University of Cincinnati
Faculty New Hire Checklist
Welcome to the University of Cincinnati!

Successful completion of the New Hire Forms process will result in your data being entered in UC’s HR/payroll system and enable us to provide you with your ID, computer access and your first scheduled paycheck.

**Things to do prior to your first day of employment:**

- Sign and return a copy of your Offer Letter indicating your acceptance of the position you have been offered.


- Review the benefit plan options that are available to you. Review any benefit coverage (cost/benefit level, etc.) available through your spouse/domestic partner in order to choose the coverages that best meet your needs. Information about your benefit plan options is available at [http://www.uc.edu/hr/toolkits/new_hire.html](http://www.uc.edu/hr/toolkits/new_hire.html).

- You will complete your federal and state tax withholding elections online via Employee Self Service (ESS). You can review the federal and state tax forms online at [http://www.uc.edu/hr/toolkits/new_hire.html](http://www.uc.edu/hr/toolkits/new_hire.html).

- You will complete the payroll direct deposit process online via Employee Self Service (ESS). You will need your checking or savings banking information (routing/transit number and account number) in order to complete your entry. ESS is available to you on or after your first day of employment. Access instructions can be found at [https://www.ucflex.uc.edu/irj/portal](https://www.ucflex.uc.edu/irj/portal).

Thank you for choosing the University of Cincinnati!