

First Five Days New Employee Checklist

Your Name: _____

Your first five days at UNCW lay the foundation for your career as a Seahawk! Each day, complete the tasks listed in this checklist. Start at [the website](#) listed below!

Bring your completed Checklist to New Employee Orientation to earn your UNCW Swag Bag.

To get started, go to www.uncw.edu/onboarding and click Your First Five Days.

Day 1: Welcome to UNCW

- 1. Complete your New Employee Questionnaire
- 2. Set up your Direct Deposit with Payroll
- 3. Create your Email Signature
- 4. Use the UNCW Online Directory
QUESTION: What's your supervisor's extension? _____
- 5. Read the Public Records Policy

Day 2: Getting Started

- 1. Obtain your Campus Parking Permit & ID (One Card)
- 2. Explore the Technology Assistance Center (TAC)
QUESTION: Where is TAC located? _____
- 3. Discover UNCW's teleworking resources
- 4. Complete the mySeaport Scavenger Hunt
- 5. Read the Responsible Use of Electronic Resources Policy
- 6. Read the Secondary Employment Policy

Day 3: HR – Here to Help

- 1. Know your benefits counselor
QUESTION: Who is your benefits counselor? _____
- 2. Explore employee perks
- 3. Plan your professional development
- 4. Login to your D2LA Account
- 5. Read the Unlawful Discrimination, Harassment & Sexual Misconduct Policy

Day 4: Seahawk Pride

- 1. Discover UNC Wilmington
- 2. Find your Staff Senator
- 3. Review the Glossary of Helpful Terms for New UNCW Employees
QUESTION: What does OUR stand for? _____
- 4. Read the Seahawk Respect Compact
- 5. Review key employment policies

Day 5: Show Me the Money

- 1. Log in to SeaNet
- 2. Register for UNCW Emergency Alerts
- 3. Check out the Employee tab in SeaNet
 - Complete your tax forms & W-2 consent
 - View your time off current balances & history
 - Access your leave report
- 4. Find the Holiday Schedule
- 5. Read the Community Service Leave Policy
- 6. Complete the Policy Challenge Activity

Don't forget to share when you've finished the checklist in New Employee Teams!

Find more helpful resources for new employees at www.uncw.edu/onboarding