New Employee Checklist

By the end of Week 1

☐ Log in to PioneerWeb
  ☐ Verify and submit demographic information
  ☐ Submit emergency contacts
  ☐ Set up direct deposit and W-4
  ☐ Sign up for emergency notifications
  ☐ Complete Confidentiality Obligations and Patent Agreement
  ☐ Make a note of your upcoming COVID test dates

☐ Make sure you can log in to Pioneer@Work and PioneerTime

☐ IT Basics
  ☐ Check out recommended IT systems for staff and faculty
  ☐ Set up your Outlook email (PC or Mac)
  ☐ Connect to DU WiFi (EduRoam for work devices and DU Guest WiFi for cell phones)
  ☐ Set up phone and printer
  ☐ Set up printer
  ☐ Set up the VPN

☐ Consider parking options

☐ If in a benefited position, request an RTD EcoPass from the ID Card Office

First 30 Days

☐ If in a benefited position, send your completed benefits enrollment form to benefits@du.edu

☐ Complete your required New Employee Training in Pioneer@Work (contact learning@du.edu with questions)

☐ Explore instructor-led training opportunities on the Events Calendar

☐ Complete one LinkedIn Learning course in Pioneer@Work

☐ Attend a C+V event

☐ Explore affinity groups on campus