HR Payroll Check list for New Employees

Employee Name: ___________________________ Empl ID: ___________
Room Number: ___________ Position Title: __________________________
Phone Number: _______________ Email Address: ________________
supervisor: ___________________

Admin / Work Setting / Access
Access to Department Computer Network, Drives
• Complete Enet Account Form at http://www.enet.umn.edu/docs/policies/new-account/
• Have supervisor sign it and bring to ME 10, Enet office
• Bring U Card ID with you

Access Card and ME Office/Lab Keys
• Have supervisor send an email to mekeys@umn.edu to request your white access card and keys for your office and/or lab. Keys and card can be picked up in ME 1120. Bring white access card along with your U Card to ME 10 for activation.

Dept. Emails Accounts (to send requests)
• mepay@umn.edu for questions regarding payroll
• mepurch@umn.edu for questions regarding purchasing
• meacctng@umn.edu for questions regarding accounting
• mereserv@umn.edu to request conference rooms
• mefront@umn.edu for general information – front desk
• mebuild@umn.edu to request assistance with building items and shipping and receiving
• mespace@umn.edu to request office space
• mekeys@umn.edu to request office and lab keys

Dept. Listserv email accounts – add new employee to appropriate email (Audrey Millard)
• meall@umn.edu
• me-grads@umn.edu
• mefac@umn.edu
• mepa@umn.edu

Office/Cube Nameplate (Admin) (Audrey Millard)

Order Business Cards (Admin) (Heidi Hovde or your assigned Admin Asst)

Website and Picture for Directory (Admin) (Audrey Millard)
Clean and Set Up Office Space *(Pam Wilson and mebuild)*

Mailbox (Admin) *(Heidi Hovde)*

Assign postage meter account through ME Purchasing Office, if needed *(mepurch@umn.edu)*

Create copier access permissions, if needed *(mepurch@umn.edu)*

**Building Tour** *(Supervisor or their designee)*

- Conference Rooms
- Restrooms
- Kitchen Area
- Copy Room
- Vending Machines
- Undergraduate and Graduate Staff Offices
- Purchasing
- Accounting

**HR/EFS Appointment Set-Up**

- Offer Letter *(Pam Wilson)*
- Human Resources Information Form (HRIF) *(ME Payroll)*
- Proof of Highest Degree *(ME Payroll)*
- Background Check *(Pam Wilson or Karon Mooney)*
- I-9 *(ME Payroll)*
- HRTS4 *(ME Payroll)*
- Absence Reporting *(ME Payroll show the new employee how to do this.)*
New Employee Checklist

New Employee Name: _____________________________  Start Date: _____________

Office Room #: _____________________________  Office Phone: _______________

UMN Email: ___________________________________

Supervisor: _________________________________

• Get UCard: Coffman Memorial Union, Ground Level next to Bookstore
  o Bring a state or government issued photo identification with you.

• Complete required trainings:
  o Ask your supervisor if you are paid from an NSF grant. If so, you are required to complete Ethics Training.
  o Check with supervisor/advisor to determine if additional safety training is needed.

• Complete I-9 for and Human Resources Information Form.
  o The I-9 form is completed electronically by the employee and the department Payroll staff. If foreign national, the entire form is completed at Central Payroll

• Go to MyU, https://www.myu.umn.edu
  o Log in with your x.500 id and password
  o Set up Direct Deposit, complete your W4, update local address, sign up for benefits (if eligible) and view pay statements

• Set up UMN Email account: call 1-HELP (612-301-4357)

• Sign up to attend a University New Employee Orientation. Dates are available on http://www1.umn.edu/ohr/training/newemployee/index.html.
Web Sites Good 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