

NEW EMPLOYEE CHECKLIST

Welcome to the University of Nevada, Las Vegas!

Please use this new hire checklist as a guide to walk you through your onboarding process and completing items within their designated timeline period.

You will receive your [ACE Account](#) credentials in an email sent to the address you provided in your employment application. An ACE Account is a single user id and password that allows you access to your [UNLV email](#), the employee portal for [Workday](#), and additional university software applications. When you receive your ACE Account, you will stop using the applicant portal for Workday. In your employee portal for Workday, you will have a notification to enter your personal information and contact details. At this point, you should change your primary email address to your UNLV email and begin to check it regularly.

For help with your ACE Account and UNLV email, contact the [IT Help Desk](#) at 702-895-0777.

BEFORE YOUR FIRST DAY

Task	Information and Resources
<input type="checkbox"/> Complete your onboarding business process tasks in Workday	<p>Complete all of the following tasks:</p> <ul style="list-style-type: none"> • Enter government identification • Enter self-identification • Enter emergency contacts • Enter veteran status identification • Submit education for verification • E-sign new hire documents (below) • Complete I-9 form • Complete payment elections (direct deposit) • Complete designation of unpaid compensation beneficiary form • Complete federal withholding elections <p>Review and acknowledge (items will populate based upon applicability to your position):</p> <ul style="list-style-type: none"> • Alcohol & Drug-Free Workplace • Policy Against Discrimination and Sexual Harassment (Title 4, Chapter 8, Sect. 13) • Workplace Safety Policy • Disclosure of Improper Governmental Action • Employee Acknowledgement of State Vehicle Use Rules • Patient Protection and Affordable Care Act Notice • NSHE Board of Regents Handbook • Nevada Pregnant Workers’ Fairness Act Notice • Statement Concerning Your Employment in a Job Not Covered by Social Security • Family and Medical Leave Act • NSHE Constitutional Oath • Nevada Executive Branch Employees Acknowledgement of Ethical Standards

Many of your questions, as a new employee, may be answered by visiting our University Human Resources web page for onboarding at unlv.edu/newemployee. Please contact us at onboarding@unlv.edu or 702-895-3504 for further assistance.

YOUR FIRST DAY AND WEEK

Task	Information and Resources
<input type="checkbox"/> Complete your I-9 verification (Onboarding task that requires completion both in Workday and remotely via virtual WebEx or Google Hangouts)	<p>DOCUMENTS THAT DEMONSTRATE YOUR IDENTITY and YOUR ELIGIBILITY to work in the United States to meet legal requirements of the Immigration and Reform Control Act MUST be presented during a scheduled virtual video call with HR within three days of employment.</p> <p>Documents that are acceptable to provide employment authorization may be found at: www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents</p>
<input type="checkbox"/> Registration for new employee orientation	<p>You will be automatically registered to attend a virtual new employee orientation. A confirmation will be sent to your University email address. If you do not receive the email, please contact University Human Resources at 702-895-3504.</p>

<input type="checkbox"/>	"Virtual" New Hire Employee Orientation	<p>New employee orientation provides an introduction to UNLV and important information about its history and culture; policies and procedures; services and resources available to employees; workplace protection; health, retirement, and voluntary benefits; and more.</p> <p>You will receive an email to your University email address providing you the new employee orientation information. You will have the ability to meet with the Human Resources Benefits Team Representative via webex.</p>
<input type="checkbox"/>	Purchase your parking permit (if applicable)	<p>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 west of the Lied Library.</p>
<input type="checkbox"/>	Set up your UNLV Email	<p>Set up your UNLV email with your signature: www.unlv.edu/identity/email-signature</p>

WITHIN YOUR FIRST 30 DAYS

	Task	Information and Resources
<input type="checkbox"/>	Obtain your RebelCard <i>Official identification of UNLV for students and employees</i>	<p>A valid state-issued photo identification card is required to obtain your RebelCard. The RebelCard office is located at the Student Union.</p>
<input type="checkbox"/>	Contact your supervisor	<p>Contact your supervisor to begin your department-level orientation and to complete your final onboarding steps.</p> <p>Your supervisor will review department practices and procedures for:</p> <ul style="list-style-type: none"> • Performance expectations • Safety & emergency procedures • Relevant work policies • Office culture • Office/desk supplies • Building/office access • Business cards
<input type="checkbox"/>	Time off (leave): <ul style="list-style-type: none"> • Academic Faculty • Administrative Faculty • Classified Staff • Postdoctoral Scholars 	<p>Your supervisor will review department procedures for:</p> <ul style="list-style-type: none"> • How to process attendance • Notification of time off for planned/unplanned absences
<input type="checkbox"/>	Time off (leave): <ul style="list-style-type: none"> • Letter of Appointment 	<p>As an employee on a Letter of Appointment contract, you work a part-time schedule and do not accrue time off. You should discuss with your supervisor your work schedule and procedure for making up time if you are absent.</p>
<input type="checkbox"/>	Required training	<p>Your supervisor will ensure you complete your required training:</p> <ul style="list-style-type: none"> • Cybersecurity Awareness – offered mid-February through December • Sexual Harassment Prevention • State Training for Supervisors of Classified Staff • Advanced Safety – for work with hazardous substances or specialized equipment • FERPA (Family Education Rights and Privacy Act) – for access to student records <p>Additional training may be required based upon your position/job.</p>
<input type="checkbox"/>	Listserv, calls, and shared drives	<p>Your supervisor should request to have you added to any applicable listserv, phone calls, shared networks, Google Drives, and calendars.</p>