# UNT Supervisor Onboarding Checklist

## New Employee Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Start Date:</th>
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<tbody>
<tr>
<td>Position:</td>
<td>Supervisor:</td>
</tr>
<tr>
<td>EUID:</td>
<td>EMPLID:</td>
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### Pre-Arrival Procedures - Preparing the New Employee

Call or email your new team member to officially welcome and answer any questions regarding employment. Cover the following topics:

- Notify team member of regular working hours and where to arrive on the first day.
- Confirm the location/address of where the department is located and where to park.
- Inform new team member of any dress code requirements.
- Inform new team member of lunch plans for first day as applicable. Consider taking your new hire to lunch to begin to get to know him/her.
- Verify that the new team member has received onboarding instructions and remind to complete prior to first day of work.
- Remind team member to bring documents needed to complete new hire paperwork.
- Gather job description, job manuals or SOPs, org charts, pertinent contacts and phone numbers.
- If workplace accommodations have been requested... Contact HR at 940-565-2281, ADA Accommodations

### Pre-Arrival Activities - Preparing the Current Team for a cohesive team

- Communicate via e-mail (or other means) to team to introduce new team member.
- Setup introduction appointments for first week. Print employee’s checklist and list of appointments.
- Consider assigning a buddy.
- Gather documents that communicate the team’s goals, strategic plans, priorities and initiatives.

### Pre-Arrival Activities - Preparing the Office

- Prepare office for new team member. Order needed furniture, clean or rearrange if necessary.
- Phone. Be sure phone is connected and assigned to new team member. Leave voicemail instructions for phone on desk.
- Computer. For computer installation or hardware/software enter a ticket.
- Access to work related programs. Ensure employee has the access they need to do their job through your local IT group.
- Order name plate and/or office sign as applicable. Confirm name/credentials the new team member would like included.
- Order Business cards as applicable. Order business cards from Printing and Distribution Solutions.
- Supplies. Order basic supplies and put on desk.

### 1st Day
## UNT Supervisor Onboarding Checklist

- **Welcome the new team member on the first day or arrange for someone to handle in your absence**

- **Ensure employee completes I-9 on day one** (cannot exceed 3 days after the date of hire)
  - Typically an admin in each department completes I-9 and EVerify for employees. Your employee should complete this step on day one, but cannot complete it later than 3 days after date of hire to be in compliance with Federal Law. Ask daily about documents if not complete on day one. **Contact HR immediately at Ext# 2281 if appropriate documents are not provided by day 3.**

- **Submit E-Par**
  - Prepare ePAR once the new team member has verified their I-9 documents. Complete as soon as possible.

- **Arrange for someone to assist the team member with arrival procedures.**

- **Arrange for someone to take the team member to lunch on the first day if you are not available.**

- **Advise new team member on procedures to receive UNTID badge**
  - ID Card Policy (10.030)
  - Go to ID systems 1st floor of Eagle Student Services (near cashier).

- **Provide Job Description and job manuals**
  - Review job description via the UPO-31 and departmental manuals with new team member.

- **Review Policies & Procedures**
  - Review institutional policies. And ask the employee to go through all relevant policies to ensure knowledge and compliance.

- **Provide department org chart, phone listing for college or department and other pertinent contacts**
  - Review with new team member.

- **Time Record & Application for approval of leave (vacation, sick leave, other)**
  - Review leave policies and departmental process for reporting time & leave.

- **Printer/Copier/Scanner**
  - Provide locations and required codes for each.

- **Shared Drives/ File Structure, Wireless access, website overview**
  - Provide information on departmental usage.

- **Computer & Software Support**
  - Let new employee know who to contact with computer issues. Submit a ticket for IT issues or select UNT IT Help Desk.

- **Remind new team member of required trainings and other needed trainings**
  - New Supervisors, Managers and Directors should enroll in Supervisory Building Blocks program.

- **Keys**
  - Submit Key Request Form if the employee will need keys. Have employee pick up keys if needed in Sycamore Hall, Suite 006 (lower level at the back of the building).

- **Driver Request Form**
  - Have employee fill out Driver Request Form if they will be driving a University Vehicle.

- **Provide link to onboarding resources**
  - Review onboarding resources on UNTSystem HR website.

### Additional Resources

- UNT Business Service Center 855-868-4357 (Payroll, Travel, Purchasing)
- Human Resources 940-565-2281
- UNT Police - 940-565-3000
- UNT Parking and Transportation – permit information, fees, maps