BUSINESS SERVICES: ONBOARDING CHECKLIST

Employee Name: _____ A#:_____ Start Date:_____

Title: _____ Department: _____ Supervisor: _____

Administration

To get started go to: https://onboarding.usu.edu

____ I-9 form, work eligibility
____ Income tax forms - W-4, check SSN card
____ Direct Deposit
____ EPAF
____ Create My time or Aggie time Schedule (if applicable) MyTime.usu.edu
____ Full-time benefitted employee- eligibility, orientation dates & enrollment info: hr.usu.edu/benefits/new employee
____ Part-time benefitted employee- https://hr.usu.edu/benefits/aca
____ Non-benefitted employee- https://hr.usu.edu/benefits/aca
____ Confidentiality
____ Email and Duo: https://myid.usu.edu