



New Employee Checklist & Resource Guide

Welcome to UVM! We're so excited you're here! The following is a checklist aimed to help make your onboarding process smooth. Please don't hesitate to reach out to our central HR team at HRInfo@uvm.edu if you need any additional support.

Before your first day:

- Set up your [UVM Net ID](#)
- Print your [First Day Parking Pass](#) if you'll be driving to campus
- Log into [PeopleSoft](#), where you can:
 - Set up Direct Deposit
 - Update your contact info

Download Apps:

- [CATSafe app](#)
- [Duo Mobile](#)
- [GET Mobile App](#) (once on campus you'll go to the CATCard office to get your ID)

Welcome! Day One:

- Attend the benefits information session from 10:00-11:30am (remote via Microsoft Teams – this should be on your UVM Outlook calendar. If not, email Onboarding-HR@uvm.edu)
- Complete your New Employee Onboarding Training Module via Brightspace by the end of your first week. This training will be sent and assigned to you via your UVM email.
- Complete your I-9 within 3 days of your start date
 - o [I-9 Verification](#) (bring two Documents from List A or one from List B). You can complete this with our [central HR office](#) (no appointment needed) or with an [HR representative](#) in your unit.
- Complete your W-4
- Complete the Qualtrics benefits enrollment form (emailed to you from benefits@uvm.edu)
 - o [Need help finding a primary care provider in Vermont?](#)

- ❑ Visit [CATCard office](#) for your UVM ID (Bring a form of government issued photo ID); bring phone if setting up digital ID

Parking:

- ❑ Apply for an employee parking permit if driving to campus
 - Take the required [parking permit course](#)
 - If desired, request to join the Zone 1 (Green Parking) waitlist (pro tip: join--it's worth the wait)
 - Email Permit Course Certificate and Application to parking@uvm.edu

Trainings:

- ❑ [KnowledgeWave Portal](#)
- ❑ [LinkedIn Learning](#)
- ❑ [New Employee Policies](#)
- ❑ [Microsoft OneDrive](#)
- ❑ [SharePoint](#)
- ❑ [Microsoft Teams](#)
- ❑ [PurCard Training](#) (if applicable)
- ❑ Review Purchasing, Travel & Other Policies relevant to position
- ❑ EMS (Events Management System) [Review & Training](#) (if applicable)
- ❑ [Drupal Web Guide](#) (if applicable)
- ❑ FEMA [ICS 100 & ICS 700 Training](#) (if applicable)

Forms/Agreements:

- ❑ [Confidentiality Agreement](#)
- ❑ If hybrid or working remote full-time, submit a [Telework Agreement](#) (in PeopleSoft)

Other:

- ❑ [WiFi Setup](#) on phone
- ❑ Download [Cisco Jabber](#) for taking phone calls on computer
- ❑ Adobe Reader: Set up for [Digital Signatures](#)
- ❑ Set up appropriate Calendar and Viewing Rights
- ❑ Take a look at [University Administrative Closures](#) and add these dates to your Outlook calendar.

- ❑ Review how to [Enter/View Time](#) (PeopleSoft, Salaried/Nonexempt); [Enter/View Time](#) (PeopleSoft, Salaried/Exempt); [Enter/View Time](#) (Kronos)
- ❑ Email sarah.fornaby@uvm.edu to join a walking tour of campus led by a student AdvoCat!

Additional Resources to Review

- [UVM Campus Map](#)
- How to locate gender-inclusive bathrooms: [UVM Gender-Inclusive Bathrooms Map](#)
- [UVM's Employee Wellness](#)
- [UVM's Division of Inclusive Excellence](#)
- [UVM's Cultural Resource Guide](#)
- [Engage your way at UVM](#)
 - There are a variety of ways to engage on campus - take a peek!
- [Academic Calendar](#)
- [Staff Council](#)
- [Staff Handbook](#)
- [IT Help & Support](#) (Can submit a ticket through link on this page) & [Enterprise Technology Services](#)
- How to change your lived name and/or pronouns: [Lived Name & Pronoun Recognition](#)
- How to request accommodations: [Accommodations at UVM](#)
- Personal safety tips from UVM Police: [Safety Tips](#)
 - UVM Police Phone Number: 802-656-3473
 - Receive [CatAlert](#) notifications
 - Stay safe on campus with the [CatSafe App](#)

CATCard Benefits

- Where to get a CATCard: [CATCard Service Center](#)
- CATCard grants you access to:
 - [CAT\\$cratch](#) (UVM prepaid debit account)
 - [UVM Campus Recreation](#)
 - [UVM Dining Options](#)
 - [Green Mountain Transit](#) (Bus)
 - [UVM Howe Library](#)
 - [Burlington Fletcher Free Library](#)

- [Libby](#) (eBooks and Audiobooks)
- [Staff Council Discounts](#)

Additional Benefits

- [Tuition Remission](#)
- [New York Times Digital Subscription](#)
- [Headspace Subscription](#)
- [LinkedIn Learning](#)
- [Commuter Benefit Program](#)
- [VT BlueCross Member Discounts](#)
- [Staff Emergency Loan Fund](#)
- [Staff Professional Development Fund](#)

Transportation & Parking

- UVM employees can take the [Green Mountain Transit](#) local and commuter routes to campus for free. Download the [Transit app](#) to determine the right bus for you.
- Discounted [Bird Bikeshare](#) rates when you use your UVM email address to register.
- [UVM Bike Co-op](#) Repair and Rental Shop
- [CATMA's Walk/Bike Rewards Program](#)
- [CATMA's Guaranteed Ride Home Program](#)
- [Carpool Program](#) & [Vanpool Program](#) – drive together and save! Access to premium parking locations
- [Daily Virtual Parking Permits](#) – pay only when you need to park on campus.
- [EV Charging Stations](#) – over 20 opportunities to charge on campus.
- [Annual Parking Permit](#) – lots assigned based on work address.

We are a University, and academic communities value their responsibility to uphold free speech, academic freedoms and be diverse and inclusive places to work. We are lucky to have colleagues and students from around the world. We respect diverse viewpoints and value being in community with people whose experiences are different than your own.

If you experience discrimination, harassment, sexual misconduct, or microaggressions, please reach out – we have lots of amazing resources on campus.

- 1. Be mindful that each of us has a role in campus safety.**

- 2. See something – say something. Reports are not to “get someone in trouble.” Rather, they provide an opportunity to help someone – and the broader campus community – before trouble occurs. Early recognition and intervention are the best options.**
- 3. Download and familiarize yourself with the LiveSafe app.**
- 4. Share this information with your friends and colleagues.**

For reporting options, beyond direct threats or emergencies, visit our [Unified Campus Reporting Portal](#).

For additional details about reporting threats and concerning behavior please visit our [threat recognition and reporting page](#).