IOWA

College of Liberal Arts and Sciences

Office of the Dean

University of Iowa
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Iowa City, Iowa 52242-1409
Phone: 319-335-2625 | Fax: 319-335-3755
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Name: _____   Start Date: _____
Position:_____   Supervisor:_____
Dept. Head: _____   Dept. Administrator:_____

CLAS STAFF ONBOARDING – Department Responsibilities

PRIOR TO ARRIVAL

Arrange for any workflow path assignments and/or university system access (Wiki, eBuy, etc) – At least 1 full week prior.

Contact new employee about introductions and onboarding schedule (Department Admin, Grad Program Coordinator, other staff).

Arrange for keys, office assignment, department signage, phone, department directory, and listservs.

Contact IT Consultant to obtain access to departmental shared drives, copier and printing codes, and computer equipment.

Schedule 1-hour with the HR Rep. to meet with them within the 1st week to review CLAS Staff Onboarding.

1st DAY INFORMATION, INTRODUCTION AND TOURS

Give introductions to department staff and key personnel during tour (may assign designee)

Discuss office hours and expectations.

Facility information, including:
- Classrooms, Shared meeting spaces, Restrooms/showers/lockers

Workroom: Copier, fax, supplies, kitchenette, shared printers, mail location.

Vending machines and campus dining locations

1st WEEK

Provide employee with link to the
- CLAS Strategic Plan.

Provide employee with link to the Departmental and CLAS Webpage.

Get employee ID card/badge

Provide information about calendar/email on mobile devices

Give any departmental "swag".

Review systems employee will utilize and request access as needed (MAUI, ProView, Max, shared drives, HR transactions, Center for Advancement(etc.).

Provide employee with copier codes and set up printers.

Provide employee with departmental org chart and explain various roles.

Review general departmental administrative procedures.

You are encouraged to contact your HR Rep, **Melia Pieper (melia-pieper@uiowa.edu)** with any HR-related questions or concerns, or if you are unsure where to seek an answer to a specific question.

CLAS STAFF ONBOARDING –Human Resources Responsibilities

I-9 REQUIRED IF NOT TRANSFERRING
- Email employee to complete section 1 at: https://www.newi9.com/ before 1st day of employment using employer code **13072**
- Assist with scheduling in person section of I-9 with Transaction Hub.

EMPLOYEE SELF-SERVICE (ESS)
- Confirm you can access Employee Self-Service (ESS); you will need to set up Duo 2-factor authentication before you can login.
- Make sure you have completed a W-4, set up direct deposit, updated your campus address, emergency contacts, info release form, etc.

PAYROLL
- Setup direct deposit in ESS.
- Submit W-4 in ESS.
- You will be paid a monthly salary, generally on the first of the month (unless the first is a holiday or weekend). Monthly paydays are listed on the payroll calendar.

TIME OFF
- University staff receive 11 paid holidays per year; see section 23.1 of the Operations Manual for additional details.
- Sick leave accruals and usage
- Vacation accrual rates
- Contact your HR Rep if you think you may need to request a medical leave (FMLA) or disability (ADA) accommodation.

TRANSPORTATION
- UI Parking & Transportation
- Iowa City Transit App
- IowaBus app
- University of Iowa Campus Map

WELLNESS RESOURCES
- Employee Assistance Program
- liveWELL Program
- Mental Health at Iowa

AFFINITY GROUPS/RESOURCES
- Office of Diversity, Equity, & Inclusion
- African American Council
- Council on Disability Awareness
- Council on the Status of Women
- Latinx Council
- LGBTQ+ Council
- Native American Council
- Pan Asian Council

BENEFITS ENROLLMENT/INFORMATION
- Review offer letter and addendum information details.
- Enroll in benefits through ESS.
- For benefits information, review the Benefits Orientation page and contact benefits@uiowa.edu or 319-335-2676. **You must make your benefit selections within the first 30 days of employment and retirement selection within 60 days.**
- If you do not select a retirement plan, you will be assigned to IPERS (the state pension plan) by default. Once you have selected a retirement plan, or been assigned to IPERS, you will not be able to make any changes.

POLICIES
- University of Iowa Operations Manual
- University of Iowa Staff Handbook
- Conflicts of Commitment and Interest
- Confidentiality
- Anti-harassment
- Anti-retaliation
- Drug Free Environment
- Prohibition on Giving & Receiving Gifts
- Violence
- Human Rights Policy
- Non-discrimination Policy
- Extreme Weather Protocol
- Acceptable Use of IT resources
- CLAS Policies and Procedures
- Review any internal departmental policies and procedures with appropriate staff or Administrator.

REQUIRED TRAININGS
- Harassment Prevention Training
- Other trainings identified by your supervisor, Principal Investigator (for research staff), or automatically assigned to you based on your job type in the *My Compliances* section of ESS.

ENCOURAGED TRAININGS/ PROFESSIONAL DEVELOPMENT
- Iowa Welcome for New Faculty and Staff
- Leadership for Diversity (BUILD)
- LGBTQ+ Safe Zone Training
- LinkedIn Learning
- Learning and Development
- CLAS Training & Development
- CLAS Awards & Recognition
- CLAS Staff Council Resources

PUBLIC SERVICE LOAN FORGIVENESS (PSLF) PROGRAM

- The University of Iowa is a [qualifying employer under PSLF](#).

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