New Employee Orientation Checklist
University of Illinois Library at Urbana-Champaign

Questions? http://www.library.illinois.edu/administration/human/

Name
Beginning Date
Job Title
Department/Unit
Office Address
Mail Code
Street Address
Office Phone Number
Supervisor/Unit Head

On or Before the First Day of Employment:

With the Library Human Resources Office (may not be necessary for those employed other places on campus previously):

___ Receive logon and temporary password for NESSIE:
  https://newhire.uihr.uillinois.edu/cf/newhire/

___ Schedule date for Benefits Orientation:
  https://nessie.uihr.uillinois.edu/cf/benefits/index.cfm?Item_ID=3195

___ Schedule date for SURS Orientation (optional):
  https://nessie.uihr.uillinois.edu/cf/benefits/index.cfm?Item_ID=141

___ Establish user Net ID for email logon, user name and password:
  http://www.cites.illinois.edu/netid/

___ Complete I-9, requires two forms of identification, or passport:
  http://www.ahr.illinois.edu/employees/newemp.html#I-9

___ Schedule time for University Staff Identification Card:
  http://www.icard.uillinois.edu/

___ Visit Campus Parking:
  http://www.parking.illinois.edu/
  ▪ Pay meters by phone:
    http://www.paybyphone.com/
  ▪ Cash key for meters:
    https://www.parking.illinois.edu/cashkey.htm

Visit IT Help Desk, Computer usage and issues:

___ IT Help Desk web page (Who is Library IT, Work Requests, List of Services):
  http://www.library.illinois.edu/it/helpdesk/index.html

___ Permissions:
  http://www.library.illinois.edu/it/helpdesk/permissions.html

___ More Tips and How-tos:
  http://www.library.illinois.edu/it/helpdesk/howto/index.html

___ List of services:
  http://www.library.illinois.edu/systems/services.html
Set campus Active Directory (AD) account password if not yet done
If unit web editor, request CMS account and training (access given by Robert Slater)

File Storage Options
- Shared G: Drive for unit, working groups, committees and individual H: Drive:
  http://www.library.illinois.edu/it/helpdesk/hgdrive.html
- CITES (NetFiles): http://www.cites.illinois.edu/netfiles/index.html

Get subscribed to appropriate Library Listservs.

Loanable equipment:
http://www.library.illinois.edu/ugl/about/LoanableTechnology/technology.html

If Voyager access is needed, ask your supervisor to fill out online a Voyager account request form:
https://www-s2.library.illinois.edu/staffonly/voyaccrequest2.php

PaperCut printing:
http://www.library.illinois.edu/it/helpdesk/service/publicprinting.html

Email options
- Exchange Email/Calendar:
  http://www.library.illinois.edu/it/helpdesk/exchange/
- CITES Spam Control Filter:
  http://www.cites.illinois.edu/antispam/

Request LYNC activation

Appropriate use of computers:
http://www.cam.illinois.edu/viii/viii-1.1.htm

Entry in Library online phone directory (both departmental and individual listings):
http://www.library.illinois.edu/it/helpdesk/phonebook.html

Ability to log in to OTRS (Supervisor must log a request in OTRS with employee’s NetID to request access):
https://www-s2.library.uiuc.edu/otrs/customer.pl

How to find the hostname and Inventory number on your computer (needed for an OTRS request):
http://www.library.illinois.edu/it/helpdesk/hostname.html

LibGuides (access given by Merinda Hensley)

Register for Illini Alert:
http://www.cites.illinois.edu/illinialert/

CITES Status of Services:
http://status.cites.uiuc.edu/index.cgi

CARLI System Status:
http://blog.carli.illinois.edu/sys-status/

Register for the New Hire IT Orientation by clicking Events in the Webstore:
http://webstore.illinois.edu/home/

After Start of Work:

Compensation
- Process complete for payroll
- Time sheets Web instructions:
  http://www.library.illinois.edu/administration/busoff/Payroll/stafftimesheet.html
- Positive time reporting for academic staff:
  http://www.ahr.illinois.edu/employees/ler/positive.html
- Paycheck distribution/direct deposit:
  https://nessie.uihr.uillinois.edu/cf/benefits/index.cfm?item_id=1054&rlink=674
- Pay date Payroll schedules:
  http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=919536
- Accessing earning statements:

**Attendance**
- Benefit usage reporting
- Hours of work
- Flexibility of schedule, requesting change to work schedule
- Requesting time off for vacation
- Using sick leave, calling in sick, “requesting” sick leave when appropriate
- Tardiness
- Requesting leaves, forms required, FMLA, parental, bereavement
- Absences from regular duties, work related
- Inclement weather: [http://www.shr.illinois.edu/Weather_Related_Information.pdf](http://www.shr.illinois.edu/Weather_Related_Information.pdf)
- Breaks

**Safety and Security**
- Library Staff ID card Supervisor needs to request through OTRS Library Facilities
- Request Keys Supervisor needs to request through OTRS Library Facilities see Library Facilities page
- Keys & Key Policy: [http://www.library.illinois.edu/prescons/about_us/policies_procedures/key_control_policy.html](http://www.library.illinois.edu/prescons/about_us/policies_procedures/key_control_policy.html)
- Review emergency policies and evacuation plans: [http://www.library.illinois.edu/administration/services/sub_policies/p_emergency.html](http://www.library.illinois.edu/administration/services/sub_policies/p_emergency.html)
- Tornadoes and Civil Defense Sirens: [http://www.library.illinois.edu/administration/services/policies/tornado_evacuate.html](http://www.library.illinois.edu/administration/services/policies/tornado_evacuate.html)
- Fire Drills: [http://www.library.illinois.edu/administration/services/policies/fire_alarm.html](http://www.library.illinois.edu/administration/services/policies/fire_alarm.html)
- Location of fire extinguishers
- First Aid
- Ergonomics
- Building and office access during emergencies
- After-hours procedures
- Library Security: [http://www.library.illinois.edu/administration/facilities/security.html](http://www.library.illinois.edu/administration/facilities/security.html)
- Wellness opportunities: [http://www.campusrec.illinois.edu/wellnesscenter/](http://www.campusrec.illinois.edu/wellnesscenter/)
- Computer security
- Patron confidentiality

**Personal Concerns**
- Employee emergency contact information
- Breaks, lunch periods, available facilities
- Food and drink policies: [http://www.library.illinois.edu/prescons/about_us/policies_procedures/food_drink_policy.html](http://www.library.illinois.edu/prescons/about_us/policies_procedures/food_drink_policy.html)
Restroom locations
Smoking policy: http://cam.illinois.edu/v/v-B-2.1.htm
Division of Public Safety: http://www.dps.illinois.edu/

Professionalism
Appropriate dress
Appropriate email usage: http://www.library.illinois.edu/administration/services/policies/email.html
Visitors / Children in the workplace—recommendation and guidelines from Library HR
Service Values:
http://www.library.illinois.edu/administration/services/policies/service_values.html
Ethics, campus policy, training, and requirements: http://www.ethics.uillinois.edu/
Conflict of commitment and interest: http://research.illinois.edu/policies/conflicts.cfm
Workday expectations, full day
Confidentiality: http://www.library.illinois.edu/circ/policies/Confidential.html

Equipment, Supplies, and Property Use
How to get equipment:
http://www.library.illinois.edu/administration/services/policies/equipment_authorizations.html
Scheduling meeting rooms & instruction areas:
http://www.library.illinois.edu/administration/facilities/rooms.html
  ▪ Using the Outlook Web Access:
    http://www.library.illinois.edu/it/helpdesk/exchange/roomowa.html
Copiers and microform readers, training and usage:
http://www.library.illinois.edu/administration/facilities/
Printing requests and copying
Copy cards: http://www.union.illinois.edu/services/value_card.aspx
Printer supplies: http://www.library.illinois.edu/it/helpdesk/staffsupplies.html
Fixing equipment: http://www.library.illinois.edu/it/helpdesk/staffsupplies.html
Travel reimbursements: http://www.library.illinois.edu/administration/busoff/travel.html

Communication
Library Listservs: LibNews, LibFac, LibStaff:
http://www.library.illinois.edu/systems/listserv.html
Library Gateway: http://www.library.illinois.edu/
Online Directory: http://www.library.illinois.edu/people/phone.php
Online Directory updates:
http://www.library.illinois.edu/mailform/mail.php?emailcode=directory
Telephone and Voice Mail, telephone number
Long Distance Access Code and/or Calling Card information (Unit head should provide to employee)
Library Staff website: http://www.library.illinois.edu/staff/
Online Tracking Report Systems (OTRS): https://www-s2.library.illinois.edu/otrs/customer.pl
Email alias, wiki, blog used by department
Squirrel mail for departmental email service:
http://www.library.illinois.edu/it/helpdesk/cliff.html
Growing People blog on staff training: http://libstaffdev.wordpress.com/
IM collaborator (request access via David Ward):
http://www.library.illinois.edu/askus/imcollaborator/

Online Rolodex (request editing access via Jenny Emanuel):
http://www.library.illinois.edu/rex/rolodex/

Job Expectations
- Review job description/position announcement, copy with signatures for supervisor and employee
- Employee responsibilities
- Supervisor expectations
- Overview of job duties
- Role of employee within unit/department
- Budget and accounting responsibilities, collection and operating budgets
- Role of unit/department within the Library, organizational chart
- Job responsibilities of other unit members
- Key unit contacts and referrals
- Standards, goals, and objectives of the unit
- Unit forms and reports, statistics: http://www.library.illinois.edu/planning/
- Library committees: http://www.library.illinois.edu/committee/
- Desk Tracker: http://www.library.illinois.edu/it/helpdesk/Desktracker.html

Performance Review and Evaluations
- Calendar
- Where to access the forms:
  - http://www.library.illinois.edu/administration/human/pdffiles/evallong.pdf
  - http://www.library.illinois.edu/administration/human/pdffiles/evalshort.pdf
- Goal setting:
  http://www.library.illinois.edu/export/administration/human/goal_setting_worksheet.doc

Benefits Review
- Verify attendance at Employee Benefit Orientation
- Check deadlines for benefit choices
- SURS orientation: https://nessie.uhr.uillinois.edu/cf/benefits/index.cfm?Item_ID=141
- Taking University classes: https://nessie.uhr.uillinois.edu/cf/events/emplogin.cfm
- Tuition waivers: http://www.shr.illinois.edu/records/tuitionwaivers.html
- Employee travel and purchasing discounts: http://ap.illinois.edu/benefits/discounts.html
- Staff development courses
  - Office of Continuing Education: http://ap.illinois.edu/education/oce.html
  - Center for Training & Professional Development: http://trainingcenter.illinois.edu/
  - FAST3 Technology Training: http://www.fast3.illinois.edu/
  - WebJunction: http://www.webjunction.org/
- Professional organizations American Library Association: http://www.ala.org
- ALA Support Staff: http://www.ala.org/membership/whoisala/lss
- Staff Development and Training Committee:
  http://www.library.illinois.edu/committee/staffdevelop/charge.html
- Faculty Staff Assistance Program (FSAP): http://www.fsap.illinois.edu/
Calendars
__ Library Exhibits, Colloquia, public workshops: http://illinois.edu/calendar/list/4092
__ Training Calendar: http://www.library.illinois.edu/calendar/eventcalendar.asp?libnum=1
__ Library Master Calendar:
  http://www.library.illinois.edu/administration/services/schedules/index.html
__ Academic year, fiscal year, calendar year
__ Academic calendars for campus: http://senate.illinois.edu/a_calendar.asp
__ Acquisitions: http://www.library.illinois.edu/acq/

(Supervisor and Employee should initial this form)

Dates this checklist was reviewed _______________ Initials _______ _______
__________________ Initials _______ _______
__________________ Initials _______ _______

Questions?
Phone Library Human Resources Office at 333-8169
Or visit http://www.library.illinois.edu/administration/human/

After checklist is completed, employee should retain a copy, and original should be returned to Library Human Resources.

Thank you  01/15/2013