



Transfer CHECKLIST

Employee Name:

Start Date:

Position:

Previous Position:

This information is being provided as a basic checklist for you to use as you begin your employment. It is not meant to be all inclusive but highlight some of the more immediate items you want to be aware of as you start.

Reference Check box is for action



My Self Service

My Self-Service section:

Check the following sections in My Self-Service to ensure your personal information and preferences are up to date.

- ☐ Emergency Contact
- ☐ Hawk Alert Change
- ☐ Address / Phone Change
- ☐ Name and Pronouns
- ☐ Name Pronunciation



My Career

My Career section:

- Sexual Harassment Prevention Education - The UI is committed to the creation of a positive work environment; therefore, this training must be completed every **3 years**. You will find the online and instructor lead courses in Self Service > My Career > Sexual Harassment Prevention Education. There are two courses and you will be assigned based on your status.
- My Training
- My ePersonnel File
- Performance Review
- Work Arrangements (Applicable to all Hybrid or Remote) - work with supervisor



Time & Pay

Time & Pay section:

Check the following sections in Time & Pay to ensure your personal information and preferences are up to date.

- Time Records – payroll varies by department (discuss with supervisor)
- Exempt/Non-exempt Status – ePersonnel file/under Appointment and Salary section. Payroll Guide for Non-Exempt: <https://hr.uiowa.edu/compensation-classification/fair-labor-standards-act-regulations>
- Absence Request – request process varies by department (discuss with supervisor)
- Vacation & Sick Leave – check for balances/accruals



Benefits & Wellness

Benefits & Wellness section:

- LiveWell (Personal Health Assessment, ReadySet)
- Workers Compensation > First Report of Injury



Parking & Travel

Parking & Travel section:

Parking Office: 319-335-1475

- [Parking Information \(https://transportation.uiowa.edu/parking/employee/new-employee-resource/\)](https://transportation.uiowa.edu/parking/employee/new-employee-resource/)
- My Parking
- My Van Pool



The Iowa One Card is the official ID card for the University campus. In transferring you will need to obtain a new ID only if you move from UIHC to Non-HealthCare department. You can obtain your badge on the second floor in the University Capital Center (UCC). Go to the website to find out more about their open hours: <https://idcard.uiowa.edu/>.



Questions or Need Assistance?

Check-in meeting with HR Rep scheduled 1-2 weeks out from first day.

HR Representative:

Email:

Phone:

Dianne Reeve

Email: dianne-reeve@uiowa.edu

Phone: 335-6789

Haili Smith

Email: haili-smith@uiowa.edu

Phone: 467-4935

Computer Assistance

FO-help@uiowa.edu

Web Page: [F & O Human Resources | The University of Iowa \(uiowa.edu\)](https://hr.fo.uiowa.edu/) - <https://hr.fo.uiowa.edu/>