



NEW EMPLOYEE SELF-GUIDED ORIENTATION

An electronic version of this checklist is posted on HR's website at <https://hr.depaul.edu>

Workplace Learning > New Employee Orientation > Self-Guided Orientation

THE FIRST DAY

Task	Resources
<p>Complete and submit to the Office of Human Resources:</p> <ul style="list-style-type: none"><input type="checkbox"/> I-9<input type="checkbox"/> Appropriate form of ID (as defined in the I-9 instructions)<input type="checkbox"/> Employment Information Worksheet<input type="checkbox"/> Direct Deposit Information<input type="checkbox"/> W-4<input type="checkbox"/> IL W-4<input type="checkbox"/> Employee Life Insurance Beneficiary form<input type="checkbox"/> Dependant Add/Change form (for adding dependants to health insurance)<input type="checkbox"/> Voluntary Self-ID form	<p>For questions regarding proper completion of employment documents, contact Itzel Esparza, Human Resources at (312) 362-8891 (from a campus phone x28891).</p>
<ul style="list-style-type: none"><input type="checkbox"/> Change Campus Connect Password.	<p>Log on to Campus Connect by going to: https://campusconnect.depaul.edu For instructions on changing your Campus Connect password, go to: http://is.depaul.edu/systems/campus_connection/login_change.asp</p>
<ul style="list-style-type: none"><input type="checkbox"/> Complete your Demographic Portfolio in Campus Connect. This includes the information needed for the university's emergency alert system (DPU alert).	<p>Log on to Campus Connect by going to https://campusconnect.depaul.edu Click on Demographic Portfolio. For questions about Campus Connect, contact the Technology Contact Center at 312-362-8765 (x28765)</p>

THE FIRST WEEK

Task	Resources
<input type="checkbox"/> Enroll in benefits	<p>Log on to Campus Connect. Click on For Employees. Click on Employee Self Service. Click on Benefits Enrollment.</p> <p>For links to benefits summaries go to the Human Resources site at https://hr.depaul.edu/Benefits/index.html</p> <p>For questions about benefits, contact: the Benefits Help Line at (312) 362-8232</p>
<input type="checkbox"/> Review payroll and time reporting procedures. Especially note procedures for reporting floating holidays and vacation time.	<p>For links to payroll calendars and guidelines, see the Financial Affairs site at: http://financialaffairs.depaul.edu/</p> <p>For tutorials on how to enter time on you timesheet and view your paycheck in Campus Connect go to: http://ps9training.is.depaul.edu/</p> <p>For Employees > Employee Self Service</p>
<input type="checkbox"/> Sign up for the pre-tax transportation and parking plans, if desired.	<p>For a description of the plans, enrollment guides, and a link to the enrollment page go to: https://hr.depaul.edu/Benefits/PreTax/index.html</p> <p>For questions about the pre-tax transportation and parking plans, contact the Benefits Help Line at (312) 362-8232.</p>
<input type="checkbox"/> Make arrangements for parking, if necessary.	<p>For information on parking in the Lincoln Park campus, see the Parking Services site at: http://parkingservices.depaul.edu/faculty_staff_parking/index.asp</p> <p>DePaul does not own parking facilities in the Loop. For information on parking near the Loop campus, see: http://discounts.depaul.edu/parking/loopcampus.html</p>
<input type="checkbox"/> Complete the telephone self-guided training	<p>The self guided training is located on the IS site: http://is.depaul.edu/communication/telephone/faculty.asp</p>

Task	Resources
<input type="checkbox"/> Set up voice mail.	Instructions on how to set up voice mail can be found on the IS site at: http://is.depaul.edu/communication/telephone/studentvoicemail.asp For questions regarding voice mail contact the Technology Contact Center at 312-362-8765 (x28765)
<input type="checkbox"/> Complete the Outlook email self-guided training.	http://is.depaul.edu/communication/email/outlook.asp Or take one of the trainings available on the Microsoft site: http://office.microsoft.com/en-us/outlook/HA011161381033.aspx?pid=CH010492381033 For questions about Outlook email contact the Technology Contact Center at 312-362-8765 (x28765)
<input type="checkbox"/> Set up your Outlook email signature.	<ol style="list-style-type: none"> 1. From the main Microsoft Outlook window, on the Tools menu, click Options, and then click the Mail Format tab. 2. In the Compose in this message format list, click the message format that you want to use the signature with. 3. Under Signature, click Signatures, and then click New. 4. In the Enter a name for your new signature box, enter a name. 5. Under Choose how to create your signature, select the option you want. 6. Click Next. 7. In the Signature text box, type the text you want to include in the signature.
<input type="checkbox"/> Set up your Outlook Archive and SPAM rule.	For guidance, see the IS site http://is.depaul.edu/communication/email/outlook_popular.asp or contact the Technology Contact Center at 312-362-8765 (x28765)
<input type="checkbox"/> Review Information Services guide of essential information for all new staff.	The guide is located on the IS site at: http://is.depaul.edu/new/staff/index.asp
<input type="checkbox"/> Confirm with your supervisor that you have access to PeopleSoft and Datamart, if required for your position.	For information on how to access PeopleSoft see: http://is.depaul.edu/systems/peoplesoft/index.asp
<input type="checkbox"/> If you will be driving as part of your position duties, complete the Motor Vehicle Request Form as well as Driver Safety Training.	Motor Vehicle Request Form http://rmehs.depaul.edu/MasterPage/motorvehicle.html Driver Safety Training http://rmehs.depaul.edu/Safety%20Training/index.html
<input type="checkbox"/> Review DePaul's emergency action plan.	http://rmehs.depaul.edu/Quick%20Guides/Emergency

THE FIRST MONTH

Task	Resources
<input type="checkbox"/> Read the DePaul University Code of Conduct.	http://compliance.depaul.edu/downloads/Code_of_Conduct.pdf
<input type="checkbox"/> Review DePaul policies and procedures.	http://policies.depaul.edu/
<input type="checkbox"/> Take General Compliance Training.	http://compliance.depaul.edu/training/index.asp Click on General Compliance Training.
<input type="checkbox"/> Review discounts available to members of the DePaul community.	https://hr.depaul.edu/Work_Life/Employee_Discounts/index.html
<input type="checkbox"/> Note opportunities to get involved in the DePaul Community.	https://hr.depaul.edu/Work_Life/Getting_Involved/index.html
<input type="checkbox"/> Review Safety and Health Related information. Your supervisor should discuss safety concerns and precautions that are relevant to your job.	http://rmehs.depaul.edu/Enviromental%20Health%20and%20Safety/index.html
<input type="checkbox"/> Review proper ergonomics.	http://rmehs.depaul.edu/Quick%20Guides/Ergonomics/index.html
<input type="checkbox"/> Learn about Vision twenty12.	http://president.depaul.edu/Vision2012/Vision2012.html
<input type="checkbox"/> Meet with supervisor to set goals and objectives for introductory period.	Review the performance appraisal process. You can find performance appraisal documents, including the performance appraisal policy and form, at: https://hr.depaul.edu/Performance/index.html

THE FIRST SIX MONTHS

Task	Resources
<input type="checkbox"/> Complete the performance appraisal process for the 6-month introductory period.	You can find performance appraisal documents, including the performance appraisal policy and form, at: https://hr.depaul.edu/Performance/index.html
<input type="checkbox"/> Contact Workplace Learning and Performance in Human Resources to discuss training and professional development opportunities at DePaul.	Contact Mary McGuinness, Lead Training Specialist, at mmcguinn@depaul.edu
<input type="checkbox"/> Attend a Staff Council meeting.	For more information on Staff Council activities and a calendar of meetings, see the Staff Council website at: http://staffcouncil.depaul.edu/
<input type="checkbox"/> Reacquaint yourself with the HR website, including information on: <ul style="list-style-type: none">• Careers• Compensation• Benefits• Workplace Learning• Performance• Employee Relations• Work Life Balance	https://hr.depaul.edu/