

CAFE New Faculty Onboarding Checklist

Before the New Faculty Member Arrives	
Paperwork/Forms	
	The department HR administrator initiates/coordinates the preemployment background check. The new faculty member will receive a call from the preemployment screening office notifying the new faculty member of the background check. After this call, the new faculty member will receive an email from Hire Right with instructions on how to complete the information needed for the background check.
	The faculty member completes an I-9. This may either be done at Scovell Hall or off-campus. If you need help finding an off-campus location (such as in a different state), contact Le Anne Herzog (Leanne.herzog@uky.edu).
	The department HR administrator adds the new faculty member to payroll in SAP and adds contract elements to screen 16 via PA30.
	The department HR administrator coordinates linkblue/email set up with department IT staff.
	The department HR administrator establishes long distance and travel access for the new faculty member.
	If the new faculty member's start date is not July 1, the department HR administrator has prorated vacation loaded (only relevant for 12-month faculty members).
	The department HR administrator should review payroll results prior to the deadline.
	The faculty member, or a department HR Administrator requests original, official transcripts of the faculty member's highest degree. If the degree was from UK, let Megan Lucy know and she will get the transcript directly from the Registrar. If the faculty member's highest degree is not in the same field of study as they will be teaching in, their master's and/or bachelor's degree transcripts may be needed as well. If you are unsure if the lower degree transcripts are needed, send a copy of the faculty member's CV to Megan Lucy, and she will let you know which transcripts are required.
	The department chair/staff complete and appointment packet and send it to Megan Lucy (megan.lucy@uky.edu), using the New Faculty Demographic Form as a guide.
	The department staff member creates an IT/SAP training plan for the new faculty member, as needed.
Information to Share with the New Faculty Member	
	The department chair/staff member explains to the new faculty member where he or she may park until the faculty member can get a UK parking permit.
	The new faculty member schedules a consultation with UK Employee Benefits to discuss and enroll in benefits plans. To schedule an appointment, call Cara Tackett at (859)257-8813, or email cara.tackett@uky.edu .

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	The department chair provides the new faculty member with the link to the UK New Faculty Welcome Website .
	The department chair provides the new faculty member with the CAFE Information for New Faculty list.
	The department chair provides the new faculty member with the Provost's Information for New Faculty list.
	The department chair provides the new faculty member with the UK Faculty Handbook .
	The faculty member should be made aware of the UK Employer Assisted Housing Program and the Employee Discount Program .
	The department chair provides a link to or copy of GR 10: Regulations Affecting Employment .
	The new faculty member is given information about any relocation allowances they will be receiving and when and how they will receive that. Remember that as of January 2018, relocation allowance payments are lump-sums and not reimbursements, and are considered taxable income. See BPM Regulation E-7-8 for more details
Other Items to Coordinate	
	The department staff member should obtain keys/keycards for the new faculty member. Consider all of the doors/gates the new faculty member may need access to including farm gates, motor pool gates, office buildings, greenhouses, supply cabinets, laboratory and office spaces as relevant to the faculty member's job duties.
	The department chair/staff member makes sure the new faculty member's office is ready for the new faculty member to move in, including having nameplates on the faculty member's door and mailbox.
	The department chair/staff makes sure the new faculty member's laboratory space is furnished and ready for them to move in.
	The department IT person ensures that the new faculty member has the necessary an appropriate computer equipment and access, including access to any department printers they may need to use.
	The department staff person adds the new faculty member to all relevant listservs, webpages, and other faculty lists.
	If the new faculty member will be supervising existing staff, the staff members are made aware of the new faculty member and the new faculty member's start date.
	The department staff member should notify Jamie Dunn at Jamie.dunn@uky.edu about the new faculty member and what courses they will be teaching, so that Jamie can make sure the faculty member has access to the Faculty Services tab in MyUK.

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On the New Faculty Member's First Day	
Training and Orientation	
	The department chair gives the new faculty member a tour of the department and introduces the new faculty member to the other department faculty and staff.
	The department chair review the position description and distribution of effort (DOE) with the new faculty member.
	The department chair gives the new faculty member a copy of the Statement of Evidences for the department and reviews it with the new faculty member.
	The department chair or department HR administrator reviews the pay schedule and leave policies with the new faculty member and shows them how to enter vacation, and professional travel leave in MyUK. Remember, faculty members do not enter funeral or sick leave in MyUK. More information and instructions on faculty leave are available at: http://cafebusinesscenter.ca.uky.edu/content/faculty-resources .
	The new faculty member is made aware of security and emergency procedures , and makes sure that the department chair/staff has their emergency contact information and this information is entered correctly in MyUK.
	The new faculty member is shown where to find their required training modules in MyUK and given instructions on how to complete required trainings.
	Review the list of safety trainings recommended by UK Environmental Health and Safety and determine which will be needed by the new faculty member: http://ehs.uky.edu/classes/
Technology Setup	
	The new faculty member is given a working phone, the phone number is correctly updated to show the new faculty member's name, and long distance access is established.
	The new faculty member is shown how to access his or her UK email account.
	The new faculty member is given assistance in connecting his or her UK email account to a personal device, as needed.
	The new faculty member is shown how to access MyUK and is given a tour of the relevant tabs and information in the MyUK portal.
	The new faculty member is given contact information for department and university IT support.
Orientation to the Campus Environment	
	The new faculty member is given keys/keycards to their office and laboratory spaces

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	The new faculty member is told how to order any additional office supplies they may need.
	The department staff person completes the Wildcard ID Application for the new faculty member and gives them directions or guides them to the Wildcard ID Office.
	The new faculty member is given information about parking permits and time to go to the Parking & Transportation office to obtain a permit.
	The new faculty member receives a welcome bag from the Assistant Dean for Academic Administration's office.
	The new faculty member is made aware campus dining options, as well as any department refrigerator and dining space available for use.
During the First Week	
	An initial DOE is completed for the faculty member and the faculty member is shown how to approve it in the Effort Planning System.
	The department chair confirms with the new faculty member that he or she has received information about benefits and been able to enroll in the benefit plans of his or her choice.
	The travel reimbursement system is explained to the new faculty member and the new faculty member is shown how to use TRIP.
	If the new faculty member is a supervisor, he or she reviews the supervisor resources on the CAFE Business Office website (http://cafebusinesscenter.ca.uky.edu/content/supervisor-resources) and becomes familiar with the manager self-service portal.
	If the new faculty member must drive a university vehicle as part of their job duties, the correct paper work is filled out to certify the faculty member as an authorized driver, and the new faculty member is shown where the motor pool is and how to retrieve a vehicle. More information about motor pool requirements is available at https://facilities.ca.uky.edu/content/uk-motor-pool .
	If the new faculty member will have a procurement card, the department business officer should assist the faculty member in completing the procurement card application and go over procurement card policy with the faculty member. The faculty member should be made aware of required training for procurement card holders. More information about procurement cards is available at: https://www.uky.edu/ufs/procurement-card#forms .
	The department HR administrator processes relocation allowances. Instructions are available at http://cafebusinesscenter.ca.uky.edu/files/qrg_relocation_expenses.pdf .
	Prior to the month's deadline, the department HR administrator processes the FES payroll distribution. Contact Chris Fensin (christine.johnson@uky.edu) with questions about payroll distribution.

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	For departments receiving capacity funds, the chair will discuss the need for a Hatch, Animal Health or McIntire-Stennis project with the faculty member, if they have a research appointment of 25% or more. They should be provided the " Essentials of a Project Proposal " document for guidance.
Before The Faculty Member Starts Teaching	
	The faculty member should complete the required trainings regarding the Student Life Cycle Module of SAP. These trainings are found in the training section of MyUK and are required to gain access to the Faculty Services tab in MyUK. Contact Jamie Dunn with questions at jdunn2@uky.edu .
	The faculty member should become familiar with the advising services, faculty services, and student administration tabs of MyUK.
	The faculty member should be given access to his or her course in Canvas. Tutorials for Canvas can be found at https://www.uky.edu/canvas/ .
	The faculty member should familiarize him/herself with Student Rights and Responsibilities .
Additional Items for Extension Faculty	
	The new faculty member should contact Dr. Ken Jones at krjone3@email.uky.edu to gain access to the Kentucky Extension Reporting System (KERS).
	The new faculty member should contact Mia Farrell at antomia.farrell@uky.edu to register for an upcoming New Employee Orientation for Extension Agents and Specialists.
	The new faculty member should attend the Fall and Spring Update sessions led by Dr. Jeff Young and Dr. Ken Jones. Contact Dr. Young at Jeffrey.young@uky.edu for more information.
	Within their first few months, new Extension Title Series faculty members will receive a course invitation through Canvas to complete a Civil Rights Training. The new faculty member should accept this invitation and complete the course, which is related to civil rights reporting requirements of Cooperative Extension.
	New Extension Faculty members should be shown where the Ag Distribution Center is and what materials are available there.
In August of the New Faculty Member's First Year	
	The New Faculty member will receive an invitation to the Provost Office's New Faculty Orientation, and an invitation to the Canvas course associated with this orientation. The new faculty member should plan on attending the orientation in person, and review the materials in the Canvas course.
	Through the Provost Office's New Faculty Orientation Course in Canvas, the new faculty member will be invited to register for a small group unconscious bias training, which the new faculty member should complete. All UK employees are required to take unconscious bias training.

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	Through the Provost Office's New Faculty Orientation Course in Canvas, the new faculty member will be invited to register for a small group benefits counseling session with UK HR. This is another opportunity for the faculty member to learn about the benefits available, if he or she has not yet had a personal meeting with UK HR.
	The new faculty member and his or her chair will be invited to attend the annual CAFE New Faculty Orientation and reception.