

NEW EMPLOYEE ARRIVAL CHECK LIST

_____, welcome to the Department of Mechanical Engineering in the College of Science and Engineering at the University of Minnesota-Twin Cities!

Your UMN PeopleSoft Employee ID number is: _____

Your U of MN Email Address (Internet x.500 ID) is: _____@umn.edu

This U of MN email account is the official means of communication and is your primary means of access to many, if not most, of the U of MN services.

Job Code: _____ Job Title/Working Title: _____

Job Group: Faculty P&A Civil Service other (_____)

Office Room Number: _____

Office Phone Number: _____

Lab Room Number: _____

Lab Phone Number: _____

ARRIVAL:

- Obtain photo UMN ID UCard [G-22 Coffman Memorial Union (ground level)] **after Internet ID** has been approved/issued. Bring your passport and be prepared to have your picture taken. UCard office hours: Monday-Friday 8:00a-4:30p. Website is <http://www1.umn.edu/ucard/umtc/home.html>.
- Activate UMN email account at IT@UMN [101 Coffman Memorial Union (street level)] **after Internet ID** has been approved/issued and UCard has been obtained. OIT Tech Stop office hours: Monday-Friday 8:00a-4:30p. Website is <http://www.it.umn.edu>.

After Internet ID has been approved/issued and UCard has been obtained:

- Your supervisor will explain building access. Your supervisor **must** email mespace@umn.edu to request your desk/office space access **and** mekeys@umn.edu to request access to those spaces. You will be notified by email when permissions have been granted and to pick up keys and/or access cards from the Front Desk (ME1100).
- In order to gain access to departmental computer resources, bring a completed Application for an Enet (AEM, ISYE, ME) Unix/Access Account and your UCard to the Enet office [376ME]. See Enet policies and user information at <http://www.enet.umn.edu/>. Your supervisor will inform you about copier/printer access.
- Log in to My portal <http://www.myu.umn.edu> and:
 - Complete W-4 (Key Links → Employee Center → My Pay → W-4 Tax Information)
 - Sign up for direct deposit (Key Links → Employee Center → My Pay → Direct Deposit)
 - Sign up for benefits (Key Links → Employee Center → My Benefits → Benefits Enrollment) [medical, dental, pharmacy, life insurance, tuition, employee discounts and perks, and more] Website is <http://www1.umn.edu/ohr/benefits/index.html>.
- Review Vacation and Leaves policy website <http://www1.umn.edu/ohr/benefits/leaves/index.html> and job aid relevant to employee group.
- Register for the New Employee Orientation program. Orientation dates and registration website is <http://www1.umn.edu/ohr/training/newemployee/neo/index.html>.
- Visit Parking and Transportation website <http://www1.umn.edu/pts/> for info about parking and getting around campus.

- Complete online Research Laboratory Safety Plan/MERTKA Safety Training ***after Internet ID*** has been approved/issued. All employees are ***required by law*** to complete safety training prior to performing any work related activities. Researchers must receive documented training from their faculty advisor covering the hazards specific to the work they will be performing and orienting them to the facilities. See the Lab Specific Training checklist for potentially applicable topics. Ethics Training is also mandatory for employees paid from a NSF sponsored grant.
Website is http://www.dehs.umn.edu/training_newlabsafety.htm.
- Complete Health Information Privacy & Compliance Office Training ***after Internet ID*** has been approved/issued.
Website is <http://www.privacysecurity.umn.edu/training/instructions/home.html>
- Identify/enroll in any EFS or HRMS training courses. (Pam/supervisor)
- How to access/navigate
 - MyU portal
 - One Stop
 - department website
 - department calendar
 - Google environment (mail, calendar, drive, etc.)

MEET WITH SUPERVISOR:

- Tour work area and building
 - mailboxes
 - postage machine
 - copier/shredder rooms
 - restrooms
 - vending services
 - conference rooms
 - coffee service
- Tour amenities in nearby buildings (provide campus maps)
 - Starbucks – Lind Hall
 - POD Express – Keller Hall
 - additional vending services – Rapson Hall, Keller Hall
 - Post Office, bookstore, cafeteria, info desk, etc. – Coffman
 - Caribou – Moos Tower
 - Freshii – Phillips-Wangensteen Building
- Meet co-workers (provide Services-at-a-Glance handout)
 - front office staff (administration, communication, accounting, purchasing, payroll)
 - academic advising staff (undergraduate, graduate, co-op)
 - faculty support staff
 - shipping/receiving staff
 - student shop staff
 - technology support staff

Department Email Accounts (to send requests)

- meacctng@umn.edu - for questions regarding accounting
- mepay@umn.edu - for questions about payroll
- mepurch@umn.edu - for questions regarding purchasing
- mereserv@umn.edu - to request conference rooms
- mefront@umn.edu - for general information - front desk
- mebuild@umn.edu - to request any building related items or report problems
- mespace@umn.edu - to request office space
- meproposal@umn.edu - to request help with proposal preparation process

Department Google Groups

- meall@umn.edu
- me-grads@umn.edu
- mefac@umn.edu
- mepa@umn.edu
- mestaff@umn.edu

Good Websites to Know

- Department website and directory: www.me.umn.edu
- Department intranet site with information on purchasing, reimbursements, travel, etc., <http://www.me.umn.edu/intranet/index.shtml>
- Employee Center: myu.umn.edu > Key Links > Employee Center (contains all information regarding employment including benefits, pay, tax information, etc.)
- Parking and Transportation Services website: www1.umn.edu/pts
- Maps and Directions: www.campusmaps.umn.edu/tc
- Travel Services: <https://travel.umn.edu/>
- Office of Information Technology: <http://www.oit.umn.edu/>
- University Wide Purchasing Contracts: <http://uwidecontracts.umn.edu/>
- University Wide Forms Library: <http://policy.umn.edu/forms-library>
- University Wide Policy Library: <http://policy.umn.edu/>
- University Wide Standard Contracts Library: <http://policy.umn.edu/contracts-library>
- Sponsored Projects Administration (SPA): <http://www.ospa.umn.edu/>
- Electronic Grants Management System (EGMS): <http://egms.umn.edu/>
- Leadership and Talent Development, EFS PeopleSoft, HRMS Training, Sponsored Projects Training, etc.: <http://www1.umn.edu/ohr/training/index.html>
- Lynda.com has high-quality, online training videos (1,700 courses+) for all skill levels including software (Adobe, Apple, HTML, SPSS, Photoshop, Excel, PowerPoint), technologies (3D Animation, Audio, Photography), design, and business topics.

INTERNAL PRE-ARRIVAL ITEMS:**HR/Appointment Set-Up**

- Accepted offer letter and successful completion of background check (Employee/Pam)
- Create personnel file (mepay)
- Human Resources Information Form (HRIF) completed/submitted (Employee/mepay)
- I-9 instructions/completed (Employee/mepay)
- Request/issue EmplID (mepay)
- Proof of highest degree (mepay)
- HRTS3, supporting docs, combo code, position # submitted to cluster (mepay)
- Internet ID/x.500 information sent to Employee (mepay)
- Letter of resignation from previous institution (mepay)
- Email new Employee introduction/welcome to department (Pam)

Work Setting:

- Identify/clean/set-up office space (Pam/mebuild)
- Office/cube nameplate (meweb)
- Phone install/instructions (mefront)
- Computer/printer order/installation/instructions (enet/mepurch)

Access:

- Email message to mekeys@umn.edu indicating which rooms/doors employee will need to access (Pam/supervisor)
- Email Enet access/permissions set-up: name, x.500, title, supervisor (Pam/supervisor)
- Assign mailbox (mefront)
- Create copier/scanner access permissions (mepurch)
- Assign postage meter account (mepurch)
- Order business cards (mefront/floor admin)
- Create/update people directory/research web pages (meweb)
- Add Internet ID/x.500 to appropriate Google groups/secure websites (meweb)
- Activate EFS ChartStrings (meacctng)

Handouts:

- Job description and classification guidelines
- Vacation and leave job aid
- Department org chart and Services-at-a-Glance
- Campus maps
- PayDay calendar
- Holiday calendar
- Performance review
- Monthly faculty/staff meetings and events