

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, get this done as soon as possible.

- Complete Background Check online. (Email will come from customer_service@accurate.com)
- Complete New Hire Paperwork online. (Email will come from do-not-reply@ted.peopleadmin.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)
- Visit Human Resources (HF 105) to complete I-9 Section Two. (Bring a physical, original copy of proof of eligibility to work in U.S.; <https://www.uscis.gov/i-9-central/acceptable-documents>)
- 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/hr/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, Conflict of Interest, FERPA, and Abusive Conduct, Cybersecurity trainings; complete these within your first **60 days** of employment.