

Template: Welcome New Employee

Welcome <employee name>,

I am very excited that you are going to join us here at UNLV! Before your first day on campus I wanted to provide some important information and highlight a couple of items for you to be aware of.

Hire date:

Schedule:

NSHE ID:

Employee #:

Department:

Location on campus:

Where to park:

Dress attire:

First, it is very important that you watch for your ACE account email from UNLV OIT. The email will come from ITHelp@unlv.edu prompting you to create a password for your ACE account. The subline will be “Your ACE Account is ready! [Action Required]” If you do not receive this email within a week, please let me know. Note: This email may go to the SPAM folder, so please check your SPAM regularly. Your ACE account is what will generate your UNLV email and give you access to Workday. This platform will be used for your onboarding documents and includes assigned tasks to be completed sequentially, with each task leading to the next until you receive the status of 100% Onboarded.

Second is New Employee and Benefits Orientation. New employee orientation introduces you to UNLV and provides important information about its history and culture; policies and procedures; services and resources; workplace protection; health insurance options, Employee Assistance Program, retirement, voluntary benefits; and more.

Register for a virtual new employee orientation: <https://www.unlv.edu/hr/benefits/enrollment-class>

Third is Parking. Please visit the [UNLV Parking & Transportation](#) site to explore parking options. Most people secure an annual parking pass and pay via payroll deductions. We will provide you with a first week parking pass on your first day.

Last is regarding your I-9 Verification. UNLV will need to confirm your eligibility to work (this process is often referred to as doing I-9 paperwork.) Attached you will find a list of [acceptable documents](#). We will need the original, hard copy to view in person within the first three days of your employment.

Please review the [UNLV Onboarding website](#) for onboarding process information.

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You may also contact me at <phone number> or <name and number> for any questions or concerns.

**If someone other than the manager is greeting the new employee on their first day, include their name and contact information here.*

***If using the All About Me form includes a message and link here: We like to get to know our new employees before they come on board, please complete the following form.*

Looking forward to working with you,

<supervisor name>