



New Employee Checklist

Welcome to the University of San Diego! You've been hired because of your unique knowledge, skills, and abilities, and we know you'll contribute greatly to the success of the University.

The Department of Human Resources offers several resources to ensure that your onboarding experience at USD is a positive one, and this document will walk you through those resources one by one. Please review the checklist thoroughly and complete each item listed, collaborating with your supervisor if you need any assistance.

If you have any questions before your first day, please feel free to contact us at (619) 260-4594.

Before Your First Day:

- Administrator Employees Only: Return the signed Administrator Appointment Letter to your department prior to your start date.
- Determine if your I-9 employment authorization document(s) is/are current and complete. (See I-9 form for detailed information: <http://www.sandiego.edu/hr/employment-eeo/forms.php>).
- Review all documentation you received with your electronic welcome packet to ensure you bring necessary new hire forms.
- Take some time to review the USD website, <http://www.sandiego.edu/>, including your department's homepage and the Human Resources homepage, <http://www.sandiego.edu/hr/>.

On Your First Day:

- Parking:**
 - If you are hired through the Employment Services in HR, you will receive a temporary (3 day) validation code from HR to enter into the meters in the Mission or West Structures. You can then purchase your permit online or in the parking office after your third day.
 - If you are hired directly through your hiring department, your supervisor may email Parking Services to request a 3 day temporary permit that they will forward to you before your first day.
- Visit Human Resources in Maher Hall, Room 101 to complete and submit the required new hire forms:
 - Confidential Data Form
 - I-9 Form (show original identity and employment authorization documents)
 - W-4 Form
 - Notice to Employee Form
 - Please note: 24-48 hours after the above paperwork has been entered in the Human Resources information system, you will be able to complete all items under "On Your Second Day".
- Meet with your supervisor and/or department designee.
- Confirm that you have received all necessary keys and/or access to your workspace.

On Your Second Day

- Visit Campus Card Services in University Center, Room 127 to get your Torero ID card.
- Register/claim an e-mail address by going to: <https://myauth.sandiego.edu/cas-web/login?service> > Select "Register/Claim your USDOne account > Follow the instructions
- Purchase a parking permit by going to: <http://www.sandiego.edu/parking/online-services/parking-permit-notice.php> and under the "All Employees" section select "Click Here". Or visit Parking Services in University Center, Room 102
- Work with your supervisor to complete the "Staff and Faculty User Registration Form" for ITS. This form will allow ITS to give you access to your computer and database responsibilities. This form is located at https://www.sandiego.edu/its/documents/about/staff_faculty_user_registration_form.pdf
- Update your Find People information by accessing the USD Phone Directory Change Request Form at <http://www.sandiego.edu/directory/people/changes.php>.
- Staff Employees Only: Complete a time card every day by using Kronos, the University's online time card reporting system (hourly employees). For information on submission date/procedure and to review a job aid visit Kronos Time Training Resources by going to: <http://www.sandiego.edu/finance/payroll/kronos/resources.php>

Note: Employees working for the Department of Facilities Management, Dining Services, Library, Bookstore, JCP Fitness Center/Concessions, and Athletics-Sports Center must use a time recorder clock to keep track of their work hours.

During Your First Week

- Complete online FERPA Training Tutorial (if accessing or potentially accessing education records is part of job).
 - You will receive an e-mail notification from LawRoom, a third party training vendor, with FERPA Training in the subject line, which will contain a link to complete the 30-minute training. You must complete the training within 14 days of the e-mail notification.
- Learn how to use departmental database systems (if applicable).
- Clarify any performance or policy questions you may have with your supervisor.

Within the First Month

- Attend the New Employee Orientation, at which you will learn the history, values and mission of the University, as well as all relevant policies and procedures.
- Attend the Safety Training.
- Attend the Benefits Orientation and submit all benefits forms.
- Schedule the New Employee Learning Path trainings (distributed at the New Employee Orientation)
- Complete this “New Employee Checklist” and submit it to Human Resources at your New Employee Orientation. Be sure to obtain your supervisor’s signature.