



## College of Education Staff Onboarding Checklist - Employee

Employee Name: \_\_\_\_\_ Nickname: \_\_\_\_\_  
Position Number: \_\_\_\_\_ Grade Level: \_\_\_\_ Pay Schedule: \_\_\_\_\_  
Start Date: \_\_\_\_ Immediate Supervisor: \_\_\_\_\_  
Department Number: \_\_\_\_ Department Name: \_\_\_\_\_  
Office Number: \_\_\_\_\_ Department Address: \_\_\_\_\_  
LinkBlue ID: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_ Office Phone Number: \_\_\_\_\_

### PRE-EMPLOYMENT

- \_\_\_ Complete Pre-Employment screening
- \_\_\_ Complete I-9

### FIRST DAY

- \_\_\_ Activate [linkblue account](#)
- \_\_\_ Review [staff handbook](#)
- \_\_\_ Review UK [HR Policies & Procedures](#)
- \_\_\_ Obtain parking pass - obtain earlier if possible
- \_\_\_ Obtain Employee ID – Department will provide form
- \_\_\_ Set up [Direct Deposit](#)
- \_\_\_ Begin training in [myUK Learning](#)

### FIRST WEEK(S)

- \_\_\_ Set up emergency contact & UK Alert in myUK
- \_\_\_ Complete [new employee orientation](#) in [myUK Learning](#)
- \_\_\_ Enroll in [UK Benefits](#)

- \_\_\_ Review [Health & Wellness](#) resources
- \_\_\_ Review [Work-Life](#) resources
- \_\_\_ Familiarize yourself with UK's [campus maps](#)
- \_\_\_ [Complete User Profile Settings](#) in Concur if employee will be traveling.
- \_\_\_ Register for on-demand and/or in-person trainings in [myUK Learning](#)
- \_\_\_ Complete assigned trainings in My Learning Assignments in [myUK Learning](#)
- \_\_\_ [Write a bio](#) for the college website/directory
- \_\_\_ [Schedule headshot](#)/portrait