

NEW HIRE CHECKLIST

EMPLOYEE GUIDE

Before you start:

- Review and accept your offer (Faculty: Email acceptance/ Admin/Staff: Online acceptance)
- Follow instructions provided by your recruiter to complete pre-employment documents

During your first week:

- Complete Required Trainings:
 - Attend New Employee Experience
 - Complete mandatory [HIPAA](#) and [FERPA](#) trainings
 - Complete mandatory [Compliance](#) training (if applicable)
 - Complete mandatory [HWCOCM Non-Exempt Time & Labor](#) training (if applicable): Training presentations may also be found in the HWCOCM website under the section titled, [HWCOCM Training Series](#)
- Obtain [FIU One Card](#) and HWCOCM ID (MMC-PG1 Garage or BBC-Wolfe University Center Room 143)
(*Must be assigned a Panther ID number prior to requesting the ID Cards*)
- Look up your [Panther ID](#)
- Request room keys and card access by clicking on the links below:
 - [Physical Key Access Request](#)
 - [Card Access Request](#)
- Set up your voicemail and caller ID by submitting a request through [FIU Division of Information Technology](#) If you need further assistance you may contact the FIU Division of Information Technology at extension 7-2284 or send an email to askit@fiu.edu
- Purchase your permanent [parking permit](#)
- Request a copy of your position description from your supervisor and review role and responsibilities. (Administrative and Staff only)
- Submit request to start receiving FIU Alerts by following the instructions below:
 - Log in to [MyFIU](#), go to Main Menu > Human Resources Self Service > Employee Self Service > Emergency Management > FIU Alert, and enter the requested contact information.
- Review and enroll in Benefits (If Applicable):
 - You are eligible for Health benefits on the first of the month following your start date. You have 60 calendar days from your effective hire date to enroll in health and supplemental insurance plans and 90 days to select a retirement plan.
 - Benefit Resources:
 - [PeopleFirst Website](#) and number: (1-866-663-4735)
 - [State of Florida MyBenefits Website](#)
 - [Benefits Guide](#)
 - [Florida Retirement System Website](#)
- Review the [HR section](#) of the HWCOCM website
- Add/Update your contact information to the [FIU Phonebook](#)

If you have any questions and/or need additional guidance, please feel free to contact HWCOCM Human Resources at 305.348.0621 or via email at comhr@fiu.edu.