New Employee Onboarding Checklist

Welcome! Please use this checklist as a guide to walk you through your onboarding process and be sure to complete the following items by their designated due dates.

BEFORE YOUR START DATE

☐ Complete New Hire Payroll Paperwork
  ▪ Print and bring with you to orientation.

☐ Complete Electronic Form I-9
  ▪ Visit www.newi9.com, and complete the required information prior to your start date. The University of Louisville employer code to access the site is 11443. After you have completed this, you will complete a second section of the I-9 in orientation.

☐ Review University Benefits
  ▪ You can begin reviewing our benefits options at any time. A benefits counselor will be available at orientation to provide an overview of our plans and answer questions. You must elect your benefits and enroll within 30 days of your date of hire.

☐ Submit an online photo for your UofL Cardinal Card (Optional)
  ▪ Have a personal favorite photograph you would like to use for your ID card? As an option, you can submit a photo prior to attending orientation. Otherwise your photo will be taken at your orientation session.

☐ Obtain Retirement Contribution Waiting Period Waiver Letter (if applicable)
  ▪ If you worked at another college or university, non-profit research organization, or governmental agency prior to joining the university, you may be able to waive the 12 month waiting period for university retirement contribution. More information on if you qualify and how to submit can be found online.

YOUR FIRST DAY

☐ ATTEND New Employee Orientation (1980 Arthur Street)
  ▪ Your hiring department will schedule your orientation date with Human Resources to coincide with your first day. During orientation you will be able to obtain a parking pass, your UofL ID card (Cardinal Card) and your benefits enrollment forms. Make sure to bring with you:
    ▪ New Hire Packet
    ▪ Original proof of identification and eligibility to work. View Acceptable Documents.
    ▪ Original social security card for payroll purposes.
    ▪ Voided check for direct deposit.
    ▪ Social security number and date of birth for any dependents you wish to add to any benefits coverage.
    ▪ Foreign nationals working on a visa need to bring passport and employment authorization documentation.

☐ ENROLL in the University Alert System to Receive Text Messages
  ▪ If you would like to receive text messages during an emergency, or when campus conditions affect class/work schedules, visit louisville.edu/alerts to sign-up.
### WITHIN YOUR FIRST MONTH (30 DAYS)

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPLETE New Employee Online Training Modules</td>
<td>Includes Sexual and Discriminatory Harassment Training, Compliance Training and Title IX and the Cleary Act Mandatory Reporting Training modules. A completion form must be submitted online.</td>
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**ENROLL in Your Benefits**

- You have **30 days** from date of hire to enroll in benefits. The benefits forms were distributed at orientation. Drop off at HR front desk at 1980 Arthur Street or drop box out front if after hours. You can also scan and submit your forms to benefits@louisville.edu.
- You may only make your selection once during your first 30 days of employment.
- If you do not enroll in time, you will not have medical coverage. You will be defaulted into a Health Care Flexible Spending Account.
- Allow 3 weeks to receive ID cards from date you turn enrollment form to Human Resources. No medical card? Contact Anthem BlueCross BlueShield at 1-855-747-1137 or www.anthem.com.

### WITHIN YOUR FIRST 45 DAYS

- ENROLL in Get Healthy Now
  - If you choose to participate in Get Healthy Now to receive your $40 health insurance premium incentive, enroll by completing the online Health Assessment within 45 days of your hire date via uoflgethealthynow.biovia.healthfitness.com. For detailed instructions, refer to the GHN handout in your orientation folder or visit the GHN website at louisville.edu/gethealthynow.

### AFTER YOUR FIRST YEAR

- ADD 2.5% Contribution to Retirement Plan for University Match
  - After one year of service, the university will automatically begin contributing 7.5% of your salary toward your retirement plan without any contribution from you needed. However, if you choose to contribute 2.5% of your salary to your plan, the university will match it - increasing the university contribution to a total of **10%** of your base salary. Visit the benefits website to learn more about the university retirement plans.

### LINKS Index

**Before First Day Links:**
- New Hire Paperwork: http://louisville.edu/hr/employment/newemployee/new-hire-packets
- Electronic I-9 Form: http://www.newi9.com/
- University Benefits: http://louisville.edu/hr/employment/newemployee/benefits
- Online Photo Submission: http://louisville.edu/hr/employment/newemployee/prep/submit-a-photo
- Retirement Waiver Letter link: http://louisville.edu/hr/benefits/retirementplans/403bwaiver

**First Day Links:**
- New Employee Orientation: http://louisville.edu/hr/neo
- UofL Alerts: http://louisville.edu/alerts

**First Month Links:**
- New Employee Online Training Modules: http://louisville.edu/hr/employment/newemployee/newemployeetraining
- Get Healthy Now: http://louisville.edu/gethealthynow

**First Year Links:**
- University Benefits: http://louisville.edu/hr/benefits