UNT Dallas Employee Onboarding Checklist

New Employee Information

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

☐ Pre-Arrival Procedures

o	Complete Onboarding Tasks	Go to link sent in "Invitation to Complete Onboarding" e-mail.
o	Confirm reporting location and parking	Verify building, office, parking location and temporary parking arrangements with supervisor.

☐ Arrival Procedures – To Be Completed by Supervisor & Employee

o	**Provide your I-9 Documents for verification on or before your first day of work**	Confirm with supervisor an appointment time with I-9 Coordinator to review your **original, unexpired** documents from the list ACCEPTABLE DOCUMENTS.
o	ePAR (Electronic Payroll Action Request) Setup by Supervisor/Department	**Your supervisor or department admin** must process the ePAR to add you to the payroll after I-9 documents are verified.
o	ID Badge	Department arrangements and/or escort to ITSS in Student Center 1022 to obtain ID. Onboarding email with employee ID is needed.
o	Building/Office Keys, if applicable	Supervisor or department admin will complete and submit document to obtain and provide key(s), if applicable.
o	Parking Permit or Parking Badge	Parking permits can be purchased online for these locations: ***NOTE: You will need to complete EUID activation prior to this and ePAR must also be fully approved.*** **Dallas**: https://unt.t2hosted.com/account/portal *Print temporary permit after your purchase. Your sticker will be mailed to your home.* **UNT Dallas College of Law**: Contact De'Borah Taylor at De'Borah.Taylor@untdallas.edu
o	Office Phone	Verify phone number and voicemail setup with supervisor and ITSS.
o	Review job description and any applicable job manuals	Provided by supervisor.

☐ Required Training

o	New Employee Orientation – **required**	Orientation date can be located on your offer letter.
o	FERPA – **required for roles that access student information**	Contact the Registrar's Office at registrar@untdallas.edu
o	Clery Training – required for specific role	Contact the Police Department at 972-780-3009

o	HR/Compliance Training
	   ✓ Preventing Discrimination and Harassment
	   ✓ Preventing Sexual Misconduct (Title IX)
	   ✓ Compliance Awareness Training
		Must complete the training within 30 days of hire date **and** within 14 days of the electronic notification date. Access trainings via UNT World Learning.
		
		NOTE: Training will be accessible after ePAR is fully approved.

o	Business Process Training (*dependent on role*) – ePAR, ePRO Coordinator, PCard Holder, Concur Travel, Timekeeper, Timesheet Entries, Requisitions	Business Process Training

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o Job-Specific Training	You may need additional training for your new role, which may be on-the-job training or formal classroom training. Talk to your supervisor about training needs.
☐ **New Team Member Basics**	
o Campus Tour or Office Location	Virtual tour of UNT Dallas Campus: www.untdallas.edu/visit-campus and Campus Map; UNT Dallas College of Law Campus Obtain designated office location tour from your department.
o Mission, Vision, Values and Goals	Click www.untdallas.edu/mission-vision-values-and-goals
o Campus Safety Resources	Click https://police.untdallas.edu/campus-safety
o Review Policies & Procedures	Review Institutional Policies https://president.untdallas.edu/university-policies
o Recording Time Worked & Process for Approval of Leave (Vacation, Sick Leave, Other)	Supervisor will review leave policies and departmental process for reporting time & leave. Leave time is requested at my.untdallas.edu under the eLeave tab. Training Resources - Business Process Training
o Holiday Schedule	Click to locate for all campuses/locations. Holiday Schedule
o Ongoing Training & Development	Click Organizational Development and Engagement for detailed information
o UNT Dallas Directory	Click the link to locate the UNT Dallas Directory
o System Human Resources Website	System HR Website
o Employee Self Service – View/Change Personal Information, View Paycheck, W-4 Allowances, W-2, Benefits Summary, Leave Balances o Direct Deposit	To access your personal information login to my.untdallas.edu "Review Personal Information Summary" and edit as necessary. Direct Deposit Information
o UNT Dallas Organizational Chart	Organizational Chart
☐ **Technology Basics**	
o Equipment & Software o Printer/Copier/Scanner o Shared Drives/File Structure o Security and Network Overview o Wireless Access o Wireless usage information o Email Basics o Mobile Device Setup o Calendar Sharing – Confirm departmental practices with supervisor	Receive information on departmental usage from your supervisor and respective location ITSS representatives. UNT Dallas, UNT Dallas College of Law Helpdesk Assistance: UNT Dallas ITSS Helpdesk
o Sign up for emergency alert system for your location	Visit my.untdallas.edu Human Resources tab

Additional Resources
UNT System Business Support Services (Payroll, Time and Attendance, Purchasing, Accounts Payable, HUB, Travel)
Campus Human Resources 972-338-1410 or hr@untdallas.edu
Human Resources Core Services (ePAR Help, FMLA, Records, Benefits, Compensation, Talent Acquisition, Employment, HRIS, Organizational Development and Engagement)

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