NEW EMPLOYEE CHECKLIST
YOUR FIRST TWO WEEKS

WEEK ONE

☐ **Benefit enrollment** - Follow the New Employees Benefits Checklist in NESSIE NEW HIRE to complete the benefit enrollment process.
   This can be completed before your hire date. You should receive your login information from your manager or human resources representative.

☐ **Reporting to work** - Review the information packet you received when meeting with your human resource representative to sign your offer letter. This packet should provide the time, location, and name of your manager/supervisor to report to.

☐ **Obtaining an employee ID** - Photo ID centers are open Monday – Friday 8:30 AM-4:00 PM.
   
   Student Services Building (SSB)  
   1200 W. Harrison (@ Racine)  
   Suite 1790  
   (312) 413-5940  
   idcenter@uic.edu

   Student Center West (SCW)  
   828 S. Wolcott (@ Polk)  
   Room 241  
   (312) 413-5944  
   idcenter@uic.edu

☐ **Obtaining log in credentials** - Enterprise ID and NetID log in credentials are used for access to most UIC applications. For assistance in obtaining access you will need your UIN Identification.
   - **Enterprise ID** and password: Contact AITS at 312-996-4806 or servicedeskait@uillinois.edu
   - **Net ID** and password: Contact ACCC at (312) 413-0003 or consult@uic.edu

☐ **Reporting Your Time**
   - **Civil Service** - **Positive Time Report** each week
     Enter hours into BANNER every two weeks
   - **Part-Time** – Follow the time reporting process of your department or college
   - **Academic Professional** - **Report Positive Time** each week
     Paid time off is reported by your unit contact twice a year. Follow the time reporting process of your department or college. Click Academic Vacation and Sick Leave (AVSL) for information and calculating tools
   - **Faculty and Academic Appointments** - Follow the time reporting process of your department or college
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☐ Parking Space – find applications, parking lot locations, pricing, and general information about parking at University of Illinois at Chicago Parking Services

☐ Meet With Your Manager
  • Review your job description
  • Confirm and document job expectations

WEEK TWO

☐ Meeting Your Colleagues
  • Schedule a meeting with your team and/or the colleagues you will work with most closely

☐ Learning About Your Unit/Department
  • Review your organizational structure
  • Review your department/unit contact information

☐ Learning About UIC
  • Mission
  • Review online campus orientation videos and resources