New Employee Checklist

Employee name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following information applies to all new full-time University and Academic Professionals in employment at VCU. Please review the checklist with your manager within your first week of work.

| **When** | **What** | **Where to find it** | **Check when complete** |
| --- | --- | --- | --- |
| **Before your first day** | Complete Section 1 of the I-9 Form | Look for email invitation from HireRight |  |
|  | Download the “VCU Mobile” app to your smartphone. | Go to your app store and download the “VCU Mobile” app. Look for the VCU New Employees Guide in the Discovery section.  |  |
| **Your first day** | Complete new hire forms(personal data form, state and federal tax forms, direct deposit authorization, selective service, child support disclosure, etc.)Finalize I-9 and Covid vaccination requirements | Bring vaccination record/documentation and I-9 documents on your first day of work. (Documents must be original or certified copies. Photocopies cannot be accepted.) https://www.uscis.gov/i-9-central/acceptable-documents |  |
|  | Obtain your VCUID card | https://vcucard.vcu.edu/services/vcucard/get |  |
|  | Register for parking (if desired) | https://parking.vcu.edu/parking/faculty-and-staff/ |  |
|  | Create eID for VCU email account | https://eidfinder.vcu.edu/ |  |
| **Your first week** | Confirm you are scheduled New Employee Orientation. Plan to attend. | [hr.vcu.edu/new-employees](http://hr.vcu.edu/new-employees)(Contact your HR Professional, if you have questions.) |  |
|  | Review your benefits  | hr.vcu.edu/current-employees/benefits |  |
|  | Review required policies and training  | hr.vcu.edu/new-employees |  |
|  | Access VCU RealTime to record time (non-exempt employees).Learn to track leave (all Staff) | https://realtime.vcu.edu |  |
|  | Sign up for email and text message alerts from VCU | alert.vcu.edu |  |
|  | Contact Equity & Access Services regarding need for accommodation (if applicable) | https://equity.vcu.edu/ |  |

| **When** | **What** | **Where to find it** | **Check when complete** |
| --- | --- | --- | --- |
| **Your first month** | Attend New Employee Orientation | hr.vcu.edu/new-employees |  |
|  | Enroll in or waive health coverage by your 30th calendar day of employment | hr.vcu.edu/current-employees/benefits |  |
|  | Enroll in flexible spending (if desired) by your 30th calendar day of employment | hr.vcu.edu/current-employees/benefits |  |
|  | Review and evaluate your retirement savings options  | hr.vcu.edu/current-employees/benefits |  |
|  | Apply for guaranteed issue VRS optional group life insurance, if desired, by your 31st calendar day of employment | hr.vcu.edu/current-employees/benefits |  |
|  | Complete required trainings | hr.vcu.edu/new-employees |  |
|  | Work with your manager to set goals in Talent@VCU | https://insidehr.vcu.edu/guidelines/performance-management/first-year-employees/ |  |
|  | Read and review the Worker’s Right to Know Statement with your manager | srm.vcu.edu - search “Safe Workplace” |  |
|  | Learn more about VCU employee discounts, tuition waiver, and wellness workshops | hr.vcu.edu/current-employees |  |
| **Your first 60 days** | If you are eligible for ORP, make your election between VRS retirement plan and ORP retirement plan by your 60th day of employment or default to VRS | hr.vcu.edu/current-employees/benefits  |  |
|  | You will be auto-enrolled in VCU 403(b)/TDA program for $20 savings per paycheck unless you opt-out or make a voluntary contribution election | hr.vcu.edu/current-employees/benefits |  |
|  | Begin contributing to VCU 403(b)/TDA program and/or VRS 457/DCP retirement savings program to save for retirement outside your main retirement plan | hr.vcu.edu/current-employees/benefits |  |
|  | Work with your manager to create a Career Development Plan in Talent@VCU | https://insidehr.vcu.edu/guidelines/career-development/career-development-planning/ |  |

| **Anytime** | Fill out life insurance beneficiary form | hr.vcu.edu/current-employees/benefits |  |
| --- | --- | --- | --- |
|  | If your main retirement plan is the VRS Hybrid Plan, begin or change voluntary contributions to the plan on a quarterly basis. | www.varetirement.org/hybrid  |  |
| **When** | **What** | **Where to find it** | **Check when complete** |
| **Anytime (Continued)** | Change or stop/start your contributions to the VCU 403(b)/TDA retirement savings program and/or VRS 457/DCP retirement savings program | hr.vcu.edu/current-employees/benefits |  |
|  | Apply for, or change the amount of VRS optional life insurance. New enrollments and coverage increases require medical approval | hr.vcu.edu/current-employees/benefits |  |