



STATE OF UTAH

NEW EMPLOYEE ONBOARDING CHECKLIST

This list will guide you through the new hire process as you begin employment with the state of Utah.

ONBOARDING TASK	STATUS
Login to onboarding: Typically, within 24 hours after you have accepted the job, you will receive an email from onboarding@utah.gov with your login credentials. The email instructs you how to access your online new hire paperwork. If you do not receive the email, check your spam folder or call the ERIC at 801-957-9390	<input type="checkbox"/> Completed
Complete onboarding Tour 1: Completing the hiring process Before your start date you will need to complete this section of your online paperwork. Update your personal information, provide emergency contacts, complete section 1 of the I-9 form , and electronically sign employment forms. https://erc.enwisen.com/ASI/Login.aspx	<input type="checkbox"/> Completed
Complete onboarding Tour 2: Welcome to State Employment Read and acknowledge important policies relating to your state employment. This module should be completed by the end of your third day. https://erc.enwisen.com/ASI/Login.aspx	<input type="checkbox"/> Completed
On first day of work: Bring documents to complete form I-9 You must provide documentation to your employer on your first day of employment to show your identity and authorization to work. If you do not bring your I9 documents on your first day you may be sent home to get them. You can see a list of acceptable documents at https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents Additionally, you must present your social security card for payroll purposes.	<input type="checkbox"/> Completed
Review & sign up for health care benefits If you are benefits eligible, you will receive an email from ERIC providing instruction for benefits enrollment. You have 30 days from your start date to enroll in any of the traditional plans and 60 days from your start date to enroll in any of the high deductible plans. You can begin browsing your benefit options at this link: https://gateway.utah.gov/benefits/health-plans * (see note below)	<input type="checkbox"/> Completed
Sign up for a retirement plan If you are benefits eligible, you will receive an email from ERIC providing instruction for retirement options. You can review your retirement options here: https://www.urs.org	<input type="checkbox"/> Completed
Get access to the Employee Gateway* (see note below) The Employee Gateway (gateway.utah.gov) provides access for State employees to employment information and forms. If you haven't received logon credentials for this site, please ask your supervisor for assistance. Through this website you will also access ESS, the place where most state employees record their time worked for payroll purposes.	<input type="checkbox"/> Completed
Complete online training You must complete all required training within the first two months of hire unless directed otherwise by a supervisor. You can access Statewide Required Training at https://gateway.utah.gov/development/required-training * (see note below)	<input type="checkbox"/> Completed
Complete agency forms Your supervisor may have agency specific forms for you to sign and/or policies to read.	<input type="checkbox"/> Completed
Submit time worked for your first pay period See your supervisor for specific information on submitting your time for pay. You will find a paper timesheet (if needed) and information on entering your time in the Employee Self-Service (ESS) at: https://gateway.utah.gov/payroll/ess * (see note below)	<input type="checkbox"/> Completed
Sign up for direct deposit If you did not sign up for Direct Deposit through the State Jobs website, click this link: https://gateway.utah.gov/payroll/payroll-resources/direct-deposit * (see note below)	<input type="checkbox"/> Completed

Questions? Call ERIC (Employee Resource Information Center) at 801-957-9390.

***Note: you will not be able to access the Employee Gateway resources until you have a State Login account (Typically your state issued email).**

***This link will not work until after your hire date**