

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 the new employee did not get the email or does not see their URID, you can find this information under the employee's personal information in the ID tab within myURHR.</p>
<input type="checkbox"/> Verify your email access	<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"/> Complete Onboarding tasks in myURHR	<p>Use your Active Directory username and password to log in to myURHR.</p> <ul style="list-style-type: none"> Access the Onboarding page through the Announcements and complete all onboarding tasks to update your personal information. Additional tasks are assigned to enter your tax elections, direct deposit information, and benefits elections. Approve Remote Work Agreement (if applicable) and indicate whether fully remote or hybrid. For questions about myURHR, contact ASK-URHR at (585) 275-8487 or scroll down on this page to view additional resources. https://www.rochester.edu/human-resources/ 	Assist the new employee with logging into myURHR.
<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/cmnauth_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

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<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 myURHR.</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.