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| **New Employee Checklist****Welcome to NAU Facility Services!**Use this checklist to guide you through your first few days of employment at Northern Arizona University. If you have questions or need assistance, please contact FS Employee Services at 523-3639 or at ESTM@nau.edu **FS Employee Services & Talent Management (ESTM) is located in Bldg. 77, Room 101 A**For ***ALL*** new hires:[ ]  **Complete new hire packet** at <https://hrx.talx.com/EmploymentCenter/default.aspx?divisionid=43>If you have not worked for NAU in the past 6 months, you will need to complete your New Employee Hiring Packet in order to enroll in benefits and be paid. You will have received an email welcoming you to NAU that will include information about accessing the online hiring packet. (If you did not receive this email, please contact FS ESTM.)[ ]  **Federal form I-9 verification**When you arrive on campus, you will need to present to FS ESTM the documentation of your eligibility to work in the USA. You may satisfy the federal Form I-9 using identification from the list on **p. 5** of the Department of Homeland Security’s Lists of Acceptable Documents (<http://www.uscis.gov/files/form/i-9.pdf> ), using one item from List A or any combination of items from List B *and* List C.  You must complete this task as soon as you arrive on campus in order to be paid and receive benefits on time.[ ]  **Have your photo taken and order designated work shirts**When you complete your I-9 verification, go to the Facility Services front desk and have your photo taken for your Facility Services Employee Badge. The front desk staff will also take your order for your work shirts. The work shirts belong to Facility Services and are yours to use only while you are employed here. [ ]  **Obtain your vehicle permit to park on campus.** Visit the Parking Services webpage (<http://home.nau.edu/parking/>) to register your vehicle and get a parking permit. You can be issued a one-time new employee temporary parking permit for your first two weeks. [ ]  **Obtain your user ID and password in order to access e-mail, online services, online training, etc.** Once you have your employee ID #, which you can get from your department once they’ve initiated an ePAR (personnel action form), you can contact the Information Technology Services (ITS) Solution Center at 523-1511 to obtain your user ID and password. [ ]  **Meet with your supervisor.** Learn more about your department’s priorities and how you play a role in achieving those objectives. Meet with appropriate departmental representative for keys, building information, and other administrative policies that specifically relate to your job.The *Orientation Guide for New Employees* will help you and your supervisor to cover the important items you need to know. This guide can be found in the Human Resources Forms Index (<http://nau.edu/Human-Resources/Forms-Index/>).  |
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| [ ]  **Complete the following required training within 30 days of your start date:*** <https://.nau.edu/uploadedFiles/Administrative/Finance_and_Administration/Facility_Services/ESTM/HR_Forms/NewHireTraining.pdf>

[ ]  **For more information helpful to employees, visit:*** The Human Resources home page: <http://nau.edu/Human-Resources/>
* The Human Resources benefit page: <http://nau.edu/Human-Resources/Benefits/>
* The NAU Faculty and Staff Resources page: <http://nau.edu/Human-Resources/Employee-Resources/>

The following needs to be completed by ***benefit - eligible new hires*** only:[ ]  **Register for New Employee Orientation** Go to <http://nau.edu/Human-Resources/Employee-Resources/Register-for-Training/>to register. New Employee Orientation – required within 30 days of your start date – is a two-hour program that covers information on the university mission, goals and values and how they relate to individual roles, policies employees need to be aware of in the course of their daily work, the rights and responsibilities employees have in their employment relationship with NAU, and the key resources available to employees. [ ]  **Register for Benefits Orientation** Go to http://nau.edu/Human-Resources/Employee-Resources/Register-for-Training/ to register.At the ninety-minute Benefits Orientation you will learn all the options available to you for medical, dental and retirement coverage. An HR Benefits representative will be able to answer questions for you prior to your online enrollment. [ ]  **Review your Benefit Packet information** Human Resources will send a benefit enrollment packet to your NAU email address. This email contains comprehensive benefit plan information to help you with your decision-making and benefit selection as well as benefit enrollment instructions. **Please check your NAU email for this packet.** **[ ]  Submit online benefits enrollment to Human Resources**Voluntary benefits: Go to *https://peoplesoft.nau.edu* & login to LOUIE * Click on “Self Service.”
* Click on “Benefits”
* Click on “Benefits Enrollment”
* Click “Select” for the event displayed
* Click “Edit” on each benefit to enroll

You will need your user ID & password to login. Please contact ITS at 523-1511 for login assistance.Retirement: Go to <https://cas.nau.edu/cas/login?service=https%3A%2F%2Fhr.nau.edu%2Fapps%2Fret_election%2F>.**Welcome to the NAU community!** |