



Congratulations on your new position!
This is a brief checklist and guide to helping you get started.

PRIOR TO YOUR FIRST DAY

- Classified Staff employees are paid on the 10th (work from the 16th to the last day of the previous month) and the 25th (work from the 1st to the 15th of the current month), if those dates fall on a weekend, payroll will run on the Friday prior
- Confirm with your department that you have been scheduled to attend a Benefits Enrollment Class which covers health insurance, voluntary benefits, and retirement. If possible, attend the Benefits Enrollment Class prior to your first day.

YOUR FIRST FEW DAYS

- Complete the onboarding business process in Workday
- Purchase your parking permit
- Ask your supervisor or a co-worker about use of phones, fax, copier, office supplies, inter-campus and off-campus mail, computer sign-in, shared network drives, email, listserv subscriptions, school/department websites
- Complete FERPA training in order to gain access to MyUNLV for student records, if applicable to your job
- Request a LawRoom account at the following website and complete the required training for Sexual Harassment Prevention (<https://www.unlv.edu/hr/sexual-harassment-prevention>)
- For wireless internet you are encouraged to create an “eduroam” account. For most devices, log on to the UNLV guest wifi, open a web browser, type in wifi.unlv.edu, and sign up. The UNLV Help Desk is available for assistance: 702-895-0777
- Review the State of NV Employee Handbook: <http://hr.nv.gov/Resources/Resources/>
- Create your UNLV Email signature with the generator located at www.unlv.edu/identity/email-signature

YOUR FIRST MONTH

- Obtain your RebelCard University ID
- Review and clarify performance objectives and expectations before the conclusion of your first month
- Take a campus tour offered by the Office of Admissions

YOUR FIRST FEW MONTHS

- Make sure to keep notes on any training and development activities you complete as well as any notable accomplishments for your performance evaluation (for training and development resources: www.unlv.edu/hr/staff-development)
- At the conclusion of your third month, your supervisor will conduct a three-month performance evaluation with you

YOUR FIRST SIX MONTHS

- Make a plan for training and development with your supervisor
- Learn about how you may get involved by going to the Classified Staff Council website at www.unlv.edu/cscouncil
- Familiarize yourself with:
 - The NSHE Handbook: <http://system.nevada.edu/Nshe/index.cfm/administration/board-ofregents/handbook/>
 - UNLV Bylaws: <http://facultysenate.unlv.edu/unlvbylaws>

YOUR FIRST YEAR

- During the second half of your first year you will have a seven-month, eleven-month, and twelve-month performance evaluation

See the next page, titled: 'THINGS TO KNOW,' for helpful information and details.

THINGS TO KNOW

ACE Account

You will use your ACE account to login to Workday and initiate the onboarding business process. For help with ACE, contact the IT Help Desk at 702-895-0777.

Library

In support of UNLV's Top Tier goals, the University Libraries offers services to researchers at every stage of experience at the university. Learn more about the University Libraries at www.library.unlv.edu. Your Rebelcard ID acts as your library card, so make sure to review the Rebelcard information.

Parking Permit

The Office of Parking and Transportation Services is located in the Claude I. Howard Public Safety building (PSB), main campus, on Harmon Avenue, 2 buildings from the Lied Library. If you cannot purchase a parking permit the morning of your first day, you may visit Human Resources in the Campus Services Building (CSB), located in the parking lot across from the Thomas & Mack Center, to request a temporary 10-day (one-time issue only) pass. This pass is exclusively for new employees during their first several days of employment.

RebelCard

Bring a valid state-issued photo ID to the RebelCard Office in the Student Union. You will need to have been issued your NSHE ID number before a Rebelcard ID may be issued. You may locate the number in your Workday account. Contact the Workday Support Team at 702-774-4242 or Human Resources at 702-895-3504 if you need assistance.

Supervising Classified Staff Employees

If you will be supervising classified employees, arrange for state of Nevada mandatory supervisory courses (<https://www.unlv.edu/hr/staff-development/supervisors>)

WebCampus

WebCampus is a secure online Learning Management System (LMS) for students to communicate with their instructors. WebCampus and Canvas are the same thing and it is a web based application that only requires an up-to-date web browser to use. Learn more about WebCampus and Canvas, including the many features available to support instruction, at www.it.unlv.edu/webcampus/canvas

Workday

Workday is where we perform most, if not all, of our human resources and financial transactions. In Workday, there is a required onboarding business process that must be completed in order for you to get paid and receive certain benefits. The onboarding process includes items such as your I-9, withholdings (W-4), direct deposit election, beneficiary designation, benefit elections, and more.