



## **Congratulations on your new position!**

**This is a brief checklist and guide to helping you get started.**

### **THINGS TO KNOW PRIOR TO YOUR FIRST DAY**

- Postdoctoral Scholar employees are paid on the first business/working day of the month (which may be later than the first of the month)
- 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.
- Workday is the University's business process platform which is used for a number of different tasks, including requesting time off for vacation, sick leave, and business travel; viewing your pay slips; submitting expense reports; electing certain voluntary products; and more. Download the Workday app to your phone to be able to submit requests easily from your phone.

### **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
- Learn about the Office of Postdoctoral Affairs (OPA) and visit the OPA website at <https://www.unlv.edu/graduatecollege/opa>
- Complete FERPA training in order to gain access to MyUNLV for student records, if applicable to your job (<https://www.unlv.edu/registrar/ferpa>)
- 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](http://wifi.unlv.edu), and sign up. The UNLV Help Desk is available for assistance: 702-895-0777
- Create your UNLV Email signature with the generator located at [www.unlv.edu/identity/email-signature](http://www.unlv.edu/identity/email-signature)

### **YOUR FIRST MONTH**

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

### **YOUR FIRST FEW MONTHS**

- Complete the Collaborative Institutional Training Initiative (CITI) course if you conduct human subjects research, <https://www.unlv.edu/research/ORI-HSR/training>
- 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](http://www.unlv.edu/hr/staff-development))

### **YOUR FIRST SIX MONTHS**

- Make a plan for training and development with your supervisor
- Learn about Faculty Senate: <http://facultysenate.unlv.edu>
- 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**

- Complete your 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.

### FERPA Basics

FERPA is the Family Educational Rights and Privacy Act and is a federal law that was enacted in 1974. FERPA protects the privacy of student education records. All educational institutions that receive federal funding must comply with FERPA. As an employee, you are obligated to comply with FERPA and to protect those records according to the law. To learn more, go to: <https://www.unlv.edu/registrar/ferpa>

### 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](http://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.

### Researcher Education and Training

All UNLV researchers are required to complete the Collaborative Institutional Training Initiative (CITI) course on "The Protection of Human Subjects" before a research protocol can be accepted for review by the IRB. This includes principal investigators, student investigators, and research team members. For details, go to: <https://www.unlv.edu/research/ORI-HSR/training>

### 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](http://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.