

Graduate Assistant Checklist

Welcome to the University of Idaho! We are very excited to have you join our Vandal Family. You will work with your supervisor to complete this checklist and other information that may be necessary.

Employee Name: _____

ON OR BEFORE YOUR FIRST DAY

- ☐ Visit Human Resources to complete Form I-9 + Additional Onboarding Documents
- ☐ Parking Permit
 - Moscow Campus: 1006 Railroad Street or www.uidaho.edu/parking
 - Offsite: Check with supervisor for information
- ☐ Obtain Vandal Card and Email-Network ID *Supervisor must request these from ITS
- ☐ Offer Letter signed & turned in to supervisor

DURING YOUR FIRST WEEK

- ☐ Getting Acquainted
 - _____ Meet with supervisor to discuss job description & expectations
 - _____ Introductions to Team & Building Tour
 - _____ Discuss Weekly Schedule
 - _____ Review Organizational Chart
- ☐ Safety
 - _____ Emergency Response Plan, Reference Guide, Evacuation Map, Phone Tree, Etc.
 - _____ Obtain emergency contact numbers from employee; provide employee with important department phone numbers/email addresses
 - _____ Vandal Alerts Information

- ☐ Complete Required Training Modules. You will get an email from HR with a link to complete these

<u>Training Module</u>	<u>Location</u>	<u>Date Completed</u>
Creating a Respectful Community	Online	
UI Stewardship of Resources & Ethical Conduct	Online	
IT Security	Online	
Safety & Security Awareness at the University of Idaho	Online	
Diversity & Inclusion at the University of Idaho	Online and GA Institute	
FERPA	Online and GA Institute	
Responsible Conduct of Research (RA's only)	Online	

- ☐ Review Faculty/Staff Handbook & www.webpages.uidaho.edu/fsh
- ☐ Administrative Procedures Manual www.uidaho.edu/apm
- ☐ Schedule/Leave/Policies
 - _____ University holiday calendar & closures
 - _____ Procedure for alerting supervisor of a sick day/late for work
 - _____ Emergency Response Plan. Phone tree & emergency contact information

☐ Log into Vandal Web after EPAF (Electronic Personnel Action Form) is complete to set up the following: • Update personal information
☐ Learn the Vandal Fight Song https://govandals.com/sports/2016/7/13/university-of-idaho-fight-song.aspx
☐ Familiarize yourself with campus

Helpful Hints:

The “EPAF”

An “Electronic Personnel Action Form” (EPAF) is created for your position and travels to several departments for examination and approval before being applied to Banner (UI’s administrative system). Once your EPAF is processed (applied), you become an “official” UI employee. Almost everything at the UI is dependent on your EPAF. You will need a processed (applied) EPAF in order to be paid, to access VandalWeb, to sign up for training, and to access other programs necessary to do your job. Please check with your supervisor to verify the status of your EPAF.

VandalWeb

Once your EPAF has been processed you can access VandalWeb at vandalweb.uidaho.edu. In VandalWeb you can update your addresses, emergency contact information, view pay stubs and work history, check your leave balances, review your W4 information, access the myBenefits link, work on specific administrative tasks, and more. If you are enrolled as a student, your student information will be found here as well. As a board-appointed employee you can log in using your network username and password.

Vandal Card

The Vandal Card is the official employee ID card for staff, faculty, and affiliated persons. Vandal Cards are used over two million times per year for many purposes on campus. It provides access to numerous events and facilities including: athletic events, recreational facilities, the Student Health Center, and the library. Many locations use it for door access. It is used to obtain financial aid checks. Vandal Cards have expiration dates so be mindful of that date or you may not have access to buildings, labs etc.

Vandal Alert

Vandal Alert is an institution-wide emergency notification system, and all students, staff and faculty are automatically enrolled. If the Vandal Alert system is activated by the university, you are contacted through phone numbers and email addresses that you have previously provided to the university with a short message about the emergency. Included in the message will be a brief description of the emergency and any actions you need to take, as appropriate. Visit <https://www.uidaho.edu/dfa/administrative-operations/i-safety/vandal-alert> for more information on Vandal Alert, including how to update your contact information.