



Finance and Operations

Human Resources

ONBOARDING CHECKLIST

Employee Name:	Start Date:
Position:	Hawk ID:
UI ID:	Employee ID:
Email:	

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.



My Self Service

My Self-Service section:

- ☐ Address / Phone Change
- ☐ Name and Pronouns
- ☐ Name Pronunciation
- Change HawkID Password (optional)
- ✓ **Manage Duo Two-Step Login (security for login)**
- ✓ **Emergency Contact**
- ✓ **Hawk Alert Change**
- ☐ Consider electing online delivery for year-end tax forms (My Self Service/Settings)



My Career

My Career section:

- ☐ Harassment Prevention and Response for Non-Academic Administrative Officers/Non-Supervisors (**WSHSTF**) or Harassment Prevention and Response for Academic Administrative Officers/Supervisors (**WSHSPR**). 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 > My Compliances > click on appropriate version *. There are two courses and you will be assigned based on your status. – **If transferring laterally then your timeline will remain the same. If going from non-supervisor to supervisor or vice versa then you will need to attend a different training.**

*note that when you click on Harassment Prevention for Academic or Non-Academic, then there is another drop-down that says to complete any of the following 2 items... the one you need to click on says **Online Harassment Prevention and Response...**





- My Training
- My ePersonnel File
- Performance Review
- ☐ Work Arrangements (Applicable to all Hybrid or Remote) - work with supervisor
- ☐ Iowa Welcome Video– LinkedIn Learning - watch within first week



Time & Pay

Time & Pay section:

- ✓ **Set Up/Change Tax Withholding (W-4)** - complete within first week
- ✓ **Set/Change Direct Deposit** - complete within first week
- ☐ 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
- View Paycheck History

 <p>Benefits & Wellness</p>	<p><u>Benefits & Wellness section:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Benefit Enrollment- Questions: benefits@uiowa.edu or (319) 335-2676 <input type="checkbox"/> Retirement Enrollment <input type="checkbox"/> Flex Spending <input type="checkbox"/> LiveWell (Personal Health Assessment, ReadySet) <ul style="list-style-type: none"> • Workers Compensation > First Report of Injury
 <p>Parking & Travel</p>	<p><u>Parking & Travel section:</u></p> <p>Parking Office: 319-335-1475</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parking Information (https://transportation.uiowa.edu/parking/employee/new-employee-resource) <input type="checkbox"/> My Parking <input type="checkbox"/> My Van Pool
	<p>The Iowa One Card is the official ID card for the University campus. 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/.</p> <p><u>Uses include:</u></p> <ul style="list-style-type: none"> • Checking out Library materials • Access into electronically secured facilities, including 24-hour Instructional Technology Centers (ITCs) • Food and beverage purchases at on-campus retail dining locations
	<p>Questions or Need Assistance?</p> <p>Check-in meeting with HR Rep scheduled 1-2 weeks out from first day.</p> <p>HR Representative: Email: Phone:</p> <p>Dianne Reeve Email: dianne-reeve@uiowa.edu Phone: 319-335-6789</p> <p>Haili Smith Email: haili-smith@uiowa.edu Phone: 319-467-4935</p> <p>Computer Assistance -help@uiowa.edu</p> <p>Web Page: F & O Human Resources The University of Iowa (uiowa.edu) - https://hr.fo.uiowa.edu/</p>