update your personal information, click on the <a href="#">MyUNT</a> portal.
o Email Basics	Training is available or contact <a href="#">IT Help Desk</a> with questions.
o Mobile Device Setup	Contact <a href="#">IT Help Desk</a> for assistance.
o Calendar Sharing	Ask your supervisor about calendar sharing needs.
o Sign up for UNT emergency alert system	Eagle Alert can be found by logging into <a href="#">MyUNT</a> . Be sure to keep contact information updated.

## Additional Resources

UNT Business Service Center 940-369-5500 (Payroll, Travel, Purchasing)

[Human Resources](#)

[Campus HR](#) 940-565-2281 or AskHR@untsystem.edu

[UNT IT Helpdesk](#) 940-565-2324

[UNT Police](#) – 940-565-3000