

Brandeis University Staff Onboarding Checklist

Welcome to Brandeis University! Now that you have accepted your offer, this new staff employee onboarding checklist will assist you in orienting yourself to Brandeis and to your department. If you have any questions about these steps, do not hesitate to ask your manager or contact the Brandeis Human Resources Front Desk at (781) 736-4474, or email at HumanResources@brandeis.edu.

Prior to Your First Day of Employment

SECTION	STEPS
Form I-9	<input type="checkbox"/> Complete Form I-9, Section 1. You will receive an email from our I-9 vendor, HireRight, requesting that you complete Section 1 online. All new employees should complete this step before beginning your first day of employment. To minimize processing delays, please complete this form as soon you receive the HireRight email. ❖ Questions? Contact your Brandeis Recruitment and Talent Specialist from your Offer Letter email.
	<input type="checkbox"/> Collect I-9, Section 2 Acceptable Documents. Make note of the Acceptable Documents that are needed to complete Section 2 of the I-9 Employment Eligibility Form. You will need to bring these documents with you when checking-in with HR on your first day of employment. The list of Acceptable Documents can be found within the Form I-9 .
	<input type="checkbox"/> Schedule HR Check-In Appointment. After completing HireRight, contact your Brandeis Recruitment and Talent Coordinator to schedule your HR Check-In appointment. All new employees must check-in with HR on their first day of employment to verify your I-9, Section 2 Acceptable Documents. ❖ Important note – if you will be working remotely, contact the Recruitment and Talent Coordinator <u>at least 2 weeks prior</u> to your start date to obtain instructions for the remote I-9 process.
	<input type="checkbox"/> Scheduled HR Check-In Date and Time: _____
Orientation Dates	<input type="checkbox"/> From your Offer Letter email, make note of your scheduled mandatory Benefits and New Hire Orientation sessions.
	<input type="checkbox"/> Benefits Orientation Date and Time: _____
	<input type="checkbox"/> New Hire Orientation Date and Time: _____

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On Your First Day of Employment

SECTION	STEPS
HR Check-In	<input type="checkbox"/> Visit HR. On your first day, visit Human Resources to check-in with the front desk. <ul style="list-style-type: none">❖ HR is located on the 2nd floor of Bernstein-Marcus (Campus Map)
	<input type="checkbox"/> I-9, Section 2. Present your Acceptable Documents to the HR front desk for I-9, Section 2 employment eligibility verification. <ul style="list-style-type: none">❖ You MUST present your I-9 verification documents by your FIRST day of employment. Failure to do so will result in a delay for your start date and may result in employee termination.
	<input type="checkbox"/> Existing UNET ID. Inform the HR front desk whether you already have a UNET ID (in the form of [username]@brandeis.edu). You may have an existing UNET ID if: <ul style="list-style-type: none">❖ You are a current or former Brandeis student❖ You previously worked at Brandeis❖ You have a Sponsored Account
	<input type="checkbox"/> New Hire Packet. You will receive a New Hire packet from HR check-in, which includes: <ul style="list-style-type: none">❖ Benefits and New Employee Orientation session dates❖ Request for Identification Card form for new employees
Employee ID Card	<input type="checkbox"/> Obtain Employee ID Card. After your HR check-in, visit the Campus Card Office on the ground floor of Kutz Hall (Campus Map) to receive your employee ID. The office issues ID cards between the hours of 9am to 4pm, Monday to Friday. <ul style="list-style-type: none">❖ Bring your Request for Identification Card form you received from the HR check-in.❖ Questions? Contact the Campus Card Office for any questions.
(Optional) Parking Permit	<input type="checkbox"/> Obtain Parking Permit. If, after receiving your Employee ID card, you would like to park your car in a campus lot, visit Public Safety in the Stoneman Building (Campus Map) to register your car and receive your parking permit. The Parking Office is open from 9am to 1pm and from 2pm to 4:30pm, Monday to Friday. <ul style="list-style-type: none">❖ Be sure to bring your Brandeis employee ID card❖ You will also need information on your:<ul style="list-style-type: none">○ Vehicle's make/model/license plate #; and○ Department and building you will be working in❖ Questions? Contact the Parking Office for any questions.

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On Your Second Day of Employment

SECTION	STEPS
UNET ID	<input type="checkbox"/> Visit Identity Site. If you <u>do not have an existing UNET ID</u> , you can create one by visiting the Brandeis Identity page at https://identity.brandeis.edu . If you have an existing account, request a password reset. ❖ Please allow 24 hours after submitting paperwork to the HR front desk (from the “HR Check-In” step) before creating a Brandeis UNET ID or resetting your password.
	<input type="checkbox"/> Create UNET ID. Under the “New Users” heading, click on the “Create an account” link for Student, Faculty, Staff & Alumni. Then follow the wizard to create your account. ❖ Brandeis strongly recommends that, if available, your UNET username be in the form of “[first initial][last name]” (e.g. “jdoe” for Jane Doe).
Enroll in Duo	<input type="checkbox"/> After creating your UNET account, sign up for Duo. Duo is a two-factor authentication (2FA) technology that further protects your UNET account to login to Brandeis services. ❖ For more information, visit the Brandeis Knowledge Base – Duo and the Duo FAQ .
	<input type="checkbox"/> To begin setup, visit https://duo.brandeis.edu to enroll in Duo.
BUSS Setup	<input type="checkbox"/> Setup Personal, Contact, and Payroll Information via BUSS. After completing your UNET ID setup and enrolling in Duo, follow the steps in the “Onboarding BUSS Guide” to setup your personal, contact, and payroll information.

New Hire Orientation and Benefits

SECTION	STEPS
New Hire Orientation	<input type="checkbox"/> Attend New Hire Orientation. Be sure to attend the Brandeis New Hire Orientation at the date and time that you are scheduled for. This is a mandatory orientation that will inform you of Brandeis policies and procedures and introduce you to the resources and tools available to you as a Brandeis employee.
Benefits (if Eligible)	<input type="checkbox"/> Review Eligibility. Review Benefits eligibility requirements . For questions, contact the HR Benefits Office.
	<input type="checkbox"/> Attend Benefits Orientation. Be sure to attend the Brandeis Benefits Orientation at the date and time that you are scheduled for.
	<input type="checkbox"/> Enroll in Benefits. If you are eligible and desire to enroll in a benefits plan through Brandeis, you must enroll within the first 31 days of your hire date. Enrollment information will be provided in the Benefits Orientation. Contact the HR Benefits Office with any questions.

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Helpful Contacts for Onboarding

OFFICE	DEPARTMENT	CONTACT INFORMATION	
Human Resources	General / Front-Desk	Building:	Bernstein-Marcus, 2 nd Floor (Campus Map)
		Phone #:	(781) 736-4474
		Email:	HumanResources@brandeis.edu
		Website:	https://brandeis.edu/humanresources
	Talent and Recruiting	Please see your Offer Letter email for the contact information of your Talent and Recruiting Specialist.	
	Benefits	Building:	Bernstein-Marcus, 2 nd Floor (Campus Map)
		Phone #:	(781) 736-4468
		Email:	benefits@brandeis.edu
		Website:	https://brandeis.edu/humanresources/benefits
	HRIS	Building:	Bernstein-Marcus, 2 nd Floor (Campus Map)
		Email:	HRIS@brandeis.edu
		Website:	https://brandeis.edu/humanresources/hris
Campus Card	General	Building:	Kutz Hall, Ground Floor (Campus Map)
		Phone #:	(781) 736-4230
		Email:	campuscard@brandeis.edu
		Website:	https://www.brandeis.edu/services/campuscard
Public Safety	General	Emergency Phone #:	(781) 736-3333
		Business (Non-Emergency) #:	(781) 736-5000
	Parking and Traffic	Building:	Stoneman Building (Campus Map)
		Phone #:	(781) 736-4250
		Email:	parking@brandeis.edu
		Website:	https://www.brandeis.edu/publicsafety/parking
Information Technology Services (ITS)	General / Help-Desk	Building:	Goldfarb Library (Campus Map)
		Phone #:	(781) 736-HELP (4357)
		Email:	help@brandeis.edu
		Website:	https://www.brandeis.edu/its
Business and Finance	Payroll	Email:	payroll@brandeis.edu
		Website:	https://www.brandeis.edu/business-finance/payroll