Checklist - Preparing for the New Employee’s First Day

☐ Confirm start date with HR Employment Manager for Orientation and Benefits notification.

Urgent Process Change!

☐ Before the first day of work!! The following employment documentation must be completed accurately at least 72 hours (weekends not include) in advance of the first day of employment:

- Completed and Verified I-9 Form (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.)
- Personnel Authorization Form (PAF) - Once HR enters new hire data into SAP, their NU ID & UNO Net ID is created allowing access to Firefly (ESS), MavLink, Email, Blackboard, Parking Permit & MavCard.
- Personal Data Form (PDF)
- Direct Deposit Information
- W4

Failure to do so will result in delay of many essential services for new employees, including but not limited to obtaining their Mav Card on the first work day, which allows physical access and parking. One of HR’s primary focuses is to ensure that all new employees have the best possible on-boarding experience possible. This starts with the timely submission of accurate employment information and will require some advance planning on your part. For your convenience, here is the link to the Managers and Supervisors website: https://www.unomaha.edu/human-resources/managers-and-supervisors/index.php

☐ Send a temporary parking pass for the day they come to campus to prepare paperwork and for the first day of work.

☐ Contact the Sr. HRIS Administrator (ccarissimo@unomaha.edu) to request SAP access, if relevant for new employee.

☐ Prepare key request email (need NU ID number of new employee) for Campus Security, jplarson@unomaha.edu, so key is available for pick up on first day.

☐ Notify department staff that a new employee is starting soon and his/her position. If possible, identify a staff member to act as a buddy for the first week.

☐ Prepare the employee’s work location: cleaned, appropriately supplied, and organized.

☐ Prepare 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 his or her first day.