

Welcome to the



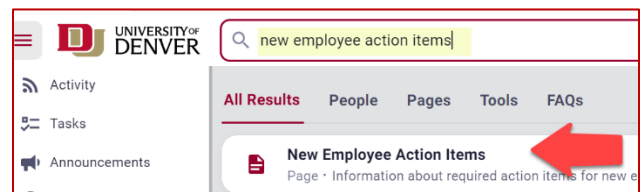
## New Employee Checklist

- Familiarize yourself with the [campus map](#)
- Review the [parking options](#)
- Benefited employees - Review your [benefits options](#) & the [enrollment process](#)
- Activate your DU account.** You will receive an email from DU IT around the time 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](mailto:Support@du.edu) with any activation issues.

- 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”.

### MY.DU.EDU ACTION ITEMS

Log in to [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**
- If you will be supervising hourly employees (especially [register](#) for a “PioneerTime for Supervisors of Non-Exempt Employees”)
- Visit the [HRIC “New Employee”](#) web page and complete any remaining tasks under “Your First Day and Beyond.”

Email [employeeonboarding@du.edu](mailto:employeeonboarding@du.edu) with questions.