

A&S NEW HIRE ONBOARDING CHECKLIST

(Store completed form with department records)

EMPLOYEE NAME: _____

CWID: _____

POSITION/TITLE: _____

START DATE: _____

DEPT/ROOM NO: _____

EMPLOYEE STATUS (select one): Faculty Instructor Staff

Pre-Hire:

- Complete New Faculty/Staff Set Up Form for access to campus privileges prior to submitting an ePA at <https://hr.ua.edu/payroll/payroll-forms-guides>
 - Submit form for new hire faculty to Academic Affairs for Faculty (Box 870114)
 - Submit form for staff to Payroll Input at payrollinput@ua.edu
- Complete ePA – Notify department head when ePA is completed and approved
- Complete I-9 form

Pre-Start:

- Assign office space
- Complete and submit New Hire Form at <https://hr.ua.edu/wp-content/uploads/2019/10/NewHireForm.pdf>
- Recover or reset password for UA email/myBama account – <https://oit.ua.edu/services/help-and-user-services/password-recovery/> (requires employee's CWID number)
- Set up DUO two-factor authentication – <https://oit.ua.edu/services/security/duo/>
- Reassign existing office equipment – Email asequipmentinventory@ua.edu to update inventory system (mention if new hire is replacing previous employee)
- Set up office computer – Email itsd@ua.edu to request setup of an existing computer (provide individual's name, myBama username, and office location). If no computer in the office space, contact eTech at ascomputerrequest@ua.edu for more details.
- Request an A&S iPad – Email ascomputerrequest@ua.edu to place a request.
- Request Share Drive access at https://ua-app01.ua.edu/ad_exchange/public/requestForm
- Add to LISTSERV

- Get access to shared Calendars
- Have telephone installed or set up – Call Telecom at 205-349-9555
- Submit Building and Classroom Access Request at <https://etech.as.ua.edu/forms/as-building-and-classroom-access-form/>
- Make key(s) or replace office door key mechanism – Call Key Shop at 205-348-9159

First Week:

- Confirm UA HR orientation and trainings for new hire
- Notify new hire to get parking tag and ACTcard
- Notify new employee to complete W4, A4, and direct deposit in myBama
- Order business cards, name tags, and office door signage – call the University Printing at (205) 348-5200 or submit order form at <http://printing.ua.edu/>
- Explain work-time process for new hire (eTime, etc.)
- Building orientation (copier, mailroom, bathrooms)
- Provide guidelines for ordering office supplies
- Provide instructions for setting up email signature block – <https://strategiccommunications.ua.edu/resources/email-signatures>
- Assign mailbox

First Month:

- Enroll and attend training for new hire (ongoing)
- Complete UA mandated training – online training or Training Academy
- Set up computer print to copier
- Schedule appointment for directory photo (headshot) at <https://etech.as.ua.edu/index/photography/>
- Update UA directory entry – Complete form at <https://ua-app01.ua.edu/commonDirectory/public/publicDirectory>
- Update A&S or department website directory – For new dean’s office staff, contact etech@ua.edu to have a directory entry added to A&S website. For department faculty and staff, contact the department’s main office or website content administrator.