

Welcome to the



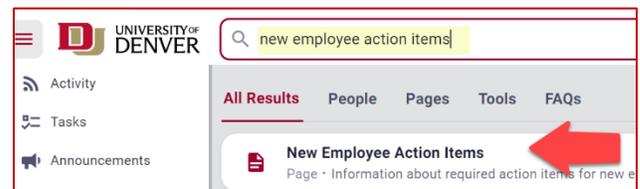
New Employee Checklist

ACTIONS BEFORE YOUR FIRST DAY

- Complete Section 1** of your online I-9 Employment Eligibility Verification Form. You will receive an email from HireRight with instructions.
- Gather I-9 documents** that you will need to bring in-person to Employment Services on or before your first day to complete Section 2 of the I-9. For more information, please visit our [I-9 Process webpage](#).
- Work with your supervisor** to confirm your start date, determine a date for [New Employee Orientation](#), and learn where to go, what to bring and what to expect on your first day.
- Your supervisor schedules your New Employee Orientation. You will receive an email confirmation from People Development. Email Employeeonboarding@du.edu with questions.
- Familiarize yourself with the [campus map](#)
- Review the [parking locations](#) and [permits](#).
- Submit your photo electronically for your DU ID card online. Visit for i
- Benefited employees - Review your [benefits options](#) & the [enrollment process](#). A benefits specialist will be at the New Hire Orientation if you have specific questions. You will have 30 days from your start date to enroll for benefits.
- Activate your DU account.** You will receive an email from DU IT within a week of your start date with your **DU Email address** and steps to create a password and activate your DU account. Please note that DU Email may not be active until right before or on your first day at work. Contact Support@du.edu with any activation issues.

MY.DU.EDU ACTION ITEMS

Log in to [My.DU.edu](https://my.du.edu) using your DU account login credentials, and complete all steps listed in the [“New Employee Action Items”](#) section:



- Complete your **Employee Profile**
- Sign up for **Paycheck Direct Deposit**
- Sign up for **Expense Reimbursement Direct Deposit** (different from Payroll direct deposit).
- Complete your **W-4 tax form**
- Sign up for **electronic delivery of your W-2**
- Register for **critical incident notifications** and provide emergency contact information
- Complete any **confidentiality & patent agreements**

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YOUR FIRST DAY

- Bring your [I-9 documents](#) and complete Section 2 before your first day of work. Visit our Employment Services office Monday-Thursday from 10am-2pm. Contact I9.ss@du.edu to schedule an appointment outside of these hours or if you require accommodations.
- Attend [New Employee Orientation](#) or make sure you are scheduled for the next session.
- Pick up your [DU ID card](#)
- Purchase a parking permit (optional)
- Obtain a copy of your job description
- Familiarize yourself with PioneerTime. Start with visiting the University Financial Services (UFS) PioneerTime web page and find resources in the PioneerTime section of the UFS Knowledge Base.
- Non-Exempt employees** – You will need to start recording time on your first day. Watch the [PioneerTime Video Series](#) for Non-Exempt Employees to learn how to use the system, then work with your supervisor to make sure your hours for the day are recorded correctly.
- Visit the [HRIC Onboarding & New Hire Orientation](#) web page and complete any remaining tasks under “Your First Day”.

YOUR FIRST WEEK AND BEYOND

- [Order your DU Purchasing Card](#) (P-Card) and [register](#) for a Pioneer Travel & Expense training class if you will be traveling or making business purchases for DU.
- If you will be supervising hourly employees (especially students who may have multiple jobs at DU), [register](#) for a “PioneerTime for Supervisors of Non-Exempt Staff” training class.
- Visit the [HRIC Onboarding & New Hire Orientation](#) web page and complete the remaining tasks under “Your First Week and Beyond”.