UNT Dallas Supervisor Onboarding Checklist

New Employee Information

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

☐ Pre-Arrival Procedures- Preparing the New Employee

Call or email your new team member to officially welcome and answer any questions regarding employment. Cover the following topics:

o Notify team member of regular working hours and where to arrive on the first day.	
o Confirm the location/address of where the department is located and where to park.	Campus Parking: UNTD Parking Office 972-780-3009 College of Law Parking: Contact De'Borah Taylor or Diana Tellez Map
o Inform team member of any dress code requirements.	
o Inform team member of lunch plans for first day as applicable.	Consider taking your new hire to lunch to begin to get to know him/her.
o Verify team member has received onboarding instructions from HR and remind to complete **prior** to first day of work.	**This is separate from the Criminal Background Check process.**
o Remind team member to bring documents needed to complete new hire paperwork.	I-9 Accepted Documents
o Gather job description, job manuals or SOPs, org charts, and pertinent contacts and phone numbers.	
o If workplace accommodations have been requested…	Contact HR at 972-338-1410, ADA Accommodation Toolkit

☐ Pre-Arrival Activities- Preparing the Current Team for a Cohesive Team

o Communicate via e-mail (or other means) to team to introduce new team member.	
o Setup introduction appointments for first week.	Print Employee Onboarding Checklist and list of appointments.
o Consider assigning a buddy.	
o Gather documents that communicate the team's goals, strategic plans, priorities and initiatives.	
o Inform your department's Administrative Support responsible for entering ePAR.	Provide final signed offer letter and pertinent information.

☐ Pre-Arrival Activities- Preparing the Office

o Prepare office for new team member	Order needed furniture, clean or rearrange if necessary.
o Phone	Be sure phone is connected and assigned to new team member. Leave voicemail instructions for phone on desk.
o Computer/Technology	For computer installation or hardware/software submit a ticket to helpdesk@untdallas.edu.
o Access to work related programs	Ensure employee has the access they need to do their job through your local IT group.
o Order name plate and/or office sign as applicable	Confirm name/credentials the team member would like included.
o Supplies	Order basic supplies for desk.

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☐ 1st Day

o	Welcome team member or arrange for someone to handle in your absence.	Arrival greeting, introductions and office space identified.
o	Arrange for someone (buddy) to assist the team member upon arrival.	Campus/office tour and brief introductions to surrounding/pertinent departments.
o	**Ensure employee completes I-9 on or before 1st day of work** (cannot exceed 3 business days after the date of hire)	Contact your department's I-9 Input Coordinator to schedule time to complete the I-9 and eVerify process for employees. Your employee should complete this step on or before the 1st day. This is required by Federal Law and policy to be completed within 3 business days of the start date. Ask daily about documents if not completed on or before the 1st day of work. **Contact Campus HR immediately at 972-338-1410 if appropriate documents are not provided by Day Two.**
o	Submit E-Par	Prepare ePAR once the I-9 Input Coordinator receives eVerify approval for the new team member. Complete as soon as possible for technology access, payroll and benefits purposes.
o	New team member lunch	Assign a designee to facilitate if you are not available.
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	Provide job description and job manuals	Review job description and departmental manuals with new team member.
o	Review Mission, Values and Goals	Click www.untdallas.edu/mission-vision-values-and-goals
o	Review Policies & Procedures	Review institutional policies. And ask the employee to go through all relevant policies to ensure knowledge and compliance.
o	Provide department org chart, department phone listing and other pertinent contacts	Review with new team member.
o	Time Record & Application for approval of leave (vacation, sick leave, other)	Review leave policies and departmental process for reporting time & leave. Human Resources -> Policies 5.017.2, 5.017.4
o	Printer/Copier/Scanner	Provide locations and instructions for printing access.
o	Shared Drives/File Structure, Wireless Access, Website, Email, Calendar Sharing, Internal Communication Formats	Provide information on departmental usage.
o	Computer & Software Support	Let new employee know who to contact with computer issues. Submit a ticket for IT issues to helpdesk@untdallas.edu.
o	Remind new team member of required orientation, compliance trainings and recommended trainings	Required: New Hire Orientation, Preventing Discrimination & Harassment, Preventing Sexual Misconduct, Compliance Awareness Trainings are required. FERPA and Clery training are based on roles. Recommended: New Supervisor Orientation for Supervisors. All Employee Type – Training Opportunities and LinkedIn Learning
o	Keys	Submit Key Request Form to the Police Department for keys.
o	Provide link to onboarding resources	Review link to onboarding resources on UNT System HR website.

☐ 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)

UNT Dallas Police – 972-780-3009

UNT SYSTEM
Human Resources