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
  - o Complete
    - ▪ Address
    - ▪ Job Profile
- ☐ Finish up the following paperwork online (http://www.engr.washington.edu/mycoe/staff/newhires.html)
  - o Affirmative Action Form
  - o Personal Data Form
  - o Direct Deposit
  - o 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