

First Five Days New Employee Checklist

Your Name: _____

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

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!

Email your completed checklist to the Onboarding Center (onboarding@uncw.edu) to earn your new employee gift.

Day 1: Welcome to UNCW

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

Day 2: Getting Started

- 1. Obtain your Campus Parking Permit & ID (One Card)
 - Watch the Introduction to Parking video
 - Watch the Introduction to Your UNCW One Card video
- 2. Explore the Technology Assistance Center (TAC)
QUESTION: Where is TAC located? _____
 - Watch the Introduction to TAC & IT video
- 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
 - Watch the UNCW Perks video
- 3. Plan your professional development
 - Watch the Introduction to Diversity, Equity & Inclusion video
 - Talk to one colleague about what Diversity, Equity & Inclusion means to you
- 4. Login to your D2LA Account
- 5. Read the Unlawful Discrimination, Harassment & Sexual Misconduct Policy

Day 4: Seahawk Pride

- 1. Discover UNC Wilmington
 - Watch the Our Story video
- 2. Find your Staff Senator
 - Watch the Introduction to Staff Senate video
- 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
 - 2a. Check out the "**Personal Information**" Tab
 - 2b. Complete Important Tasks under "**Employee**" Tab
 - Update Tax Forms if necessary (defaults to "single with zero deductions")
 - Complete Disability Status **and** Veterans Classifications Survey
 - Access your Leave Report
 - 3. Find the Holiday Schedule
 - 4. Read the Community Service Leave Policy
 - 5. Complete the Policy Challenge Activity

[CLICK HERE](#) to email your completed checklist to the Onboarding Center (onboarding@uncw.edu)!

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