


# Onboarding Online

## New Employee 30-Day Calendar



As a new employee, you have a bunch of tasks to do this month, not to mention several trainings to complete for Onboarding Online and for your new job. This calendar is designed to give you an overview of some of the things you need to do as a new employee, but it does not include the tasks and trainings your department needs you to complete. Add reminders to your Outlook calendar and steadily work through your [First Five Days Onboarding Checklist](#) and your [NEO Gone Virtual Checklist](#). Onboarding for every new employee is unique to them. Chart your own course and don't hesitate to [reach out](#) if you have any questions. We are here to help!

<b>Week 1</b> <b>Complete an I-9 on or before your first day!</b>	Day 1 <b>It's your 1st day:</b> <b>Day 1 of First 5</b> Important tasks incl: - Direct Deposit - NE Questionnaire	Day 2 <b>Day 2 of First 5:</b> Important tasks incl: - Review Parking Pass/ID Guide - Complete MySeaport Scavenger Hunt	Day 3 <b>Day 3 of First 5:</b> Review the <a href="#">Benefits website</a> because you will receive an email from your benefits counselor within your first two weeks.	Day 4 <b>Day 4 of First 5:</b> It is very important to take time today to review UNCW's key employment policies.	Day 5 <b>Day 5 of First 5:</b> <b>You are almost finished with your first week!</b> Log into <a href="#">SeaNet</a> to... - Complete Tax Forms - Access LeaveReport	<b>Notes:</b>
<b>Week 2</b>	Day 6 <a href="#">Email</a> your completed First Five Days checklist to get your new employee swag!	Day 7 Time to Start <a href="#">NEO Gone Virtual</a> ... Complete <a href="#">required safety trainings</a> within your first 60 days...	Day 8 <b>TIP:</b> Tackle 1-2 safety training modules per week ->Start <a href="#">UPD's AA</a>	Day 9 <b>TIP:</b> Review <a href="#">Leave Keeping</a> and become friends with your Leave Keeper!	Day 10 Review instructions from your <a href="#">Benefits Counselors</a> and email them if you have any questions.	<b>Notes:</b>
<b>Week 3</b>	Day 11 <b>TIP:</b> Check Direct Deposit in <a href="#">SeaNet</a> . Email questions to <a href="mailto:Payroll@uncw.edu">Payroll@uncw.edu</a>	Day 12 There are several <a href="#">NEO EH&amp;S Safety trainings</a> so don't delay!	Day 13 Make a connection with other new Seahawks! Add NEO <a href="#">Welcome Seminar</a> to your calendar!	Day 14 <i>What else should you do? Meet with Supervisor to discuss your progress and map your training.</i>	Day 15 Friday is a great day to catch up with other New Employees on <a href="#">Teams!</a>	<b>Notes:</b>
<b>Week 4</b>	Day 16 One more NEO module to go—take on the <a href="#">HP Training</a> today!	Day 17 <b>Tip:</b> Be Prepared! You and your supervisor will complete your <a href="#">performance plan</a> soon!	Day 18 <i>Hang in there! You only have 5 more workdays in your first month!</i>	Day 19 This looks like a great day to complete <a href="#">NEO IT/Cyber Security module</a>	Day 20 You worked hard for the money— <a href="#">Payday</a> is usually the last working day of every month.	<b>Notes:</b>
<b>Week 5</b> <b>Your first month is almost DONE!</b>	<i>Don't forget to complete the NEO Gone Virtual Safety Training <a href="#">Survey!</a></i>	You're almost done with NEO Gone Virtual...Discover more about UNCW via your <a href="#">Virtual Passport</a> .	<b>TIP:</b> Check out <a href="#">Healthy Hawks Workplace</a> for a variety of resources and support for your wellbeing.	Tick-tock! Enroll in <a href="#">medical benefits</a> within 30 days and <a href="#">retirement plan</a> within 60 days!	Done? If not, take a few more days to finish your checklist. 	<b>Notes:</b>