New Employee & Benefit Checklist

**Employee:** **Start date:**

**Manager:** **Department:**

The following information applies to all new full-time University and Academic Professionals (UAP) employed at VCU. Please review the checklist with your manager within your first week of work.

| **When** | **What** | **Where to find it** | **Check ✅ when completed** |
| --- | --- | --- | --- |
| **Before your first day** | Complete Section 1 of the I-9 Form | Look for email invitation from HireRight |  |
| Download the “VCU Mobile” app to your smartphone. | Go to your app store and download the [VCU Mobile](https://mobile.vcu.edu/) to your device. |  |
| **Your first day** | Complete new hire forms  (personal data form, state and federal tax forms, direct deposit authorization, selective service, child support disclosure, account summary statement from VRS, if you are a state agency transfer or a VRS participant, and Form DD-214, Form NGB-23, or Form NGB-22 to request inclusion of military service to your university leave accrual, if applicable, etc. | Bring I-9 documents on your first day of work. (Documents must be original or certified copies. **Photocopies cannot be accepted**.) Here is a list of [Form I-9 Acceptable Documents](https://www.uscis.gov/i-9-central/acceptable-documents) |  |
| Obtain your VCU ID card | [Get Your VCUCard](https://vcucard.vcu.edu/services/vcucard/get) |  |
| Register for parking (if desired) | [Faculty & Staff Parking](https://parking.vcu.edu/parking/faculty-and-staff/) |  |
| Create eID for VCU email account | [VCU eID](https://eidfinder.vcu.edu/) |  |
| **Your first week** | Confirm you are scheduled for New Employee Orientations. Plan to attend. | [New Employee Orientations](http://hr.vcu.edu/new-employees)  Contact your [School and Unit HR Contact](https://hr.vcu.edu/about/contact/hr-contacts-for-schools-and-units/), if you have questions |  |
| Review your benefits and **all associated deadlines**. | [All Benefits](https://hr.vcu.edu/benefits/all-benefits/) webpage |  |
| Review required policies and training:   * **Within 45 days, training MUST be completed, or your employment is at risk** | [Required Employee Training & Policy Review](https://hr.vcu.edu/new-employees/employee-training-and-policy-review/) |  |
| Access VCU RealTime to record your time, if you are a non-exempt employee.  All employees must learn how to submit leave requests to your manager | [RealTime](https://realtime.vcu.edu) |  |
| Sign up for email and text message alerts from VCU | [VCU Alert](http://alert.vcu.edu) |  |
| Contact Equity & Access Services regarding a need for accommodation, if necessary | [Equity and Access Services](https://equity.vcu.edu/) |  |

| **Your first 30 days** | Attend University Orientation | [University Orientation](https://hr.vcu.edu/new-employees/orientations/#d.en.606888) |  |
| --- | --- | --- | --- |
|  | Enroll in or waive health coverage *by your 30th calendar day of employment* | [Enroll in Benefits](https://hr.vcu.edu/benefits/enroll-in-benefits/) |  |
|  | Enroll in flexible spending (if desired) *by your 30th calendar day of employment* | [Enroll in Benefits](https://hr.vcu.edu/benefits/enroll-in-benefits/) |  |
|  | Review and evaluate your retirement savings options | [Retirement](https://hr.vcu.edu/benefits/all-benefits/retirement/) |  |
|  | Apply for guaranteed issue VRS optional group life insurance, if desired, by your 31st calendar day of employment | [Life Insurance](https://hr.vcu.edu/benefits/all-benefits/life-insurance/) |  |
|  | Work with your manager to establish performance goals that align to your VCU position and [VCU's strategic priorities.](https://quest.vcu.edu/) | Review Talent@VCU’s user guides and expectations during your probationary period in VCU’s  [Performance Management Guide](https://docs.google.com/document/d/1c00uQB7dTWBRc6STWHVQzdXtoV_aFj7vWlazvL8iyog/edit#heading=h.pf0um5j2c7ur) |  |
|  | At VCU, safety is a partnership and a shared responsibility that requires active participation across all departments and positions. Review workplace safety checklists with your manager. | [Workplace Safety](https://srm.vcu.edu/workplace-safety-/) |  |
|  | Learn more about VCU’s tuition benefit for employees | [Tuition Benefits](https://hr.vcu.edu/benefits/all-benefits/tuition-benefit/) |  |
|  | Learn more about VCU work life resources, wellness resources and discounts | [WorkLife Resources](https://hr.vcu.edu/worklife-at-vcu/) |  |
|  | | | |
| **By your 45th day of employment** | It is critical that you complete required training by your 45th day of employment | [Required training within 45 days of your hire](https://hr.vcu.edu/new-employees/employee-training-and-policy-review/) |  |
|  | | | |
| **Your first 60 days** | If you are eligible for ORP, make your election between VRS retirement plan and ORP retirement plan by your 60th day of employment or default to VRS | [Optional Retirement Plan (ORP)](https://hr.vcu.edu/benefits/all-benefits/retirement/optional-retirement-plan-orp/) |  |
|  | You will be auto-enrolled in VCU 403(b)/TDA program for $20 savings per paycheck unless you opt-out or make a voluntary contribution election | [Tax-deferred Annuity and Roth 403b Program](https://hr.vcu.edu/benefits/all-benefits/tax-deferred-annuity-and-roth-403b-program/) |  |
|  | Begin contributing to VCU 403(b)/TDA program and/or VRS 457/DCP retirement savings program to save for retirement outside your main retirement plan | [Tax-deferred Annuity and Roth 403b Program](https://hr.vcu.edu/benefits/all-benefits/tax-deferred-annuity-and-roth-403b-program/) |  |
|  | Work with your manager to create a Career Development Plan in Talent@VCU | [Career Development](https://hr.vcu.edu/career-development/) |  |
|  | | | |
| **Your first 90 days** | Pedestrian Safety Training | [Get There Safely: Pedestrian Safety on the VCU Campus](https://vcu.csod.com/ui/lms-learning-details/app/course/49acba98-38a5-4894-bcbc-3d0e8d6d4bc4) |  |

| **Anytime** | Fill out life insurance beneficiary form | [Naming a Beneficiary](https://www.varetire.org/member-milestones/naming-a-beneficiary/) |  |
| --- | --- | --- | --- |
|  | If your main retirement plan is the VRS Hybrid Plan, begin or change voluntary contributions to the plan on a quarterly basis. | [Hybrid Retirement Plan](http://www.varetirement.org/hybrid) |  |
|  | Change or stop/start your contributions to the VCU 403(b)/TDA retirement savings program and/or VRS 457/DCP retirement savings program | [Retirement](https://hr.vcu.edu/benefits/all-benefits/retirement/) |  |
|  | Apply for, or change the amount of VRS optional life insurance. New enrollments and coverage increases require medical approval | [Optional Group Life Insurance](https://www.varetire.org/benefits-and-programs/benefits/life-insurance/optional-group-life-insurance/) |  |