Preparing for Your New Employee’s First Day
Checklist

☐ Confirm your new employee’s start date with HR. (This triggers an invitation to Orientation and a notification of benefits.)

☐ Schedule a meeting with your new employee at least two business days prior to their start date (earlier is better).
  ▪ Send a temporary parking pass for this day and for their first day of work.
    ○ Complete the I-9 and E Verify.
      ▪ (The new hire can filled out their portion up to 30 days in advance) – I-9 (Section 1 for the new employee - electronic version only: http://www.newi9.com. (The Employer Code is 15249.)
      ▪ I-9 (Department website-Section 2: www.i9express.com)
        (The Employer Code is 15249.)
    ○ Complete the PAF (this will trigger creation of NU ID, and UNO Net ID, allowing access to firefly, email, and a MavCard).
    ○ Complete the PDF (personal data form).
    ○ Complete the Direct Deposit Form.
    ○ Complete the W4.
    ○ Complete the Employee Policy Acknowledgement Form.
    ○ Complete the NU Confidentiality Non-Disclosure Information Security Agreement Form.
    ○ Complete the Security Agreement UNO Specific Form.
    ○ Send all forms to HR as soon as they are complete.
  ▪ Submitting these forms triggers several processes that will enhance your new employee’s first day of work, and ensure they have access to the things they need (like a MavCard and email) to start learning their new job.
  ▪ All required forms can be found at https://www.unomaha.edu/human-resources/managers-and-supervisors/index.php
  ▪ Note: Intra-campus transfers and hires may require greater than 2 business days.

☐ Contact the Sr. HRIS Administrator (ccarissimo@unomaha.edu) to request access to SAP if your new employee will need it.

☐ Request key and card access for your new employee.
  ○ Only Key Managers are able to request this access through the online system. Their authorization is required.
  ○ If you don’t know who the key manager is for your building, contact security at jplarson@unomaha.edu.

☐ Notify all department staff that your new employee is starting and what their position is. If possible, identify a staff member to ask as a buddy for the first week.

☐ Prepare the employee’s work location: make sure it’s clean, organized and appropriately supplied.

☐ Prepare a list of key people the employee should meet for a broader understanding of their roles.

☐ Plan to have lunch or take a break with the new employee on their first day.

If you have questions, contact HR at unohr@unomaha.edu.