New Faculty/Staff "To Do" List

TIMEFRAME	ITEM	INSTRUCTIONS / INFORMATION	CONTACT
Before You Start Work	**Your Retirement Plan Selection**	Enroll in your retirement plan no later than your first day of work. Retirement Election Information website for information and forms. Tom Shepherd, State of CT Empower Retirement Counselor (860-331-3248) is available for individual consultation on the retirement plan options. Copies of the retirement election forms can be submitted through Onedrive at Click Here -Benefits. Mail or drop off original to Human Resources.	Human Resources (860) 486-3034 Fax: (860) 486-0378 9 Walters Ave., U-5075 Storrs, CT 06269-5075
Before You Start Work or on Your First Day	New Employee Forms Packet	Complete the forms in the New Employee Forms Packet found under "HOW TO PREPARE FOR ORIENTATION". Copies can be submitted through OneDrive at Click Here -Benefits. This packet includes the Retirement Election Forms.	Human Resources (860) 486-3034
Before You Start Work or on Your First Day	Review the University's Policy Website	Review the University's Policy Website	policy.uconn.edu
Before You Start Work or on Your First Day	Review Required Notifications	Review required notifications including Drug Free Schools, Annual Security and Fire Safety Report (Clery Report) , COBRA, Affordable Care Act, and FMLA	Human Resources (860) 486-3034
Before You Start or on Your First Day	Your NetID	Find and activate your NetID at netid.uconn.edu. Your NetID credentials allow you to authenticate into a wide variety of computing services at UConn.	ITS Service Desk (860) 486-4357
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/systems, including CORE-CT for benefits and payroll.	ITS Service Desk (860) 486-4357
Before You Start or on Your First Day	Your I-9, Tax Forms and Direct Deposit	Complete the I-9, W-4, and Direct Deposit forms. Fill out page 1 of the I-9, and coordinate document verification (fax, email or remote), within 3 days of hire, with your department. Upload completed forms: Upload Tax Forms here and Upload Direct Deposit Forms here	Payroll (860) 486-2423 Fax: (860) 486-4296
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, file storage, support, etc… is available at https://its.uconn.edu/new-to-uconn-employee/	ITS Service Desk (860) 486-4357
Before Arriving to Campus	Register for Parking	You will have the option to purchase a parking permit. Go to the Parking Services website for parking information, maps, and parking permit application.	Parking Services (860) 486-4930
Within Your First Few Days	UConn Emergency Notification	Register for the University Alert Notification System at alert.uconn.edu. UConn Alert provides 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. Visit the EH&S New Employee Website	Environmental Health & Safety (860) 486-3613
Within 31 Days of Your Start Date	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 health insurance, through the self-service portal. Your Benefits Specialist will email you with instructions when you are able to enroll.	Human Resources (860) 486-3034
At Your Convenience or Upon Arrival to Campus	UConn ID (Husky One Card)	You can upload your photo by visiting onecard.uconn.edu and arrange for card pickup or delivery.	One Card Office (860) 486-3129
Within 6 Months or your hire date	Diversity Awareness and Sexual Harassment Prevention Training	Register for and attend required training sessions on Diversity Awareness and Sexual Harassment Prevention. Watch for an email from our Learning Management System - Learning@Work for registration information.	Office of Institutional Equity (OIE) (860) 486-2943