Welcome to the

UNIVERSITY OF DENVER

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 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”.