Subject: Welcome to UNLV!

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 few key items for you.

Your Employment Details

- Hire date:

- Work schedule:

- NSHE ID:

- Employee #:

- Dept/Unit:

- Location on campus:

- Where to park:

- Dress attire:

- First pay date:

- Payroll schedule: (monthly or bi-monthly)

Important Next Steps

1. ACE Account Setup
   - You will receive an email to the personal email you provided from ITHelp@unlv.edu with the subject line: "Your ACE Account is ready! [Action Required]". If you did not receive the activation email in your primary inbox, check your spam folder, or navigate to the [ACE website](#) to learn more about your UNLV single sign-on account.
   - This email will prompt you to create a password for your ACE account.
     - ACE is used to login to most campus systems (UNLVmail, Workday, etc.)
     - You will also be prompted to set up multifactor authentication to keep your UNLV ACE account secure.
     - For password reset assistance or system access issues, please call UNLV OIT Help Desk at 702-895-0777.

2. UNLV Mail
   - Standard email address format is firstname.lastname@unlv.edu. Your password is the ACE password you chose during the setup process.

3. *Workday*
   - *This platform manages your onboarding documents and provides a structured sequence of tasks, automatically sending each item to the appropriate parties for review and approval. Check your Workday inbox often until you reach 100% onboarded.*
     - *If the Workday onboarding tasks are not completed, your first paycheck and health benefit elections may be delayed.*
     - *If you are relocating to Nevada, please update your Primary Home Address in Workday as soon as possible.*
   - *Complete Form I-9, Section 1 (when you meet with your unit administrator, you will show your original, hard copy [work authorization documents](#) in person and they will complete the I-9 process within the first three days of employment).*

4. *New Employee & Benefits Orientation*
   - *This virtual 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.*
     - *Check [here](#) for upcoming orientation dates.*

5. *Parking Options*
   - *Please visit [UNLV Parking & Transportation](#) for detailed information. Most people secure an annual parking pass and pay via payroll deductions. We will provide you with a temporary parking pass on your first day at no cost for your first ten days.*

6. *Complete Required Training*
   - *On your hire date, you will receive access to [REBELearn](#) (our Learning Management System).*
     - *All required training courses will be automatically assigned to you based on your position.*

For more information about the onboarding process, please review the [UNLV Onboarding website](#).

For any questions or concerns, you may contact me at <phone number> or <name and number>.

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

Optional: We like to get to know our new employees before they come on board, please complete this form: [All About Me](#).

Looking forward to working with you,

<supervisor name>