



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 Packet](#)

Print and bring with you to orientation.

Complete [Electronic I-9 Form](#)

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.

ON YOUR FIRST DAY

Attend New Employee Orientation (1980 Arthur Street, Human Resources)

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 Payroll Packet
- Original proof of identification and eligibility to work. [View Acceptable Documents](#).
- Original social security card for payroll purposes.
- Voided check for direct deposit.
- Foreign nationals on a visa need to bring passport & 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 TWO WEEKS

Sign up for UL2FCTR / DUO

To access the HR Portal, ULink, you will need to sign up for UL2FCTR / DUO (a two-factor authentication). Visit <http://louisville.edu/it/ul2fctr> for more information. You will use ULink to make your benefit enrollment elections, view paycheck stubs, etc.

WITHIN YOUR FIRST MONTH (30 DAYS)

Complete [New Employee Online Training Modules](#)

Includes Sexual and Discriminatory Harassment Training, Compliance Training and Title IX and the Cleary Act Mandatory Reporting Training modules. Once completed, submit the completion form online.

Enroll in Your Benefits

You have **30 days** from date of hire to enroll in benefits. You will make your benefit elections online via the employee self-service portal, ULink. Typically within your first week, you will receive an email notification that you are set up to enroll. The email will provide access directions. If you do not receive an email within two weeks of your start date, contact Benefits at (502) 852-6258.

- **Add your beneficiaries** to your basic life insurance via ULink. Directions are in your benefits guide.
- 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.
- Allow 3 weeks to receive ID cards from the date you make your selections online. 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](#).

AFTER YOUR FIRST YEAR

Add 2.5% Contribution to Retirement Plan to Receive 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: <http://louisville.edu/hr/benefits/retirementplans/403bwaiver>

First Day Links:

New Employee Orientation: <http://louisville.edu/hr/neo>

Acceptable Documents for I-9: <http://www.uscis.gov/i-9-central/acceptable-documents>

UofL Alerts: <http://louisville.edu/alerts>

First Two Weeks Links:

UL2FCTR / DUO: <http://louisville.edu/it/ul2fctr>

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>