

NEW EMPLOYEE Checklist



Welcome to the **University of Utah**! Use this checklist to guide you through the first steps of employment. Utilize any in-person training your department offers as well as the online New Employee Orientation modules to complete each task.

- Enroll in DUO Two Factor Authentication**
Visit <https://identity.utah.edu/services/2fa.php> to enroll.
- Log into Campus Information Services (CIS)**
Contact the Campus Help Desk at 801-581-4000 if you need assistance with your credentials.
- Complete an I-9 Form and Submit an Employee IPA**
I-9 is done in-person only. See your HR representative or payroll reporter. Visit <https://forms.hrit.utah.edu/ip> for Employee IPA.
- Determine Parking and Transportation Needs**
Visit Commuter Services in-person in the Annex, at www.commuterservices.utah.edu, or call 801-581-6415.
- Get your Employee UCard**
Visit a UCard Office in the Student Union or University Hospital.
- Complete a W4 Form, set up Direct Deposit, elect for eW-2 Form**
Log into CIS, then click on Payroll, Taxes & Salary.
- Take Kronos Training Course**
Log into your Bridge Learning Library, select Kronos Course.

Take advantage of further learning opportunities by talking to your manager, taking all required training as well as supplemental training, and accessing your department's website and other University of Utah websites.