NAU | NORTHERN ARIZONA UNIVERSITY

Human Resources

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 523-2223 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:

☐ **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 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), 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/) 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 523-3335 to obtain your user ID and password. You can also submit a service ticket here: Submit a ServiceNow request

☐ **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/).

☐ **Complete the following required training within 30 days of your start date.**
Complete this training utilizing a "learning path" through our partner Udemy. Upon completion of all of the required training, submit the Acknowledgement of Completion Form so your training record can be updated and your New Employee Fundamentals Badge can be issued. *(may take up to 14 days for issuance)*
Regular Benefit Eligible Employees use this link to access your required training learning path:
https://nau.udemy.com/learning-paths/865688/

Part Time Temporary, Student Employees & GA's, use this link to access your required training learning path:
https://nau.udemy.com/learning-paths/1683644/

Human Resources

The Learning Paths Include:
- Departmental Orientation videos (Subjects may vary per learning path)
- 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
- Optional: Diversity, Diversity and Bias Prevention Training
- Other relevant resources and information, as needed.

☐ **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 Employees only:

☐ **Register for New Employee Welcome (NEW) Event**
Go to https://in.nau.edu/human-resources/orientation/ to register. The course code is HR110. Attending 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 a confirmation.   We meet at the Cline Library, Room 200 from 8:00am – 12:00pm.   Please arrive prior to 8:00am so we may start on time.   Coffee, Tea and Pastries will be provided.

☐ **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!