New Employee Check Off List

This check-off list is to serve as a tool to ensure that the below items get taken care of in a timely fashion, which will help with your transition into your new position here at the College of Engineering.

First Day

Did you...

☐ Receive a copy of your offer letter prior to your first day
☐ Complete your I-9
☐ Bring in a copy of your Social Security Card?
☐ Create a UW Net ID (https://uwnetid.washington.edu/newid/)
☐ Has your computer, internet, and email been set up?
☐ Receive your phone & fax numbers, room number, mail box location?
☐ Gone over your On-Boarding Check list with Manager

Paperwork

☐ Complete the New Employee Check-In, return it to Sydney Martin (Front Desk Manager) and receive your keys
☐ Log into Employee Self Service
   - Complete
     - Address
     - Job Profile
☐ Finish up the following paperwork online (http://www.engr.washington.edu/mycoe/staff/newhires.html)
   - Affirmative Action Form
   - Personal Data Form
   - Direct Deposit
   - W-4
First Week

Logistics

☐ Husky Card (3-5 days after start date)
☐ Get your UPASS (discounted bus pass), parking pass, or other transportation options?
☐ Enroll in the following training or classes:
  o Sexual Harassment Prevention Training
  o UW Orientation
  o Benefits Orientation (highly recommended)

First Month

Sign Up for Benefits

☐ Complete/Turn in your insurance forms? (this should be done after you’ve attended a benefits orientation)
  o Medical & Dental
    ▪ within 31 days of start date
  o Long Term Disability
    ▪ within 31 days of start date
  o Term Life
    ▪ within 60 days of start date

☐ Enrolled in a Retirement Plan?
  o Within 90 days of start date