New Adjunct Faculty, Instructional Specialists & Special Payroll Lecturers "To Do" List

TIMEFRAME	ITEM	INSTRUCTIONS / INFORMATION	CONTACT
Before You Start Work and no later than your first day of work	**Enroll or Waive Retirement Plan Membership**	**Adjunct Faculty must enroll or waive the State Alternate Retirement Program (ARP) on or before your first day of employment or you will be automatically enrolled. Note: This is an irrevocable decision. More detailed information on the ARP and enrollment and waiver forms are located on the Human Resources website.**	**Human Resources (860) 486-3034 hr@uconn.edu**
Before You Start Work	Review the University's Policy Website	Review the University's Policy Website	policy.uconn.edu
Before You Start Work	Review Required Notifications	Review required notifications including COBRA, Affordable Care Act, and FMLA	Human Resources (860) 486-3034 hr@uconn.edu
Before You Start Work	Discuss duties, responsibilities and any other requirements for your position	Contact your department head or director to discuss any college/school, department and/or campus-specific procedures and policies, and obtain information on the courses you will be teaching.	Supervisor
Before You Start Work and no later than your first day of work	Your I9 and Tax Forms	Complete the I-9 and W-4 forms in your department or contact the Payroll Department for assistance.	Your department and/or Payroll (860) 486-2423
Within Your First Few Days	Your NetID	Your NetID credentials allow you to authenticate into a wide variety of computing services at the University of Connecticut. To find and activate your NetID, go to netid.uconn.edu.	ITS Service Desk (860 486-4357 help@uconn.edu
Before You Start or Within Your First Few Days	Two-Factor Authentication	Set up Two-factor authentication (2FA) at https://iam.uconn.edu/two-factor/ 2FA enhances the data security by requiring two forms of identification to gain access to many UConn online resources.	ITS Service Desk (860) 486-4357
Within Your First Few Days	Participate in Required Orientation and Compliance Training	The program is accessed via the University's Employee Training Management System, Learning @ Work.	Human Resources (860) 486-3034 hr@uconn.edu
Within Your First Few Days	Obtain Official UConn ID (Husky One Card)	Go to the One Card Office to obtain your ID Badge.	One Card Office (860) 486-2108
Within Your First Few Days	Obtain Parking Pass	You will have the option to purchase a parking permit for your desired lot. Go to the Parking Services website to obtain your parking permit.	Parking Services (860) 486-4930 parkingservices@uconn.edu
Within Your First Few Days	All Things Central IT	Information Technology Services (ITS) is UConn's source for computing and technology. Information regarding your email, duo authentification, the student administration system, as well as the HuskyCT, the University's tool for putting class materials online is available at https://its.uconn.edu/new-to-uconn/.	ITS Service Desk (860 486-4357 help@uconn.edu
Within Your First Few Days	UConn Emergency Notification	Register for the University Alert Notification System, which provides a number of ways in which the University may contact the community in the event of an emergency.	Alert.uconn.edu
Within Your First Few Days and Before Beginning Potentially Hazardous Tasks	Complete an ESTA and Safety Training	In collaboration with your supervisor, referencing your work spaces' Workplace Hazard Assessment (WHA), complete your Employee Safety Training Assessment (ESTA) at ehs.uconn.edu/esta. Register for and complete the training assigned.	Environmental Health & Safety (860) 486-3613 ehs.uconn.edu

Within 31 Days	Enroll in Health Insurance	Enroll/Waive CT State Employee Health Insurance benefits at a group rate. You have 31 days from the commencement of your employment to enroll in medical and/or dental insurance, go to the Human Resources website.	Human Resources (860) 486-3034 hr@uconn.edu