

## University of Cincinnati Staff New Hire Checklist

**Welcome to the University of Cincinnati. You have been scheduled to attend New Employee Orientation on your first day of employment. Your New Employee Orientation date is included in your offer letter.**

**New Employee Orientation is mandatory for all new staff hires.** The session begins at 8 a.m. and ends at approximately 12:30 p.m. Orientation is held at University Hall, Room 450, 51 Goodman Drive. Free parking is available in the Kingsgate Garage at the Marriott next door to University Hall. Upon entry into the garage please take a spitter ticket and bring it with you to the New Employee Orientation where it will be validated. Please access the building utilizing the University Hall elevators.

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### **Things to do prior to attending New Employee Orientation:**

- ☐ Sign and return a copy of your Offer Letter indicating your acceptance of the position you have been offered.
  
- ☐ Download and print required employment forms (DMA and Form I-9) – available at [http://www.uc.edu/hr/toolkits/new\\_hire.html](http://www.uc.edu/hr/toolkits/new_hire.html). Forms will be available at New Employee Orientation if you are unable to print them.
  
- ☐ Gather original acceptable forms of identification. You will find a list of acceptable forms of identification on page 5 of Form I-9 (located at [http://www.uc.edu/hr/toolkits/new\\_hire.html](http://www.uc.edu/hr/toolkits/new_hire.html)).
  
- ☐ 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 meets 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).
  
- ☐ If you plan to enroll your dependent(s) (spouse/domestic partner/children) in UC's medical or dental plans, you must provide proof of their relationship to you. You should gather acceptable forms of documentation and bring them with you to New Employee Orientation. Information about acceptable forms of documentation can be found at [www.uc.edu/hr/benefits](http://www.uc.edu/hr/benefits).

**Thank you for choosing the University of Cincinnati!**