

New Staff Checklist

AFTER POSITION ACCEPTANCE

Congratulations on your UVU position! You will receive three separate emails with links to the following:

1) Background Check, 2) New Hire Paperwork, and 3) I-9 Section One

You cannot receive a UVID until your I-9 is complete, therefore, **you need to do this 4-7 days before your start date.**

- ☐ Complete Background Check online. (Email will come from customer_service@accurate.com)
- ☐ Complete New Hire Paperwork online. (Email will come from noreply@visualvault.com) (Put your CURRENT living address; cannot be a PO box or an out-of-country address)
- ☐ Complete I-9 Section One online. (Email will come from customer_service@accurate.com)
- ☐ Must visit People and Culture (HF 105) to complete I-9 Section Two **within four days of your start date.** (Bring a physical, original, federally-accepted copy of proof of eligibility to work in U.S.)
- ☐ Read Section 1: After Acceptance in the New Staff Guidebook. (Link to download the guidebook is located on the New2UVU website under the “After Acceptance” tab)
- ☐ Register for your New Employee Orientation online at <https://www.uvu.edu/peopleandculture/new2uvu/neo.html>

ONCE YOU RECEIVE YOUR UVID

- ☐ (Full-time and Part-time taking 6 or less credits only) Register for a free employee parking permit through the parking portal at <https://www.uvu.edu/parking/>

FIRST DAY

- ☐ Meet with your supervisor to cover important employment topics and policies.
- ☐ Visit Campus Connection (SC 106f) for your UVU Employee ID Card. Talk to your supervisor to find out if you need to pay the \$5 or if your department covers the fee.
- ☐ After you are notified, visit facilities to receive your key. (If applicable)
- ☐ You will receive emails to complete Title IX, FERPA, Workplace Conduct, Freedom of Speech, and Cybersecurity trainings; complete these within your first **30 days** of employment. (Conflict of Interest Disclosure also required for full-time employees.)