

UNT Supervisor Onboarding Checklist

Name:	Start Date:
Position:	Supervisor:
EUID:	EMPLID:

Pre-Arrival Procedures	
<ul style="list-style-type: none"> ○ Equipment & Software 	<ul style="list-style-type: none"> • Purchase new computer or send existing computer to IT for reimaging. Submit ticket through Service Now for new computer setup. • Discuss any equipment or software needs and if a site license is needed. • Identify current user to mirror (shared drives, printer, EIS – HRIS/FSS). If unsure, contact the Helpdesk for support.
<ul style="list-style-type: none"> ○ Phone 	<p>Request phone number creation or reassign phone number (need EUID/EMPID ID to request creation of new). If applicable, provide phone number, order desktop phone or headset to team member. (Voice Communications > Telecommunications Request).</p>
<ul style="list-style-type: none"> ○ Submit tickets for role-specific technology access 	<ul style="list-style-type: none"> • Human Resources (ePAR, etc.), Payroll/Timekeeping and PeopleAdmin access: Submit the request via the employee portal. (Employee Self-Service > Employee Resources > Employee Access Request Form) • Financial Systems Support (FSS): Submit a ServiceNow ticket for access to requisitions or other person to person transactions, financial reporting, grants, budget information or other financial information. (Business Intelligence & Reporting, Financial Systems Support (FSS) and Access Control Executive (ACE) Request).
<ul style="list-style-type: none"> ○ Team Communication 	<p>Send email to department/team/functional area to introduce the new team member with name, start date, role, and a brief bio. (Email & Collaboration > Email Distribution List Request)</p>
<ul style="list-style-type: none"> ○ Employee ID Card 	<p>To obtain an employee ID, the new team member can email idcards@unt.edu. Include the 8-digit employee ID number, attach a copy of the offer letter and a photo that meets the photo requirements. See link for photo requirements: Photo Requirements for ID.</p>
<ul style="list-style-type: none"> ○ Parking Permit 	<p>To obtain a parking permit, the new team member can visit the Parking Portal. If access to the portal is not available, the supervisor can escort the new team member to the Transportation Services Office, located on the first floor of the Highland Street Parking Garage, with a copy of their offer letter.</p>

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<ul style="list-style-type: none"> ○ Physical Office 	<p>To obtain access to certain offices or buildings, complete the Key Request Form managed by the Facilities department.</p> <p>If ordering office furniture, please contact Facilities for process & pre-approved furniture vendors. Facilities.</p>
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Preparing Your New Team Member	
<ul style="list-style-type: none"> ○ Verify that the new team member has received onboarding instructions and has completed prior to first day. 	
<ul style="list-style-type: none"> ○ Remind team member to bring documents needed to complete new hire paperwork. I-9 Acceptable Documents. Confirm expectation to attend New Hire and Benefits orientations (Orientation details are on offer letter). 	
<ul style="list-style-type: none"> ○ Call or email your new team member to welcome them and inform of: <ul style="list-style-type: none"> • expected arrival time for their first day and scheduled working hours • building address, parking options (including required parking permit purchase), office amenities, building access and maps. Printable Campus Map. • dress code requirements • work hours, pay frequency, overtime pay if applicable • any other questions regarding their first day 	
<ul style="list-style-type: none"> ○ Consider taking your new team member to lunch sometime during their first week. Inform new team member of lunch plans, if applicable. Ask about any food allergies or sensitivities. 	
<ul style="list-style-type: none"> ○ Provide a contact name and phone number in the event of an emergency or delay. 	

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First Day	
<ul style="list-style-type: none"> o Welcome 	<p>Arrange to welcome the new team member on the first day, and provide list of appointments/meetings for their first week. Conduct tour of the office and other places relevant to their job. Campus tour information is at the bottom of this form.</p>
<ul style="list-style-type: none"> o I-9 Verification 	<p>Assist new team member as needed with completing and submitting remaining new hire paperwork. Ensure I-9 verification process has been completed. IMPORTANT: Your new team member can complete their I-9 verification prior to their first day, but it must be completed no later than 3 days after their first day to comply with federal law. Contact UNT HR for assistance as needed.</p>
<ul style="list-style-type: none"> o ePAR (Electronic Payroll Action Request) 	<p>Process your new team member's hire ePAR as soon as possible after the I-9 documents are verified by UNT HR or an I-9 Coordinator. Attach signed offer letter.</p>
<ul style="list-style-type: none"> o Shared Drives/File Structure 	<p>Provide guidance on departmental protocols.</p>
<ul style="list-style-type: none"> o Access, Security and Network Overview 	<p>Ensure your team member can login to their computer, access drives and email. Provide guidance on how to protect the confidentiality, integrity, and availability of IT resources. You will be notified by email to complete the account request when the required security training is completed.</p>
<ul style="list-style-type: none"> o Microsoft Teams Chat/Meet 	<p>Welcome to Teams.</p>
<ul style="list-style-type: none"> o Outlook/Webmail/Office 365 	<p>Discuss email usage guidelines. Regular email, contact management and calendaring should occur in the Outlook application on your computer. Add team member to distribution groups/lists.</p>
<ul style="list-style-type: none"> o End of day 	<p>End the first day with a short meeting to gather feedback, answer questions and make the team member feel welcomed and valued. Provide keys, badge and access information, as applicable.</p>

First Week	
<ul style="list-style-type: none"> o Review job description 	<p>Review job description, job manuals or SOPs, org charts, pertinent contacts and important phone numbers.</p>
<ul style="list-style-type: none"> o Review team goals 	<p>Review team goals, strategic plans and priorities.</p>
<ul style="list-style-type: none"> o UNT President's Cabinet 	<p>Explain department and division structure; ensure new team member is familiar with UNT President's Cabinet members.</p>
<ul style="list-style-type: none"> o Campus/External Mail Procedures 	<p>Discuss with team member, if needed.</p>
<ul style="list-style-type: none"> o Review Policies & Procedures 	<p>Review Institutional Policies.</p>
<ul style="list-style-type: none"> o Employee Portal 	<p>Demonstrate how to access the UNT Employee Portal and ensure new team member is able to login.</p>
<ul style="list-style-type: none"> o Physical Office 	<p>Submit workorder through the Facilities service request system to hang bulletin boards, artwork/certificates/degrees, etc. in office space. Email work.control@unt.edu.</p>
<ul style="list-style-type: none"> o Driving a University Vehicle 	<p>Submit a Driver Request Form with Risk Management Services if the team member will be driving a University-owned vehicle.</p>

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<ul style="list-style-type: none"> ○ Time Reporting & Submission of Leave (Vacation, Sick Leave, etc.) 	<p>Review leave policies and departmental process for approval and reporting of time worked and leave requested in the employee portal. Leave is requested under the Time tile.</p> <p>Time entry training guides and employee leave guidance.</p>
<ul style="list-style-type: none"> ○ Payroll 	<p>Understand ePAR and Payroll deadlines, so that your team member is paid in a timely manner.</p>
<ul style="list-style-type: none"> ○ Flexible Work Arrangement 	<p>If applicable to the position, discuss a Flexible Work Arrangement. Supervisor approval, completed form, and training for both supervisor and team member is required.</p>
<ul style="list-style-type: none"> ○ Order Business Cards, Name Plates and/or Office Signs 	<p>Confirm name/credentials the new team member would like included. Order branded items through UNT's Printing & Distribution Solutions.</p>
<ul style="list-style-type: none"> ○ New team member training completed during first week in UNT Bridge 	<p>Training modules include:</p> <ul style="list-style-type: none"> • UNT New Employee Onboarding • Compliance & Integrity Training Program • Information Security Awareness Training • PERPA and others along with departmental specific training
<ul style="list-style-type: none"> ○ Calendar Sharing 	<p>Review calendar sharing needs with your team member.</p>
<ul style="list-style-type: none"> ○ New Hire & Benefits Orientation 	<p>It is a requirement for the new team member to attend New Hire & Benefits orientation within the first month of hire. Supervisor should make sure it's on their calendar, located in the offer letter to ensure they attend.</p>

Additional Resources

[Business Support Services](#) (Payroll, Time & Labor, Travel, Procurement), 855-868-4357

[UNT HR](#) 940-565-2281. Address: Support Services Building (1500 North, IH-35, Denton, Texas, 76205)

[HR Benefits](#) 855-878-7650 option 7 or 940-369-7650

[UNT Helpdesk](#) Email: helpdesk@unt.edu, 940-565-2324

[Facilities](#) Email: work.control@unt.edu, 940-565-2700

[UNT Police](#) – Emergency: 911, Main Phone: 940-565-8788

[Welcome Wednesday – New Hire Campus Tour](#) This walking campus tour occurs the first Wednesday of each month at 10:30 AM. Click on the link and email your new team member's name, department and month of interest.