

Onboarding Activity

Salary approval request

Information for hiring supervisor - before the hiring supervisor/ manager can make a verbal offer to the candidate, the salary must be approved. U Services HR is responsible for working with the hiring manager and then digitally routing the salary request for approval. Once approved, U Services HR notifies the hiring supervisor/ manager who may then make the verbal offer to the candidate.

- *Onboarding timeline: Before day one*

Onboarding Activity

Offer letter including background check and I-9 process (non-Trade)

Information for hiring supervisor - U Services HR creates the offer letter based on the job classification of the position. The offer letter includes the start date, the approved salary, instructions for the background check and the I-9 process, and information regarding the COVID-19 vaccination requirement. Typically, U Services HR emails the offer letter to the new employee using Adobe eSign.

Action for hiring supervisor - The hiring supervisor/ manager provides U Services HR with the candidate's email address where the background check should be sent. Instructions to complete the background check are included in the offer letter as stated above.

Exceptions: For custodial positions, the offer letter and/or email is sent by the Associate Director for custodial. For student positions, the hiring supervisor/ department sends the offer letter email.

General note - Standard background checks through the University's designated vendor (as defined in [Appendix: Background Check and Verification Packages](#)) are required for: individuals being offered employment in, or being transferred, or reassigned to, non-student positions; individuals, including non-employees and student employees, who are assigned duties where checks are legally or contractually required; and individuals, including non-employees and student employees, being engaged by the University encompassing work with minors (see administrative policy [Safety of Minors](#)).

- *Onboarding timeline: Before day one*

Onboarding Activity

Pre-employment email including background check and I-9 process (Trade)

Information for hiring supervisor - University Services Human Resources (USHR) sends an email to the Trade employee candidate based upon the union contract. The email includes the start date, instructions for the background check and the I-9 process, and information regarding the COVID-19 vaccination requirement.

General note - Standard background checks through the University's designated vendor (as defined in [Appendix: Background Check and Verification Packages](#)) are required for: individuals being offered employment in, or being transferred or reassigned to, non-student positions; individuals, including non-employees and student employees, who are assigned duties where checks are legally or contractually required; and individuals, including non-employees and student employees, being engaged by the University encompassing work with minors (see administrative policy [Safety of Minors](#)).

- *Onboarding timeline: Before day one*

Send first day email - includes template

Information for hiring supervisor - Send the new employee an email using this [email template](#) as an example. Please read instructions for use. This email helps the new employee know what to expect on the first day and includes instructions for completing the I-9 process and what forms of identification the employee must bring on the first day of employment.

- *Onboarding timeline: Before day one*

Onboarding Activity

U Services Payroll setup

On your first day, your supervisor or administrative staff emails U Services Payroll (uservpay@umn.edu) for a link to upload the following documents to complete your I-9 employee eligibility verification:

- [I-9 form](#)
 - Employee completes part 1
 - Supervisor or admin completes part 2
- Acceptable documents you bring on your first day, which are most commonly:
 - 1) Passport OR
 - 2) A valid driver's license/state ID and social security card or birth certificate
 - See [I-9 List of Acceptable Documents](#) for the comprehensive list of accepted documents that establish both identity and employment authorization
- UMN Human Resources Information Form (HRIF)
 - Employee completes
 - Supervisor or admin includes in the upload with the documents listed above

Then on your second day, using this [job aid](#), login to myU.umn.edu to complete the **Direct Deposit Authorization** and **Form W-4**. *Note that you will not be able to complete this without a valid University InternetID and password which may not be until your second day of employment.*

- *Onboarding timeline: Day one/two*

Onboarding Activity

Welcome from the Facilities Management Associate Vice President

Watch [this video](#) to meet Bill Paulus who is the Associate Vice President for FM on the Twin Cities campus. In this 3 minute video, Bill will introduce you to our FM department and provide a brief overview. [Review FM's mission, vision, values, goals and strategic plan](#). We are all STARS who provide a **safe, reliable** and **welcoming** campus for the university community!

- *Onboarding timeline: Day one*

Office of Human Resources (OHR) resources

Visit the [Office of Human Resources new employee](#) website which provides valuable resources on:

- [Getting Started](#) - you'll notice many of the same "to-do" activities because they are so important to your success!
- [Deciding on Your Benefits](#) - watch for an email and sign up within 30 days of your first day of work or newly benefits-eligible position. To learn more about benefits options, attend a virtual [Health Benefits Workshop](#) before completing the online benefits enrollment. [Register](#) for the earliest session following your start date.
- [Benefits summaries](#)
- Other [resources for you as a new employee](#)

You will receive emails from the Office of Human Resources with this information and more. Check your @umn.edu email account regularly.

- *Onboarding timeline: Day one*

Onboarding Activity

Meet with administrative staff in your department

In addition to your supervisor, the [Administrative Manager](#) and other administrative staff in your department are key to your success during the onboarding process. They are an excellent resource for you throughout your time in Facilities Management.

They will help guide you through many of the day one and first week activities including gaining access to university systems and buildings and providing you with the information and tools you need to do your job. [Here](#) is a list of additional items to review with your department administrative staff.

- *Onboarding timeline: Day one and first week*

Activate your Internet ID and set up Duo

You will be assigned an Internet ID once you are entered into the University's payroll system. Your internet ID is used to access all University web applications and your umn Google account including email. Contact [Technology Help](#) to activate your account. Your supervisor or administrative manager is available to assist with this process. Note: you may not be able to do this until day two.

Once your account is activated, go to [My Account](#) to set up [Duo Security](#) and access/ manage self-service tools. [Learn more](#).

- *Onboarding timeline: Day one*

Onboarding Activity

Introductions and tours

Your supervisor will introduce you to your team and other staff members you will be working with. Take time to tour your new department to identify office, break room and restroom areas. For your position, it may be appropriate to tour campus buildings and grounds. Make plans to continue with introductions and tours for your specific areas throughout this onboarding period.

- *Onboarding timeline: Day one*

Get a U Card

As soon as you are able to successfully search for yourself by name in the [People Search field](#) at umn.edu, you may go to the [U Card Office](#) to obtain your U Card. The [U Card](#) is your official University of Minnesota photo ID. Your U Card will give you access to many campus facilities and services such as secure work locations and the [Recreation and Wellness Center](#). You must bring a government-issued photo ID with you when you get your U Card. This is a great opportunity to take a walk across campus with your supervisor or another member of your team to the U Card office.

- *Onboarding timeline: First week*

Onboarding Activity

Training Hub

Training Hub is the University of Minnesota's system for managing required and optional training. You will receive emails from Training Hub alerting you to training requirements and deadlines. Go to training.umn.edu (requires umn login) to view your training, enroll in training, access e-learning and track training completion. Learn more using this [Training Hub Learner Guide](#).

Information for hiring supervisor - FM supervisors are expected to monitor training completion requirements for their staff. Go to the Manager Info tab at myu.umn.edu to view the training reports for your staff.

- *Onboarding timeline: First week*

Getting access to U Services network drives and applications

Your administrative manager will submit a [U Services IT Request](#) form for you which provides you with access to University Services network drives and additional applications that you need to perform your job.

- *Onboarding timeline: First week*

Getting access to University buildings

You will receive notification from Training Hub to complete the short course "Getting Access to University Buildings" which includes acknowledgement of the related policy. Once you have completed this training, your Department Facility Rep (DFR) will request U Card and key access to buildings and spaces that you need to perform your job. In FM, your DFR is typically your administrative manager.

There are some restricted areas that require additional training and protocols to gain access to the space. Your administrative manager will advise you on the process.

- *Onboarding timeline: First week*

Onboarding Activity

Emergency contact & license and certification information

Work with your Administrative Manager to ensure your emergency contact information and license and certification information is current in TRIRIGA.

If you have access to TRIRIGA, you have the ability to update your emergency contact information yourself. The [Enter and Manage Confidential Employee Information reference guide](#) provides instruction.

Only Administrative Managers have the ability to add and edit license and certification information.

- *Onboarding timeline: First week*

Timekeeping and Attendance Policy and Kronos Training

Review the [University Services Timekeeping Policy](#) which provides guidelines and expectations for attendance and timekeeping for all FM staff.

Consult the [Kronos Training web page](#) and work with your supervisor and/or administrative staff to determine which online training courses and job aids are required for your position. Review and complete the training.

Helpful links: [University Payroll Calendar](#) & [Holiday Calendar](#)

- *Onboarding timeline: First week*

Onboarding Activity

Enterprise Asset Management (EAM) and TRIRIGA Training

Enterprise Asset Management (EAM) enables the strategic management of assets (facilities, equipment, land, space, leases), resources, and technology through process and systems. TRIRIGA is software that supports EAM.

Work with your supervisor and/or administrative staff to determine which role(s) you have in TRIRIGA and use the [TRIRIGA training website](#) to obtain your TRIRIGA training and job aids requirements. TRIRIGA training is managed and tracked in Training Hub. Administrative staff in your area will complete [this form](#) (requires sign in) to ensure you have the access you need in the TRIRIGA application.

- *Onboarding timeline: First week*

MyU

Get familiar with [MyU](#). The purpose of MyU is to help people be successful getting their business done at the U. It provides news and information based on your role at the University, enables access to other University websites and systems with one sign-in, and provides access to services such as pay statements, benefits enrollment, the wellbeing program, and more.

- *Onboarding timeline: First week*

Parking and transportation services

Visit pts.umn.edu to learn about the parking and transportation options and benefits available to you as a University employee. It also includes links to many valuable campus maps.

- *Onboarding timeline: First week*

Onboarding Activity

Campus safety and security

Your safety on campus is important. The Department of Public Safety (DPS) is committed to partnering with our campus community to ensure our students, faculty, staff and visitors are safe. Visit publicsafety.umn.edu to learn more including safety resources like [SAFE-U notifications](#), [624-WALK Service](#) and the [RAVE Guardian 'virtual' escort app](#). Talk with your supervisor about your specific concerns.

- *Onboarding timeline: First week*

Onboarding Activity

New Employee Safety Program Orientation

Safety is important at the University of Minnesota and in Facilities Management. Everyone has a shared responsibility to ensure a safe, secure and healthy environment for all students, staff, faculty, volunteers and visitors, and yourself as an FM employee.

You will automatically be enrolled to the FM New Employee Safety Orientation training course via Training Hub within your first week of employment. Complete this training by the due date indicated. This safety orientation includes the following:

- Overview of University Health and Safety
- Introduction to the Facilities Management Safety Program
- Workplace Safety Contacts
- General safety responsibilities
- An overview of safety topics
- Next steps including training requirements

Watch your umn email for the training notifications. You have 90 days to complete this safety orientation course and all of the other required safety training courses as noted in the orientation training.

[University Health and Safety \(UHS\)](#) supports the University of Minnesota system with providing leadership, resources, and services to protect the environment, and to ensure the health and safety of the University's students, faculty, staff, patients, and visiting public.

- *Onboarding timeline: First 90 days or by the deadline as indicated for each training requirement*

Onboarding Activity

Communications and FM website awareness

Staying informed and finding resources is important. You will receive many email communications from our university leadership including leadership in FM.

Check your email inbox frequently and pay attention to communications. Also take some time to review the FM website facilities.umn.edu paying particular attention to the [FM Employee Home page](#) which is a helpful tool that organizes many of the resources you will need. Note that the FM Employee Home page requires login with your university Internet ID and password.

When you have questions about communications or need information, do not hesitate to ask your supervisor or administrative staff for help.

- *Onboarding timeline: First week*

Preventing Sexual Misconduct, Discrimination, and Retaliation training

All University employees are required to complete this training. As a new employee, you will automatically be assigned to this training and receive an email with a link to complete it via Training Hub. Please consult this [Safe Campus web page](#) for more information and questions.

- *Onboarding timeline: First month or by the deadline indicated in the training requirement notification*

Onboarding Activity

Information Security Awareness Training

The [Information Security Awareness Training](#) is a 30-40 minute online course, which provides information security awareness on safe computing practices. All new faculty, staff, and student employees at the University are automatically enrolled in the required information security awareness course.

You will receive an email notification about how to access the course in the Training Hub with the subject: Information Security Awareness Training (Required) Assigned. If you have not completed the course by the due date assigned, both you and your supervisor will receive reminder email notifications.

For questions about automatic enrollment for new employees contact security@umn.edu.

- *Onboarding timeline: First month or by the deadline indicated on the training requirement*

Onboarding Activity

HIPAA Training

The University of Minnesota provides online training courses on proper handling of health information and information security. These training courses are required by HIPAA (Health Insurance Portability & Accountability Act of 1996) regulations and the University Policy on Protected Health Information.

To be considered compliant with the University's HIPAA Training requirement, all faculty, staff, students, and volunteers at the University of Minnesota who work in areas that have access to Protected Health Information, or who support areas that have access to this information must complete this training, even if they don't work directly with Protected Health Information. This is because these areas may have incidental contact with Protected Health Information, and because people in these areas may encounter HIPAA violations, and are required to know how to respond to these violations. [Learn more](#).

HIPAA training will automatically be assigned to you if you are required to complete it. Enrollment and tracking occurs via the Training Hub.

- *Onboarding timeline: First month or by the deadline indicated on the training requirement*

Essential employee designation acknowledgement

If your position is designated as essential, you will receive an "Essential Employee Designation" email from the Training Hub to review and acknowledge the policy annually. You will receive an email from Training Hub to complete this online acknowledgement.

- *Onboarding timeline: First month*

Onboarding Activity

Review FM policies

Many FM policies and procedures are found [here](#) on the FM website.

Review the policies noted below with your supervisor and administrative staff so you are aware of the guidelines and offerings available to you:

- [Parking for FM Employees](#) and related [Citation Review Form](#)
- [FM Mobile Devices](#) and related [Mobile Device App Request](#)
- *Onboarding timeline: First month*

U Services new employee orientation

New Employee Orientation (NEO) is mandatory for all new employees. U Services HR offers an in-person course. The course includes an introduction to University Services, information about University benefits, and an opportunity to ask questions. You will be enrolled by USHR and are expected to complete this training as requested.

This course includes reviewing and acknowledgement of the [U Services Employee Handbook](#).

- *Onboarding timeline: First 30 days or by the deadline indicated for the course requirement*

Purchasing

Review [purchasing](#) policies and purchasing methods and procedures with your supervisor and administrative staff. Make sure to understand best purchasing practices before you begin purchasing.

- *Onboarding timeline: First 90 days*

Onboarding Activity

UReview

Review goals and expectations with your supervisor. UReview is the application that FM uses to track goals and employee performance. [Learn more and access UReview](#)

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- *Onboarding timeline: First 90 days*

University mission and organization

The University of Minnesota is a large, complex institution with many colleges and departments. Facilities Management is part of the non-academic group of departments in University Services that support the [University's mission](#) of research, education and outreach.

The following web page links are in order of the overarching organization within the University structure and conclude with Facilities Management, where you fit in. This information is also covered in the U Services new employee orientation.

- [Board of Regents](#) and the [Role of the Board](#)
- [Office of the President](#) and [Executive leadership org chart](#)
- [Finance and Operations](#) and [Finance and Operations org chart](#)
- [University Services](#) and [University Services org chart](#)
- [Facilities Management](#) and [Facilities Management org chart](#)

Your department will have an organizational chart for your specific area.

- *Onboarding timeline: First 90 days*

Onboarding Activity

University Conflict of Interest Program

The [University Conflict of Interest Program](#) addresses individual and institutional conflicts of interest that are created when University activities may be compromised by external interests. P&A employees are automatically enrolled. You will receive notification when you must file a Report of External Professional Activities (REPA) and/or training is required. Review this program with your supervisor.

- *Onboarding timeline: First 90 Days*

Financial training courses for FM administrative positions

Some positions in FM require financial training. Work with your supervisor and/or Administrative Manager to determine if you require financial training. The list is found [here](#). Access courses and enroll here: [UMN Financial Training](#).

- *Onboarding timeline: First 90 days*

Facility Roles Program orientation

The Facility Roles Program (FRP) clarifies lines of authority and responsibilities regarding facilities access, communication and coordination among all Twin Cities campus academic and administrative units. It further provides streamlined communications between University Services functions and employees in these roles.

Many FM positions have a role in FRP. The resources in FRP are vital for FM staff communicating with our campus academic and administrative partners - our customers. If your position has a role in FRP, you will receive notification from the FM-AVP office regarding orientation training and getting access to the FRP tools. Contact frp@umn.edu with questions and/or to learn more.

- *Onboarding timeline: First 90 days*