

Welcome to the




New Employee Checklist

- Complete Section 1** of your online I-9 Employment Eligibility Verification Form. You will receive an email from HireRight with instructions. Please see HRIC website for detailed instructions.
- Gather [I-9 documents](#)** that you will need to bring on your first day to complete Section 2 of the **I-9** with your supervisor.
- Work with your supervisor** to confirm your start date, determine a date for [New Employee Orientation](#) and learn where to go, what to bring and what to expect on your first day.
- Your supervisor schedules your New Employee Orientation. You will receive an email with parking options confirmation from People Development. Email Employeeonboarding@du.edu with questions.
- Familiarize yourself with the [campus map](#)
- Review the [parking options](#)

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- Pick up your [DU ID card/EcoPass](#)
- Purchase a [parking permit](#) (optional)
- Obtain a copy of your [job description](#)
- Familiarize yourself with **PioneerTime**. Start with visiting the University Financial Services (UFS) [PioneerTime web page](#) and find resources in the PioneerTime section of the [UFS Knowledge Base](#).
- Non-Exempt employees – You will need to start recording time on your first day. Watch the [PioneerTime Video Series](#) for Non-Exempt Employees to learn how to use the system, then work with your supervisor to make sure your hours for the day are recorded correctly.
- Visit the [HRIC “New Employee”](#) web page and complete any remaining tasks under “Your First Day”.

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- [Order your DU Purchasing Card](#) (P-Card) and [register](#) for a Pioneer Travel & Expense training class if you will be traveling or making business purchases for DU.