New Employee Checklist

Welcome to Northern Arizona University!

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 us at 928-5223 or at hr.contact@nau.edu.

Human Resources is located on north campus in the Centennial Building (Bldg 91) at the corner of Dupont Avenue and Beaver Street. Our mailing address is Box 4113, Flagstaff AZ 86011.

For ALL new hires:

  
  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 your department or Human Resources.)

☐ **Federal form I-9 verification**
  
  When you arrive on campus, you will need to present to your department or to HR 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 ([https://www.uscis.gov/i-9-central/acceptable-documents](https://www.uscis.gov/i-9-central/acceptable-documents)), 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.

☐ **Obtain your vehicle permit to park on campus.**
  
  Visit the Parking Services webpage ([https://in.nau.edu/university-transit-services/](https://in.nau.edu/university-transit-services/)) 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 ([https://in.nau.edu/human-resources/hiring-selection/](https://in.nau.edu/human-resources/hiring-selection/)).

☐ **Complete the following required training within 30 days of your start date**: [https://in.nau.edu/Human-Resources/Required/](https://in.nau.edu/Human-Resources/Required/)
  
  - New Employee Orientation Online videos (for non-benefit eligible employees)
  - Harassment and Discrimination Prevention and Accommodating Disabilities
  - Information Security Essentials
  - CERT: Conduct, Ethics, Reporting and Transparency Disclosure
  - Loss Prevention Training
  - (Mandatory for some) FERPA Online Training
The following needs to be completed by Benefit-Eligible New Employees only:

- Register for New Employee Welcome (NEW)
  Go to https://in.nau.edu/human-resources/orientation/ to register. New Employee Welcome (NEW) is required within 30 days of your start date – NEW is held every 2 weeks on paydays. After you register through Louie, you will receive an email to join our 2-Hour Zoom Call to welcome you to NAU. One day before the zoom call you will receive another email with detailed information about completing your required trainings, payroll and benefits information. There are links to online videos that will explain 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 key resources available to employees. Representatives from payroll, benefits and other departments will be on the call to provide overviews and answer questions.

- 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://in.nau.edu/human-resources/new-to-nau/.

Welcome to the NAU community!