

UNT System Employee Onboarding Checklist

New Employee Information	
Name:	Start Date:
Position:	Supervisor:
EUID:	EMPLID:
<input type="checkbox"/> 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.
<input type="checkbox"/> 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 designated location 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	<p>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.</p> <p>Denton/Dallas: https://unt.t2hosted.com/account/portal HSC: https://www.unthsc.edu/police/parking-office/visitor-information/parking-permits/ <i>Print temporary permit after your purchase. Your sticker will be mailed to your home.</i></p> <p>System Downtown Office: Contact Jessica Rosas at Jessica.Rosas@untsystem.edu</p>
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.
<input type="checkbox"/> Required Training	
o New Employee Orientation – required	Orientation date can be located on your offer letter.
o HR/Compliance Training <ul style="list-style-type: none"> ✓ Preventing Discrimination and Harassment ✓ Preventing Sexual Misconduct (Title IX) ✓ Compliance Awareness Training 	<p>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</p> <p>NOTE: Training will be accessible after ePAR is fully approved.</p>
o Business Process Training (<i>dependent on role</i>) – ePAR, ePRO Coordinator, PCard Holder, Concur Travel, Timekeeper, Timesheet Entries, Requisitions	Business Process Training
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.

UNT System Employee Onboarding Checklist

<input type="checkbox"/> New Team Member Basics	
o Campus or Office Location Map	Obtain designated location map from your department
o Review Policies & Procedures	Review Institutional Policies https://www.untsystem.edu/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.unt.edu under the eLeave tab. Training Resources - Business Process Training
o Holidays/Campus Calendars	System Holiday Calendar
o Ongoing Training & Development	Click Organizational Development and Engagement for Information
o System Directory	Click on the link to locate System Departments System 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	To access your personal information login to my.unt.edu "Review Personal Information Summary" and edit as necessary.
o Direct Deposit	Direct Deposit Information
o System Organizational Chart	Organizational Chart

<input type="checkbox"/> Technology Basics	
o Equipment & Software	Receive information on departmental usage from your supervisor and respective location ITSS representatives.
o Printer/Copier/Scanner	
o Shared Drives/File Structure	University of North Texas UIT Helpdesk
o Security and Network Overview	
o Wireless Access	
o Wireless usage information	UNT Health Science Center ITS Helpdesk
o Email Basics	
o Mobile Device Setup	UNT Dallas, UNT Dallas College of Law UNT Dallas ITSS Helpdesk
o Calendar Sharing – Confirm departmental practices with supervisor	
o Sign up for emergency alert system for your location	UNT System UNTS Service Desk Visit my.unt.edu Human Resources tab

Additional Resources
UNT System Business Support Services (Payroll, Time and Attendance, Purchasing, Accounts Payable, HUB, Travel)
Human Resources (ePAR Help, FMLA, Records, Benefits, Compensation, Talent Acquisition, Employment, HRIS, Organizational Development and Engagement)