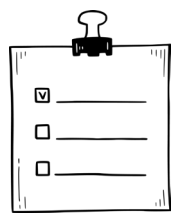
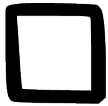


WELCOME TO THE NEW EMPLOYEE CHECKLIST

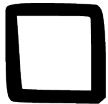


Use this checklist to guide you through the first steps of employment. Utilize any in-person training your department offers as well as the online New Employee Orientation modules to complete each task.



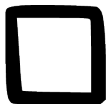
Enroll in DUO Two Factor Authentication

Visit <https://it.utah.edu/2fa/> to enroll.



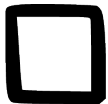
Log into Campus Information Services (CIS)

Contact the Campus Help Desk <https://it.utah.edu/help/> if you need help with your credentials.



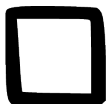
Enroll in Benefits (if applicable)

Most benefits <https://benefits.utah.edu/> must be enrolled in within the first 90 days of hire.



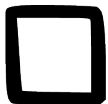
Submit Employee Forms

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



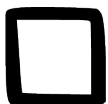
Determine Parking and Transportation Needs

Visit Commuter Services in-person or online <https://commuterservices.utah.edu/>.



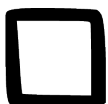
Get your Employee UCard

Visit a UCard Office in the Student Union or University Hospital or online, <https://ucard.utah.edu/>.



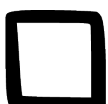
Complete a W4 Form, set up Direct Deposit, elect for eW-2 Form

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/>