

Hiring Manager Checklist – New Employee Onboarding

This checklist ensures a smooth transition and positive introduction to UAH for new employees. Additionally, it guides managers through the essential steps involved in the hiring process and includes suggestions to help new employees feel welcomed and informed from day one.

By following these steps, managers can equip new employees with the tools, knowledge, and support they need to be productive, engaged, and **successful** in their new role.



New Employee Onboarding Schedule

Please note the schedule outlined below. Allowing sufficient time for pre-employment tasks ensures everything is completed ahead of the start date. Following this timeline helps create a smooth and welcoming onboarding experience for your new employee at UAH.

✓ **Sunday:** This is the deadline for applicant's employment offer acceptance. Candidates must sign the offer letter and complete all offer requirements before being scheduled for orientation. At point of offer acceptance, PageUp notifies the hiring department of the new employee and notifies the new employee of their orientation date and paperwork requirements.

✓ **Monday:** Talent Management finalizes accepted offers and ensures new hires are placed on the PageUp New Hire list to enable orientation attendance, creation of the employment record, and benefits election.

✓ **Tuesday** –The Employee Benefits team contacts all new hires scheduled to start on Wednesday. Orientation details and materials are emailed to each employee. Orientation packets are assembled, benefit accounts are entered, and the finalized roster is shared with Parking Services and the Charger Card Office.

✓ **Tuesday** – HRIS enters new employee records into Banner. A data feed is triggered to generate the A-number, Charger ID, and UAH email accounts to ensure access is ready before the employee's first day.

✓ **Wednesday** – Orientation Day: New employees report to **Shelbie King Hall, Room 127 at 8:30 a.m. for orientation**. On-Call employees will dial in virtually for orientation.

Employees should provide all necessary payroll documentation, including: Federal and state tax forms, W-2 electronic consent form, Direct deposit information, and I-9 eligibility documentation (required for employment verification).

Pre-Arrival (1–2 Weeks Before Start Date)

- ☐ Confirm employee's start date with Human Resources and approve the offer letter draft. (Per the Staff Handbook, HR will extend the official offer to the prospective employee, including the approved salary and start date)
- ☐ Inform the new employee where to park, hours of operation, where and what time to report after new employee orientation concludes
- ☐ Identify an office space and set up computer, phone, business cards, and office supplies
- ☐ Submit IT access requests (email, shared drives, software systems)
- ☐ Request building/office access credentials
- ☐ Assign a team buddy or mentor
- ☐ Inform the team of the new hire's start date and role

First Day

- ☐ Ensure your new employee has provided their I9 identification documents to Human Resources. **This is required by federal law within 3 days of the hire date.**
- ☐ Greet employee and provide a workplace tour, including introduction to immediate team members and key contacts
- ☐ Ensure access to computer, email, phone, and building is working
- ☐ Review timesheet and payroll completion deadlines
- ☐ Go over job expectations and initial assignments
- ☐ Discuss departmental procedures (requesting time off, work attire, lunch breaks, etc.)
- ☐ Walk through tools and systems used in the role
- ☐ Invite to lunch or arrange a welcome break/social opportunity

First Week

- ☐ Schedule shadowing opportunities or training sessions
- ☐ Ensure completion of required HR and payroll forms
- ☐ Introduce employee to any ongoing projects and set initial goals
- ☐ Set expectations for communication and feedback

First 30–90 Days

- ☐ Provide timely, constructive feedback. Recognize successes, solicit feedback, and celebrate progress
- ☐ Review performance and development goals. Conduct 90-day probationary period review.
- ☐ Reach out to Human Resources if there are any performance concerns

Questions?

Contact the Benefits Team at benefits@uah.edu or 256-824-6640.