

New Faculty Orientation Action List

TIMEFRAME	ITEM	INSTRUCTIONS / INFORMATION	CONTACT
Before You Start	Your Retirement Plan	Enroll/Waive your retirement plan before you start work and no later than your first day of work. Go to the State of CT website.	Human Resources (860) 486-3034 hr@uconn.edu
Before You Start	Review the University's Policy Website	Review the University's Policy Website	policy.uconn.edu
Before You Start	Review Required Notifications	Review required notifications including COBRA , Affordable Care Act , and FMLA	Human Resources (860) 486-3034 hr@uconn.edu
Before You Start	Discuss duties, responsibilities and any other requirements for your position	Contact your department head to discuss any college/school, department and/or campus-specific procedures and policies, and obtain information on teaching, research and/or service responsibilities.	Department Head
Before You Start and/or at New Faculty Orientation (NFO)	Your I9 , Tax Forms and Direct Deposit (optional)	Complete the I-9 and W-4 forms in your department or contact the Payroll Department for assistance.	Your department and/or Payroll (860) 486-2423
Before you start and at NFO on August 23	Obtain Your Official UConn ID (Husky One Card)	Go to the One Card Office website (Faculty/staff tab) to upload your photo. Your ID will be given to you at NFO	One Card Office (860) 486-2108
At NFO August 23	Obtain Parking Pass	You will have the option to purchase a parking permit for your desired lot. Go to the Parking Services website to obtain the parking application.	Parking Services (860) 486-4930 parkingservices@uconn.edu
Within Your First Few Days	Your NetID which is your electronic access to UConn	Your NetID credentials allow you to authenticate into a wide variety of computing services at the University of Connecticut. To find and activate your NetID, go to netid.uconn.edu .	UITs Service Desk (860) 486-4357 help@uconn.edu
Within Your First Few Days	All Things Central IT	University Information Technology Services (UITs) is UConn's source for computing and technology. Information regarding your email, the student administration system, as well as the HuskyCT, the University's tool for putting class materials online is available at uits.uconn.edu/services/ .	UITs Service Desk (860) 486-4357 help@uconn.edu
Within Your First Few Days	UConn Emergency Notification	The University Alert Notification System provides a number of ways in which the University may contact the community in the event of an emergency.	Alert.uconn.edu
Within Your First Few Days and Before Beginning Potentially Hazardous Tasks	Complete an ESTA and Safety Training	In collaboration with your supervisor, referencing your workspaces' Workplace Hazard Assessment (WHA), complete your Employee Safety Training Assessment (ESTA) at ehs.uconn.edu/esta . Register for and complete the training assigned.	Environmental Health & Safety (860) 486-3613 ehs.uconn.edu
Within 31 Days of Your Start Date	Enroll in Health Insurance	Enroll/Waive CT State Employee Health Insurance benefits at a group rate. You have 31 days from the commencement of your employment to enroll in medical and/or dental insurance, go to the Human Resources website .	Human Resources (860) 486-3034 hr@uconn.edu
Within 6 Months	Diversity Awareness and Sexual Harassment Prevention Training	Attend in-person two required training sessions on Diversity Awareness Training and Sexual Harassment Prevention Training.	Office of Institutional Equity (OIE) (860) 486-2943 equity@uconn.edu
Annually (February – May)	University Compliance Training	All faculty must complete in-person or online Annual Compliance Training.	Office of University Compliance (860) 486-2530 compliance.uconn.edu