

New Employee Checklist (See Mary Conner with questions)

Complete Security Awareness Training. Department contact: Cathy Munger.

Arizona Public Service Orientation – complete within 30 days of employment.

<https://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs/arizona-public-service-orientation>

Harassment Prevention & Title IX trainings– complete within 30 days of employment. <https://equity.arizona.edu/training/online-training>

UA Requirements & Defensive Driving - <https://risk.arizona.edu/training/defensive-driving>

Enroll in Employee Benefits. - [UAccess.Arizona.edu](https://uaaccess.arizona.edu)

Sign up for Direct Deposit. - [UAccess.Arizona.edu](https://uaaccess.arizona.edu)

Complete your W-4. - [UAccess.Arizona.edu](https://uaaccess.arizona.edu)

Visit the ASRS website (<https://secure.azasrs.gov/web/MemberRegistrationWizard.do?execution=e1s1>) within 30 days of your date of hire/eligibility date and complete the online enrollment. The code is **69V00040**.

Cat Card [ISO number is your Cat Card number]: Signature on file at CatCard office for reimbursement. Department contact: Mary Conner. Complete *Authorization for Use of Personal Vehicle Form* and **proof of vehicle insurance** to Mary Conner.

Complete *Employee Emergency Information Form*.

Complete and return Key Agreement once you receive your office key.

Key card for the exterior and interior office keys per office policy. Employee Blanket Travel Authorization. *Mary Conner will create*. Employee Roster.

Mailbox to be set-up.

Nameplate for the office

Name Badge. *Mary Conner will order.*

Business Cards if needed. *Mary Conner will order.*