

# New Employee Checklist

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## Before you begin your journey at FIU

- Complete the online sign-on packet
- Submit supplemental documentation  
Complete and submit the I-9, W-4, Loyalty Oath and Outside Activities forms (when applicable) to Human Resources. What to bring with you:
  - Picture identification card
  - Social Security card
  - Visa documentation (when applicable)
- Obtain a temporary parking decal from Human Resources
- Contact departmental support staff to order textbooks, instructional materials, and resources (**Faculty only**). To find the contact information you can go to [phonebook.fiu.edu](http://phonebook.fiu.edu)
- Review the [Benefits Guide](#)

## On your first day at FIU

- Attend New Employee Experience (**NEE**)
- Complete and submit the sign-on packet to Human Resources (If not submitted prior to your first day)
- Obtain a temporary parking decal (issued during NEE) if not received prior to your first day

## During your first week at FIU

- Obtain an FIU One Card from (MMC-Gold Parking Garage or BBC-Wolfe University Center Room 143\*)
- Benefits – Visit People First website: [peoplefirst.myflorida.com](http://peoplefirst.myflorida.com) (1-866-663-4735) OR schedule an appointment with a HR Benefits Representative to select benefit options (You have 60 calendar days from your effective hired date to enroll in health and supplemental insurance plans and 90 days to select retirement plans and options)\*
- Request a copy of your position description (Administrative and Staff only)
- Complete and submit key request forms (If applicable) [facilities.fiu.edu/keyrequest.asp](http://facilities.fiu.edu/keyrequest.asp)\*
- Submit an application for a permanent parking permit [parking.fiu.edu](http://parking.fiu.edu) or visit the Department of Parking and Transportation located in PG5 on the ground floor\*
- Complete mandatory 30-minute IT Security Awareness Training at [it.fiu.edu/security](http://it.fiu.edu/security)\*
- Review University Policies at [policies.fiu.edu](http://policies.fiu.edu)
- Begin to utilize University resources, services, and professional development opportunities available to you at [professionaldevelopment.fiu.edu/](http://professionaldevelopment.fiu.edu/)\*
- Update your university contact information in the FIU Phonebook [phonebook.fiu.edu](http://phonebook.fiu.edu)\*

## Upon arrival to your Department, schedule a meeting with your supervisor to discuss:

- Departmental mission and goals
- Departmental policies and procedures
- Dress code
- Work schedule(s) and protocol for time keeping
- Your role and responsibilities
- Performance standards and assessment criteria for your position

- ❑ Specific functions of your department and how you will impact and support the job functions of your teammates
- ❑ How to obtain/order office supplies and other tools or resources
- ❑ Guidelines and protocol for after-hours work area access

**Other helpful resources to look into:**

- ❑ Housing  
Review housing offers by FIU faculty/staff/students [classifieds.fiu.edu](http://classifieds.fiu.edu)
- ❑ Child Care  
Learn about our Children's Creative Learning Center [children.fiu.edu](http://children.fiu.edu). FIU faculty receive tuition discounts at KinderCare® Learning Centers, Champions® Before and After-School Programs and participating CCLC® Child Care Centers. For more information about centers and sites near you call 877-914-7683 or visit <http://www.careiseverywhere.com>.

*\*Employees must be assigned a Panther ID number before submitting these requests. You may verify or [look up Panther ID](#) numbers online*