



- Confirm that your department has registered you for a New Employee Orientation session.
- If you are a new faculty member, confirm the dates for the summer Faculty Instructional Resources Orientation Program offered each year in August.
- Obtain your University Identification Card (Cat Card) from the Cat Card Office located in the Student Union (626-9162).
- Obtain building keys or access cards you need for your work area.
- Find out how and when your University NetID and e-mail accounts will be assigned to you.
- If you are an eligible Classified Staff employee, complete an ASRS enrollment form and send the form to Human Resource within thirty (30) days of your start date.
- If you are a Faculty or other Appointed Personnel employee, select either the Arizona State Retirement System (ASRS) or an Optional Retirement Program (ORP) and complete the appropriate enrollment form and send the form to Human Resources within thirty days of your start date.
- Review the retirement and benefits packet you receive from your department along with on-line benefits information to ensure that you fully understand your plan options.
- Complete the benefits worksheet and enroll in the programs of your choice through the on-line benefits enrollment system within thirty (30) days of your official date of hire. *You can only access the on-line enrollment system on or after your hire date.*
- If you are an Arizona Health Sciences Center (AHSC) Faculty, Resident or Fellow Member, contact the AHSC Benefits Coordinator at 626-2600 for information regarding AHSC benefits orientation information.
- If your job duties require access to any University administrative systems, find out if access has been requested and if you have been scheduled for training classes.
- If you are required to drive or repair a university-issued vehicle (or drive your own vehicle as part of your duties), make sure you have a valid Arizona driver's license. Your driver's record may be screened and you may be required to attend training classes.
- If you will be handling hazardous materials, contact Risk Management at 626-1136 to determine what training courses are required.

## AFTER YOUR FIRST THREE MONTHS, YOU SHOULD KNOW...

### about your job

- how the department is organized
- your department's goals and mission
- the specific functions of your section/unit
- who you report to
- your duties and responsibilities
- your specific work week and scheduled work hours
- the performance standards for your position
- what, (if you are classified staff), is the length of your probation period
- how performance planning and evaluation is managed, by whom, and how often
- your supervisor's expectations regarding attendance and tardiness
- the procedure for requesting time off
- the procedure for reporting absences
- when staff meetings are held
- how you will be trained and by whom
- career development opportunities available to you

### about your pay

- your rate of pay
- if overtime is ever required and how it is managed
- the time recording procedure for your area
- the UA paydays and how paychecks are distributed in your department
- travel and reimbursement procedures
- how to sign up for direct deposit
- when your lunch period is and if it is flexible
- if break periods are permitted, and if so, how many
- your accrual rate for sick days
- your accrual rate for vacation days
- when you are eligible to use sick or vacation days
- the University's holiday schedule including the winter closure in December
- the University's paid leave policies
- the University's unpaid leave policies
- how jury duty, voting, bereavement, and military paid leaves are administered

### about your work environment

- your colleagues and their job functions
- your assigned work area and the office furniture and supplies you will be issued
- who to call for service or assistance
- the dress code for your area or unit
- the rules regarding food in your area
- the proper operation and care of computers and office equipment
- how to use the phone systems and e-mail
- the policies for making personal and long-distance phone calls
- how to access the internet for UA information and services
- where the restrooms, fire exits and break room are located
- how to obtain/order office supplies or other tools or resources
- the rules for after hour access to your work area

### about your rights and responsibilities

- the safety requirements of the job
- what formal training courses are required
- how to access information on the University policies and procedures that govern your employment
- the benefits, services and resources available to you and your family
- rules for use of University resources
- the appropriate use of confidential information
- the University's policies on equal opportunity, sexual harassment, drugs or firearms in the workplace, e-mail use, and other safety and security policies
- what to do if you are injured or suffer a work-related illness on the job
- campus resources available to you if you are experiencing problems at work
- the University's progressive discipline processes