



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 |
|--|------------------------------------|
| <p>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 e-mail instructs you how to access your online new hire paperwork. If you do not receive the e-mail, check your spam folder or call the ERIC at 801-538-3742</p> | <input type="checkbox"/> Completed |
| <p>*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</p> | <input type="checkbox"/> Completed |
| <p>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</p> | <input type="checkbox"/> Completed |
| <p>*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/acceptable-documents/list-documents/form-i-9-acceptable-documents. Additionally, you must present your social security card for payroll purposes.</p> | <input type="checkbox"/> Completed |
| <p>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://dhrm.utah.gov/benefits</p> | <input type="checkbox"/> Completed |
| <p>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</p> | <input type="checkbox"/> Completed |
| <p>Get access to the Employee Gateway The Employee Gateway provides access for State employees to employment information and forms. Most of the site is public. 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.</p> | <input type="checkbox"/> Completed |
| <p>Complete online training You can access online training for new hires at the following site: https://dhrm.utah.gov/employment/training-for-new-employees. As a new state employee 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://dhrm.utah.gov/training/statewide-required-training</p> | <input type="checkbox"/> Completed |
| <p>Complete agency forms Your supervisor may have agency specific forms for you to sign and/or policies to read.</p> | <input type="checkbox"/> Completed |
| <p>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 Employee Self-Serve (ESS) at: https://dhrm.utah.gov/employment/payroll-questions-for-new-hires</p> | <input type="checkbox"/> Completed |
| <p>Sign up for direct deposit If you did not sign up for Direct Deposit through the StateJobs website, click this link: https://dhrm.utah.gov/employment/payroll-questions-for-new-hires</p> | <input type="checkbox"/> Completed |

Questions? Call ERIC (Employee Resource Information Center) at 801-538-3742.