

Idaho State UNIVERSITY

New Employee Toolkit

Before your first day: (Some items may have already been completed)

- Sign and return your offer letter to your department
- Complete Background check through email from HireRight
- Visit the Office of Human Resources to complete a W4 and an I-9 Form. View list of acceptable documents for an I-9 to bring with you when you come, be sure to **bring original documents**. (see I-9 form at www.isu.edu/hr/forms/)
W4 and I-9 forms can be completed at the following locations:

Pocatello Campus: Administration Building, Room 312, 921 S. 8th Avenue, (208-282-2517)

Meridian Campus: 1311 E. Central Dr (208-373-1704)

Idaho Falls Campus: University Programs, Bennion Student Union, 1784 Science Center Drive, (208-282-7865)

Twin Falls Campus: Hepworth Higher Education Center, CSI 144, 315 Falls Ave., (208-933-2300)

Off-site Locations: If you are not located near an ISU campus, please contact Human Resources (208-282-2517) to coordinate getting your I-9 verified at a partner campus

First Day:

- Visit Human Resources Office to finish up any paperwork that has not yet been completed. (W4, I-9, Direct Deposit, etc.)
- Check with Human Resources to make sure you are scheduled in a Benefits Enrollment session
- Contact IT Department to set up computer account, receive ISU email, and gain access to BengalWeb (208-282-4357)

Within First Week:

- Obtain Bengal Card, for more information and locations visit www.isu.edu/bengalcard/
- Obtain parking permit, if desired. Faculty and staff can purchase their permits online through the Parking Services website www.isu.edu/parking/ or in person at the Public Safety Building (208-282-2625)
- Learn how to enter your time in BengalWeb
- Meet with manager to review performance objectives and goals

Within First Month:

- Attend Benefits Enrollment Session with Human Resources and turn in all forms
- Familiarize yourself with ISU HR policies & procedures, along with any other policies related to your department www.isu.edu/policy/
- Review Employee Self Service Dashboard in BengalWeb under the Actions and Information tab to view pay stubs, benefits, accrued leave, tax forms, etc. View the video

at the following link to see how to access your Employee Dashboard

<https://tigertracks.isu.edu/TDCClient/KB/ArticleDet?ID=55934>

- Become familiar with the Talent Management System and where to find assigned training. Check to make sure assigned trainings are visible and begin assignments
- Contact Human Resources to schedule attending the New Bengal Experience (Orientation) in-person event

Within 3 Months:

- Consider enrolling in additional departmental specific professional development opportunities
- Review the following campus resources available to employees:
 - **Campus Recreation** www.isu.edu/camprec/
 - **Disability Services** www.isu.edu/disabilityservices/
 - **Equal Opportunity, Affirmative Action & Diversity** <https://isu.box.com/s/ijiwgo9mrypud46oyroeoilmpt0h6qcd>
 - **General Council/Risk Management** <https://isu.box.com/s/k8knzsbjrcnwo4jqmzxe8vng35qm6skj>
 - **Graduate School** www.isu.edu/graduate/programs-and-degrees/
www.isu.edu/apply
www.isu.edu/graduate/future-students/admissions-and-application/
 - **Hazardous & Chemical Waste at ISU** <https://www.youtube.com/watch?v=81gvmAxRPmA&feature=youtu.be>
 - **Health Sciences** <https://isu.box.com/s/wl61vnwxx4iox5880cv9r9cco71yr7ar>
<https://isu.box.com/s/2f45xf3j31e18w80d9azotoxn5ddjl8c>
 - **Human Resources** www.isu.edu/hr/
 - **ISU Health Center** <https://isu.box.com/s/22tw07hqpbs3uandn0cnvrn0vqg3jf35>
 - **Information Technology Services** <https://isu.box.com/s/11lg4942d4bd5wjkq43qpay4m7ijv2ys>
 - **Internal Audit** www.isu.edu/audit/
 - **Library** www.isu.edu/library/
 - **NetCom** www.isu.edu/netcom/
<https://isu.box.com/s/u81ale3cv6xfrs11oc6ty3108j2vistm>
 - **Public Safety** <https://isu.box.com/s/k980qm0movzci1dy5h202irqumxnc2g7>
<https://isu.box.com/s/8d1jdgmfleufrpu8gxbjag0oyk3frmh>
 - **Purchasing** <https://isu.box.com/s/bg8ai7lhef77pjly1xgm63s2avvnzmjx>
 - **Staff Council** <https://isu.box.com/s/sh3lmyk9aeas4cpbyixdbkuu900lrdfy>
 - **Student Affairs** <https://isu.box.com/s/zj5lpm1w2rm81tvnvc4zwb15vv5igdl>
 - **Veteran Student Services** (link to materials to come)
 - **Wellness Center** <https://isu.box.com/s/7skzvc9ipuwlkpdazc83dhfo9m0p2t7z>
<https://isu.box.com/s/hvo510uywueijt90wvufy5sqtisf83x>

Within 6 Months:

- Complete assigned trainings
- Review performance objectives and progress

Within 12 Months:

- Complete annual performance self-evaluation
- Meet with manager to complete annual performance evaluation
- Meet with manager to set objectives and performance expectations for the next year