

## NEW EMPLOYEE ORIENTATION CHECKLIST

### Department/UNL Overview

- ☐ Function of department or unit
- ☐ Mission statement
- ☐ Customer service philosophy
- ☐ Department policy on speaking to the press
- ☐ Organizational chart (UNL through unit)
- ☐ Organization of your section
- ☐ Confidential information/release of information
- ☐ Introduction to co-workers & tour of department

### New Hire Paperwork

- ☐ W-4
- ☐ Payroll direct deposit form
- ☐ PDF/PAF form
- ☐ I9 form
- ☐ Acceptance letter
- ☐ Departmental forms
- ☐ NU-Flex Insured Benefits Enrollment Forms:  
return to Benefits Office within 31 days of hire
- ☐ Sign overtime agreement
- ☐ Ncard Application Form (staff ID)
- ☐ Parking Permit
- ☐ Conflict of Interest
- ☐ Complete Telephone Permissions
- ☐ Sign Confidentiality Statement
- ☐ Received Executive Memorandum #16
- ☐ Received Executive Memorandum #26
- ☐ Driving Authorization Randi (ext. 5277)
- ☐ Fitness Center Form
- ☐ Email Claim Form

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- ☐ Computer hookups and passwords
    - ☐ Email Account
    - ☐ SAP access
    - ☐ NUlook access
  - ☐ Voice mail/passwords
  - ☐ Keys/building access
  - ☐ Order business cards Department
  - ☐ Order name plate Laura (ext. 5263)
  - ☐ Order name badge Laura (ext. 5263)

### Payroll

- ☐ Rate of pay
- ☐ Pay dates
- ☐ Payroll deposit advice
- ☐ Problem with paycheck: contact Laura (ext. 5263)
- ☐ How to fill out timesheets
- ☐ Shift differential

### Tour of Department

- ☐ Introduction to co-workers
- ☐ Tour of department
- ☐ How to answer telephone and take messages
- ☐ Location of supplies
- ☐ Location of restrooms, break areas
- ☐ Location and care of office equipment
- ☐ Department bulletin boards

### Leaves & Absences

- ☐ Holidays/Floating Holidays
- ☐ Leave Types: (refer to hr.unl.edu for policy)
  - ☐ Vacation
  - ☐ Sick leave
  - ☐ Family and Medical Leave (FML)
  - ☐ Funeral and bereavement leave policy
  - ☐ Civil leave
  - ☐ Military leave
  - ☐ Crisis Leave (Request and Donation)

### Training and Development Opportunities

- ☐ Automated Training
- ☐ SAP

### Employee Job Function

- ☐ Job description
- ☐ Performance expectations & evaluation process
- ☐ Attendance/punctuality
- ☐ Work week/hours of work
- ☐ Meal and break periods, when and how long?
- ☐ Work schedule changes, how handled
- ☐ Overtime, if any, how handled
- ☐ Flextime
- ☐ Essential personnel (Inclement Weather Policy)

**UNL Policy Information**

- ☐ HR Policies and Procedures: [UNL/HR website](#)
- ☐ Six-month probationary period
- ☐ Employee Benefits
- ☐ Employee Services & Discounts (Soft Benefits)
- ☐ Conduct standards & Corrective action procedure
- ☐ Grievance procedure
- ☐ Job injury (report injury to supervisor immediately)
- ☐ Internet use
- ☐ Email use
- ☐ Employee and Dependent Scholarship Program
- ☐ UNL Smoking/Clean Air policy
- ☐ Drug free campus policy
- ☐ Discrimination and harassment policies
- ☐ Nepotism policy
- ☐ Weapons policy
- ☐ Executive memorandum #16: responsible use of computer equipment
- ☐ Vehicle use policy

**Miscellaneous**

- ☐ Credit Union
- ☐ Recreation Center
- ☐ Campus events

**Other**

- ☐ \_\_\_\_\_
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**Resources**

- |   |          |  |                |
|---|----------|--|----------------|
| <input type="checkbox"/> Department of Human Resources  | 367-5252 | <input type="checkbox"/> NCTA Security                           | 367-7504       |
| HR website: <a href="http://hr.unl.edu">http://hr.unl.edu</a>   |          | <input type="checkbox"/> Frontier County Sheriff                 | 367-4411       |
| <input type="checkbox"/> NCTA Forms on Common:  |          | <input type="checkbox"/> Benefits                                | (402) 472-2600 |
| X:\NCTA FORMS   |          |  |                |
| <input type="checkbox"/> NCTA website: <a href="http://ncta.unl.edu">http://ncta.unl.edu</a>            |          | <input type="checkbox"/> Institutional Equity & Compliance (EIC) | (402) 472-3417 |
| <input type="checkbox"/> UNL website: <a href="http://www.unl.edu">http://www.unl.edu</a>               |          | <input type="checkbox"/> Employee Assistance Program (EAP)       | (402) 472-3107 |
| <input type="checkbox"/> Firefly: <a href="http://firefly.nebraska.edu">http://firefly.nebraska.edu</a> |          | <input type="checkbox"/> Staff & Faculty Disability Services     | (402) 472-2322 |
| <input type="checkbox"/> Travel: <a href="http://travel.unl.edu">http://travel.unl.edu</a>              |          | <input type="checkbox"/> Environmental Health & Safety (EHS)     | (402) 472-4925 |
| <input type="checkbox"/> Transportation:  |          |  |                |
| <a href="http://transportation.unl.edu/policies">http://transportation.unl.edu/policies</a>             |          |  |                |

I have discussed the above topics and have provided a copy of this checklist to \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

My supervisor has explained the above to me and has given me a copy of this checklist.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date