WELCOME TO THE NEW EMPLOYEE CHECKLIST

Use this checklist to guide you through the first steps of employment. Utilize any in-person training your department offers as well as the online New Employee Orientation modules to complete each task.

- Enroll in DUO Two Factor Authentication
  Visit https://it.utah.edu/2fa/ to enroll.

- Log into Campus Information Services (CIS)
  Contact the Campus Help Desk https://it.utah.edu/help/ if you need help with your credentials.

- Enroll in Benefits (if applicable)
  Most benefits https://benefits.utah.edu/ must be enrolled in within the first 90 days of hire.

- Submit Employee Forms
  If applicable, submit and view completed forms: https://www.hr.utah.edu/forms/hr_forms.php

- Determine Parking and Transportation Needs
  Visit Commuter Services in-person or online https://commuterservices.utah.edu/.

- Get your Employee UCard
  Visit a UCard Office in the Student Union or University Hospital or online, https://ucard.utah.edu/.

- Complete a W4 Form, set up Direct Deposit, elect for eW-2 Form
  Log into CIS https://cis.utah.edu then click on Payroll, Taxes & Salary.

- Time Card Training
  Log into your Bridge Learning Library https://utah.bridgeapp.com/ and search for Kronos.

- Employee Perks
  Check out all the perks of being an employee: https://benefits.utah.edu/additional-benefits/

Take advantage of further learning opportunities by talking to your manager, taking all required training as well as supplemental training, and accessing your department’s website and other University of Utah websites.