<table>
<thead>
<tr>
<th>Action Step</th>
<th>For Employees</th>
<th>For Managers</th>
</tr>
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</table>
| **Sign up for your Net ID**               | Look for your Net ID instructions in the form attached to a personal email from your HR Service Center Liaison sent on the Friday before your start date.  
  • Please note, your ID Account cannot be activated prior to your start date.  
  • For questions about your Net ID, contact ASK URHR at (585) 275-8747. | **TIP** Check the readiness of the employee’s Active Directory (AD) account prior to their arrival.  
  • If the new employee doesn’t know their Net ID, remind them to check the personal email from their HR Service Center Liaison. |
| **Set up your email account**             | Refer to the instructions from your manager to set up your email account.      | Share instructions with the new employee for their email set up.              |
| **Verify your personal information in HRMS** | Use your Net ID to log in to HRMS at rochester.edu/hrms.  
  • Update personal and emergency contact info.  
  • Confirm federal, state, and local tax elections.  
  • Set up direct deposit.  
  • Approve Remote Work Agreement (if applicable) and indicate whether fully remote or hybrid.  
  • For questions about the HRMS website, contact ASK URHR at (585) 275-8747. | Assist the new employee with logging into HRMS. |
| **Obtain or update your ID photo badge, if needed** | Visit the ID Office in person. Bring your photo ID.  
  • River Campus: Susan B. Anthony Halls, Customer Service Center, first floor, (585) 275-3975  
  • Medical Center: G-7009, (585) 273-2000 | **TIP** Encourage the employee to call the ID Office in advance to verify that their hiring status is active before visiting in person. |
| **Sign up for a parking permit, if needed** | Register for parking online at rochester2hosted.com/cmn/auth_ext.aspx.  
  • For parking on your first day, find instructions and your temporary parking permit (QR code) in a personal email from your HR Service Center Liaison sent on the Friday before your start date. | If reporting to these areas on their first day, new employees should park in:  
  • Medical Center: College Town Garage  
  • River Campus: Zone 1 South |
| **Complete your online orientation training in MyPath** | Sign into MyPath at mypath.rochester.edu and complete your assigned training by the due date.  
  • If orientation training doesn’t appear in your learning transcript, search MyPath for the course name that corresponds to your work location:  
  • New Employee Orientation, Non-Medical Center  
  • New Employee Orientation, Medical Center | If the employee’s MyPath assignments are missing, assign the course that corresponds to their work location:  
  • New Employee Orientation, Non-Medical Center  
  • New Employee Orientation, Medical Center |
| **Learn about and enroll in benefits**    | Review your benefit options at rochester.edu/human-resources/benefits/eligibility-enrollment.  
  • Watch the benefits overview on-demand webinar at rochester.edu/human-resources/benefits.  
  • For questions about benefits, contact Total Rewards at (585) 275-2084 or totalrewards@rochester.edu. | **TIP** Benefits information is available on the Total Rewards website, but benefits enrollment happens in HRMS. |
| **Meet with your supervisor**             | • Review your onboarding plan.  
  • Schedule job-specific training, if required.  
  • Review departmental policies and procedures. | Review these items with the employee.  
  • Remember to clearly communicate when and where the employee should arrive on their first day. |