

Welcome to the



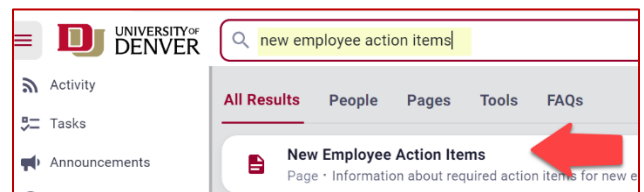
New Employee Checklist

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 on your first day to complete Section 2 of the I-9.
- ☐ **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 options](#)
- ☐ Submit your photo electronically for your DU ID card online. Visit [Pioneer ID Card site](#) for instructions.
- ☐ Review the [DU Public Health](#) page for the latest protocols.
- ☐ Benefited employees - Review your [benefits options](#) & the [enrollment process](#)
- ☐ **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**

YOUR FIRST DAY

- ☐ Bring your [I-9 documents](#) and complete Section 2 during New Employee Orientation or sometime before your 3rd day of work. Contact I9.ss@du.edu to schedule an appointment.
- ☐ Attend [New Employee Orientation](#) or make sure you are scheduled for the next session.
- ☐ Pick up your [DU ID card/EcoPass](#)

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- ☐ 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 “New Employee”](#) 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 “New Employee”](#) web page and complete the remaining tasks under “Your First Week and Beyond”.