



Letter of Appointment - 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

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.

FICA ALTERNATIVE

In lieu of the FICA portion of Social Security being deducted from your paycheck, 7.5% pre-taxed dollars will be deducted from the participant's base salary and invested in the deferred compensation plan of choice (ING or The Hartford). Participants who fail to select a vendor, will default to a vendor based on employee identification number. FICA Alternative is mandatory for new employees hired after July 1, 2005 but employees hired prior to July 1, 2005 may opt to have the Social Security deductions. Election forms are included in your hiring 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

Your department will contact you with your active or reactivated employee ID and ask you to activate your NetID at <http://www.it.unr.edu/getstarted/activate.asp>. 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. 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 once your Employee ID is active. Check with your department if you are unsure whether your Employee ID is active.

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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Faculty – Getting Started on Campus

WITHIN FIRST TWO MONTHS

- CAMPUS ORIENTATION**
Attend New Hire Campus Orientation to obtain required Sexual Harassment and Discrimination Prevention Training. If eligible for benefits, a New Hire Benefit Orientation should be attended as well. Information and enrollment is available online with a NetID at <http://www.unr.edu/vpaf/hr/development/newhire.html>.
- KEYS**
Complete paperwork for keys and obtain building keys or access cards if needed 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.
- 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, as needed
- HOLIDAY SCHEDULE**
Review the holiday information at <http://www.unr.edu/vpaf/hr/benefits/leave.html>
- DUTIES AND RESPONSIBILITIES**
Review your duties and responsibilities with your supervisor
- SAFETY**
Identify who to call for service or assistance in case of on-the-job injury or emergency
- POLICY**
Review Administrative Manual for UNR, Nevada Administrative Code and Nevada System of Higher Education (NSHE) Handbook for rules that govern your employment