

New Employee Orientation Checklist

Action Step	For Employees	For Managers
<input type="checkbox"/> Initialize your account	<ul style="list-style-type: none"> Please note, your Account ID cannot be activated until your start date. To initialize your account, look for your URID in the personal email from your HR Service Center Liaison. Go to tech.rochester.edu/services/account-initialization-new-user, click Initialize Account, and enter your URID and date of birth to get started. for questions about your URID, contact ASK URHR at (585) 275-8747. 	<p>TIP If your employee does not know or have their URID, you can check with your HR Service Center Liaison or have someone in your department with PAF access log into HRMS and run an Employee Inquiry through UR Reports and Interfaces.</p>
<input type="checkbox"/> Set up your email account	<ul style="list-style-type: none"> Use your Active Directory username and password to log into your computer and Microsoft Outlook. Please see your manager with any questions. 	For any questions with email set up, please contact either University IT or ISD for technical support.
<input type="checkbox"/> Verify your personal information in HRMS	<p>Use your Net ID to log in to HRMS at rochester.edu/hrms.</p> <ul style="list-style-type: none"> 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.
<input type="checkbox"/> Obtain or update your ID photo badge, if needed	<p>Visit the ID Office in person. Bring your photo ID.</p> <ul style="list-style-type: none"> River Campus: Susan B. Anthony Halls, Customer Service Center, first floor, (585) 275-3975 Medical Center: G-7009, (585) 273-2000 	<p>TIP Encourage the employee to call the ID Office in advance to verify that their hiring status is active before visiting in person.</p>
<input type="checkbox"/> Purchase a parking permit, if required for your location	<ul style="list-style-type: none"> Check with a manager to confirm whether or not your work location requires a parking permit. Register for parking online at rochester.t2hosted.com/cm/autn_ext.aspx. For parking on your first day, find instructions and a temporary parking permit (if necessary) in a personal email from your HR Service Center Liaison. 	<p>If reporting to these areas on their first day, new employees should park in:</p> <ul style="list-style-type: none"> Medical Center: College Town Garage River Campus: Zone 1 South
<input type="checkbox"/> Complete your online orientation training in MyPath	<p>Sign into MyPath at mypath.rochester.edu and complete your assigned training by the due date.</p> <ul style="list-style-type: none"> If orientation training doesn't appear in your learning transcript, search MyPath for the course name that corresponds to your work location: <ul style="list-style-type: none"> New Employee Orientation, Non-Medical Center New Employee Orientation, Medical Center 	<p>If the employee's MyPath assignments are missing, assign the course that corresponds to their work location:</p> <ul style="list-style-type: none"> New Employee Orientation, Non-Medical Center New Employee Orientation, Medical Center
<input type="checkbox"/> Learn about and enroll in benefits	<p>Review your benefit options at rochester.edu/human-resources/benefits/eligibility-enrollment.</p> <ul style="list-style-type: none"> 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. 	<p>TIP Benefits information is available on the Total Rewards website, but benefits enrollment happens in HRMS.</p>
<input type="checkbox"/> Meet with your supervisor	<ul style="list-style-type: none"> Review your onboarding plan. Schedule job-specific training, if required. Review departmental policies and procedures. 	<p>Review these items with the employee.</p> <ul style="list-style-type: none"> Remember to clearly communicate when and where the employee should arrive on their first day.