



# Faculty Onboarding Checklist

## BEFORE YOUR START DATE

- ☐ Complete onboarding paperwork through Smart Recruiters New Hire Portal that was sent to your email
  - ☐ I-9 verification
  - ☐ Employee Information
  - ☐ Emergency Contacts
  - ☐ Federal W 4
  - ☐ Minnesota W 4
  - ☐ Direct Deposit
  - ☐ Voluntary Self Identification Form
- ☐ Complete onboarding “activities” listed in Smart Recruiters New Hire Portal
  - ☐ Schedule I-9 appointment
  - ☐ FERPA
  - ☐ [Employee Handbook](#)
  - ☐ COVID-19 Policy
  - ☐ Helpful Resources
- ☐ Sign up for an [appointment](#) to visit Augsburg HR office to complete your I-9 in person
  - ☐ If you are unable to visit campus, email [hr@augsborg.edu](mailto:hr@augsborg.edu) to get more information on the reciprocal I-9 process
- ☐ Set up email and Inside Augsburg account (IT will send your login information once your I-9 is complete)
- ☐ Print out temporary parking pass that was sent to your email
  - ☐ If you cannot print a pass, stop by the Human Resources office (Memorial Hall 20) to pick up a printed pass
- ☐ Review [Campus Map](#) and locate parking lots D and L

## FIRST DAY

- ☐ Pick up parking pass at the Augsburg Public Safety Office
  - ☐ Park in Lot D or L
- ☐ Check in with your supervisor to coordinate your first day schedule

- ☐ Attend New Hire Orientation (morning) and Benefits Presentation (afternoon)
- ☐ Campus Tour

## **FIRST WEEK**

- ☐ Log onto Inside Augsburg to:
  - ☐ Register your vehicle on [Augsburg Parking Services](#) website
  - ☐ Sign up for a parking pass or Metro pass
  - ☐ Sign up for [Emergency Notifications](#) on Inside Augsburg
- ☐ Request an employee ID through the [Library Website](#)

## **FIRST 30 DAYS**

- ☐ Complete mandatory training
  - ☐ Information Security
  - ☐ Family Educational Rights and Privacy Act (FERPA)
  - ☐ Discrimination and Sexual Harassment Prevention