

NEW EMPLOYEE ORIENTATION

Activities to complete online during your first month of employment:

- Enroll in benefits within 30 days of your start date
- Purchase parking permit, if needed
- Set up direct deposit
- Complete your state and federal W-4 forms (tax exemptions)
- Add emergency contact information
- Register for UM emergency alerts
- Designate life insurance and retirement plan beneficiary
- Review the Staff Handbook
- Complete any recommended or required training videos

Topics to discuss with your new manager or supervisor:

- Mission, vision, values, and goals
- Review applicable university policies
- Diversity, Equity & Inclusion (DE&I) initiatives
- Emergency action plan for your area/building
- Job expectations, probationary period, performance evaluations, work plan
- Communication preferences or expectations with manager/team
- Work area tour (restrooms, conference rooms, copier, office supplies, kitchen)
- Introductions to department staff and key personnel
- Time reporting, attendance policy, time off request process, work schedule
- Systems access and training requirements
- Keys, mail, business cards, travel

Questions? The Shared Services Center is available to answer your questions Monday through Friday from 8 a.m. to 5 p.m. EST at 734-615-2000 or sharedservices@umich.edu