**Employee Checklist (Ref 2)**

**Your First Week**

|  |  |  |
| --- | --- | --- |
|  | Task | More Information |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Have you received your Personnel Number (“P” number)? | If no, contact your Resourcing Consultant |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Have you got your IT Account? | See “[IT Account](https://hub.ucd.ie/usis/W_HU_MENU.P_DISPLAY_MENU?p_menu=SO-MAIN&p_parameters=B37A1D079FB70193EB3628BFFB78C3146D35112E00B0A28947666FB37F638AD1F3EB9719432D37BE94186D0F33C306C8)” section |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Have you access to the UCD systems necessary for your role? | See “[Systems Access](https://hub.ucd.ie/usis/W_HU_MENU.P_DISPLAY_MENU?p_menu=SO-MAIN&p_parameters=B37A1D079FB70193EB3628BFFB78C3146D35112E00B0A28947666FB37F638AD1F3EB9719432D37BE94186D0F33C306C8)” section |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Have you got your Staff Card? | See “[U Card](https://hub.ucd.ie/usis/W_HU_MENU.P_DISPLAY_MENU?p_menu=SO-MAIN&p_parameters=B37A1D079FB70193EB3628BFFB78C3146D35112E00B0A28947666FB37F638AD1F3EB9719432D37BE94186D0F33C306C8)” section |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Have you been fully set up on Payroll?Have you retuned your ASC10 form to payroll@ucd.ie?If you have come from another public sector employment this tax year, please send payroll a copy of the ASC45 you received from them on cessation | See [here](https://www.ucd.ie/finance/financeoffice/payrolloffice/newmembersofstaff/) for further detailsASC10 form available [here](https://www.ucd.ie/finance/financeoffice/forms/) |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Have you updated your Next of Kin and Dependents? | See “[Next of Kin & Dependants](https://hub.ucd.ie/usis/W_HU_MENU.P_DISPLAY_MENU?p_menu=SO-MAIN&p_parameters=B37A1D079FB70193EB3628BFFB78C3146D35112E00B0A28947666FB37F638AD1F3EB9719432D37BE94186D0F33C306C8)” section |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Have you had a tour of the school or unit and met the key contacts in your area? | Talk to your Manager |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Policies* Has your manager advised you of “local arrangements” regarding working hours, holidays and sick leave?
* Have you reviewed all HR Policies including Equality, Diversity & Inclusion?
 | See [here](https://www.ucd.ie/hr/a-z/) for details of all policies |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Role and Responsibilities* Do you have a copy of your Job Description?
* Have you discussed your duties with you Manager?
* Has your manager reviewed your Induction Plan with you?
* Have you been made aware of your probation review date and important milestones and targets that you need to be aware of?
 | Talk to your Manager |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Training Supports* Have you registered for the UCD Orientation Programme?
* Have you completed your GDPR and other compliance training?
* Have you discussed any initial training needs
 | Discuss with your Manager.See [here](https://www.ucd.ie/peopledevelopment/ourservices/newtoucd/) for further details on training |
| C:\Users\ehassett\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J7EHS3Z4\220px-Blue_check.svg[1].png | Have you familiarised yourself with the emergency responses procedures in your area and the University in general?Have you assessed your workspace? | See [here](https://www.ucd.ie/sirc/healthsafety/safetystatements/) for further detailsSee [here](https://www.ucd.ie/sirc/healthsafety/workplacesafety/officesafety/workstationassessmentsandeyetests/) for further details |
|  | If you need any additional information, contact your Resourcing Consultant or email hrhelpdesk@ucd.ie | Resourcing Consultant details available [here](https://www.ucd.ie/hr/hrhelpdesk/resourcingconsultants/) |