

| | Time | Responsible | Activity | Description | ✓ |
|-----------------------|----------|----------------------|--|---|--------------------------|
| Pre-employment | 3 days | Manager | Send employee the I 9 form link | Online I-9 Employee Reference Guide http://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_asset_115735.pdf I-9 form link http://www.i9express.com/ Click arrow next to Go to newI9 online.com link lower left corner and enter employer code 13636 and follow the steps. | <input type="checkbox"/> |
| | | | Verify PAN form was completed by Payroll | Verify that PAN Form was completed for Payroll by HR and COMPASS approval dollar amount is included, based upon position. For internal transfers, "receiving" supervisor/ department will complete PAN | <input type="checkbox"/> |
| | 1st day | Employee | Bring Documentation | Ensure new hire brings I-9 documentation listed in Step 5 of this link within first days of employment http://www1.umn.edu/ohr/prod/groups/ohr/@pub/@ohr/documents/asset/ohr_asset_115735.pdf | <input type="checkbox"/> |
| | | | Make appointment with Payroll on 1st day of employment | Jan Krippner, 612-625-0728, or kripp001@umn.edu or Kerry Dahl, 612-625-9517, dahlk@umn.edu , to make an appointment in Donhowe Building. | <input type="checkbox"/> |
| 1st day of employment | 1st day | Manager/ Employee | Complete Payroll and Auto Deposit form with Payroll | FM Payroll (DonHowe) - Complete Payroll/Auto Deposit with Jan Krippner ext. 5-0728 kripp001@umn.edu or Kerry Dahl (612) 625-9517 Donhowe Building . Please call Jan or Kerry to make an appointment. Bring drivers license or state ID and Social Security card or valid passport | <input type="checkbox"/> |
| | | | Sign acknowledgement form | U of M Employee Handbook http://facm.umn.edu/sites/facm.umn.edu/files/fm-new-employee-info.pdf Return acknowledgement form (Page 39) to HR | <input type="checkbox"/> |
| | | | Provide unit documents | Organizational chart, campus maps, building lists, phone lists, etc. | <input type="checkbox"/> |
| | | | Introduction and Tour | Meet appropriate staff with Supervisor or Manager and identify office, break room and restroom areas | <input type="checkbox"/> |
| | | | | District building tour | <input type="checkbox"/> |
| | 1st Week | Manager | Get UCard | Visit to U Card office – Coffman Memorial – ext. 612-626-9900. Wait until 2 day for UCard Office to have information | <input type="checkbox"/> |
| | | | Order name plates | signshop@umn.edu . Add to mail area. | <input type="checkbox"/> |
| | | | Reset desk phone voicemail password | Dial 1-HELP or ext. 1-4357 or help@umn.edu | <input type="checkbox"/> |
| | | | Add to | Google Calendar - meetings, shared calendars, lists, energy alarms, contact groups, message distribution list | <input type="checkbox"/> |
| | | | Enter and Upload | Emergency Contact Form (update in FM Contacts) and Professional License in ULearn | <input type="checkbox"/> |

FACILITIES MANAGEMENT ONBOARDING CHECKLIST - STUDENTS

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|------------------------|----------|-------------------|---|---|--------------------------|
| Access | 1st Week | Manager | Satellite Stores Access/Schlage Readers | Email Renee Tyler (tyler098@umn.edu) | <input type="checkbox"/> |
| | | | Access to All AHC Facilities Form (if applicable to position) | http://hub.ahc.umn.edu/facilities/research-building-management-services/building-access | <input type="checkbox"/> |
| | | | RBMS (if applicable to position) | Admin Manager/Admin Assist to complete the Supervisor Approval Form for RBMS Access http://hub.ahc.umn.edu/facilities/research-building-management-services/building-access | <input type="checkbox"/> |
| | | | Key Trak Access Finger Scan (if applicable to position) | Email Brian McDonald at mcdon094@umn.edu or call 5-1863 for appointment | <input type="checkbox"/> |
| | | | Building keys | If you are a DFR, please request keys via Locksmith Services at http://facm.umn.edu/central-services/locksmith click online Key Request. | <input type="checkbox"/> |
| | | | Building Card Access | Access can be requested by your DFR via MyU Manage Building tab: https://umnprd.service-now.com | <input type="checkbox"/> |
| | | | Fleet Services | Obtain valid driver's license; enter into Fleet Services DRA database as authorized driver. | <input type="checkbox"/> |
| | | | ROHP (if applicable to position) | To register an employee email uohs@umn.edu . To schedule related Occupational Medicine Appointments with Health Partners 952-883-6999 (Mechs/Trades). | <input type="checkbox"/> |
| | | | RAR (if applicable to position) | Complete form and training will be emailed to employee email raraces@umn.edu (need link) | <input type="checkbox"/> |
| Training | 1st Week | Manager/ Employee | COMPASS training | Facilities Management Website http://www.facm.umn.edu/employees/training - Click on COMPASS and UMConnect training or COMPASS Quick Start PowerPoint – The following three trainings will provide helpful training for your initial COMPASS use – 1) U001 Navigation in COMPASS 2) U701CO Labor Entry 3) U213 Purchase Requisition | <input type="checkbox"/> |
| | | | New Employee Orientation | New Employee Orientation Online Registration http://www1.umn.edu/ohr/training/index.html click on New Employee Orientation, then click sign up to attend. (Register on 1 st Day of Employment) | <input type="checkbox"/> |
| Information Technology | 1st Week | Manager/ Employee | IS Access Request | Submit IS Access Request via Link https://umnprd.service-now.com/navpage.do (Request Drives, special software/COMPASS access - mirror other employees, assign warehouse) | <input type="checkbox"/> |
| | | | FM Contacts (for Admin Managers) | Request FM Contacts (for Admin Managers) - Call 1-HELP for download, must have DUO | <input type="checkbox"/> |
| | | | Kronos Access check districts | Request Kronos access (for supervisors)- Access issues, contact Laura Whitesell lrhicks@umn.edu | <input type="checkbox"/> |
| Supplies | 1st Week | Manager/ Employee | Supply Ordering | Umarket Supply Ordering - Contact Umarket for set up, call 4-4878 or email umarket@umn.edu | <input type="checkbox"/> |
| | | | Office/Desk Supplies | Order office/desk Supplies | <input type="checkbox"/> |
| | | | Locker Assignment (If applicable to position)) | Locker Assignment | <input type="checkbox"/> |

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| Helpful Links & Contacts | | Employee | MyU – http://myu.umn.edu is the employees personal U of M login account that provides individual HR and Personnel information (position, salary, W-4, benefit, pay statements, wellness, etc.) | <input type="checkbox"/> |
| | | | Dial 8 for an outside line followed by the 7 (local) or 10 (long distance) digit number | <input type="checkbox"/> |
| | | | IT Computer/Phone Assistance – submit an online request to help@umn.edu or dial 1-HELP from desk phone | <input type="checkbox"/> |
| | | | Monthly Parking Contract – Contact Parking and Transportation at http://pts.umn.edu/park/ ext. 6-7275 or visit 300 Transportation Services Bldg. on Washington Avenue | <input type="checkbox"/> |
| | | | Astra Schedule for booking class/conference/meeting rooms https://z.umn.edu/astra | <input type="checkbox"/> |
| | | | Report a building Custodial or Maintenance repair, dial ext. 4-2900 and report it to the Call Center. | <input type="checkbox"/> |
| | | | Facilities Management Website http://www.facm.umn.edu All about Facilities Management | <input type="checkbox"/> |
| | | | U of M Dining/Catering Services - 4-7173 or http://www.dining.umn.edu/Catering/ | <input type="checkbox"/> |
| | | | University of Minnesota Twin Cities website & People Search (Employee look-up) http://twin-cities.umn.edu/ | <input type="checkbox"/> |
| Misc | | | | |