



Faculty - Getting Started on Campus

Successful onboarding requires the combined efforts of the new employee, their department and the various support units on campus. The checklist below is designed to help you quickly review information related to benefits and services, job responsibilities and workplace policies and procedures.

PRIOR TO START

- OFFER LETTER**
Return a signed letter of offer to your department by the date indicated on the offer letter.
- HIRING PACKET**
Your department will mail you a new hire documents packet. Complete and return to your department. Determine if your employment verification and visa (if applicable) documents are current since you will be required to provide documentation that verifies your identity and/or authorization to work to complete the packet.
- MAILING ADDRESS**
Provide a valid mailing address for yourself during this transition period. If your address changes before your first day of employment, please notify, your department and the HR Department (MS 238, UNR, 784-6035). The address on file must be an off-campus address or P.O. Box. Personal mail should not be sent to a campus address.
- EMAIL & OTHER SERVICES**
University Human Resources will email you with your employee ID and ask you to activate your NetID. Please reply once you have activated your NetID. The Employee ID will be used as your personal identifier for University business systems and transactions. Your Employee ID will also appear on your pay advice (check stub).
- CAMPUS APPLICATIONS (WebCT, CAIS, Ad Astra)**
For academic faculty, visit Teaching and Learning Technologies (TLT) at www.it.unr.edu/tlt/ for an orientation to instruction resources and training programs on campus. This site includes how to get started and training offered – including WebCT. If your job duties require access to any University administrative systems (i.e. HRMS for payroll, CAIS for budget, Ad Astra for scheduling), find out if access has been requested and if you have been scheduled for training classes. See www.it.unr.edu/applications/ for a complete list.
- CAMPUS ID CARD**
Obtain your University Identification Card (WolfCard) from the Crowley Student Union ID Center
- PARKING**
Identify your transportation options and apply for a parking permit if applicable <http://www.unr.edu/parking/>.
- VISA**
If not a US citizen or permanent resident alien work with your department and the Office of International Students and Scholars (OISS) to coordinate visa sponsorship <http://www.unr.edu/oiss/>. For those that are not US citizens or permanent resident aliens, follow instructions and complete [Employee Notification Sheet](#). Call (775) 784-6663 to arrange an appointment with the Nonresident Alien Tax Specialist **WITHIN YOUR FIRST 5 DAYS.**

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WITHIN FIRST TWO MONTHS

- CAMPUS ORIENTATION**
Attend New Hire Benefits and New Hire Campus Orientation sessions.
- KEYS**
Complete paperwork for keys and obtain building keys or access cards you need for your work area.
- DIRECT DEPOSIT & ELECTRONIC PAY ADVICE**
Complete Payroll Direct Deposit Authorization (if desired). To enroll in the electronic/paperless pay advice program employees can choose the paperless advice option by either (1) going to their payroll office or (2) by logging onto ESS. You will need your employee ID#, email address and PIN to log onto ESS.
- RETIREMENT ELECTION**
If you are academic or administrative faculty, select a retirement investment option, complete the appropriate enrollment form received in Benefits Orientation I and submit the form within five (5) days of your orientation date. Return enrollment forms for retirement and supplemental benefit elections to Benefits Office, MS/240.
- MOVING**
If an agreement to cover an amount of your moving costs was part of your offer letter, submit those expenses according to the reimbursement procedures available at <http://www.unr.edu/vpaf/controller/>.
- TRAINING OR PROFESSIONAL DEVELOPMENT**
Visit <http://teaching.unr.edu/trainingpage/> for links to offerings of various campus groups
- WOLFCARD FUNDS**
Once you have your Wolfcard (Campus ID) you can deposit funds on it for the Advantage Cash and Wolfbucks programs. Deposits to **Advantage Cash** and **WolfBucks** can be made at Housing, Cashier's Office in the Student Services Building and via various machines on campus. WolfBucks can be used to make purchases on campus (bookstore, copies, Lombardi) including food. Advantage Cash is just for food purchases from one of the food service locations and when using Advantage Cash you receive a five% discount and are not taxed on your purchase. When using WolfBucks in Food Service areas you do not receive a five% discount and your sale is subject to tax. <http://www.unr.edu/wolfcard/>
- ORGANIZATIONAL INFORMATION**
Learn about your department's goals and mission, how the department is organized, what are the college and/or department bylaws and what are the reporting relationships
- HOLIDAY AND LEAVE**
Review the holiday and leave information at <http://www.unr.edu/vpaf/hr/benefits/leave.html>
- JOB DESCRIPTION OR ROLE STATEMENT**
Review your duties and responsibilities with your supervisor and a copy of your Position Description Questionnaire (PDQ) for administrative faculty and role statement for academic faculty
- GOALS AND PERFORMANCE**
Identify and document the goals and performance standards related to your position to establish the groundwork for the calendar year-end performance evaluation. Understand the performance management process, what your responsibilities are, what your supervisors responsibilities are, the evaluative criteria and the timeline of the process.
- SAFETY**
Identify who to call for service or assistance in case of on-the-job injury or emergency
- TRAVEL**
Understand travel and reimbursement procedures
- POLICY**
Review Administrative Manual for UNR, Nevada Administrative Code and Nevada System of Higher Education (NSHE) Handbook for rules that govern your employment