



Human Resources

8:30 a.m. - 12:00 p.m. | Administration Building Room 177B | Facilitator: Human Resources

New Employee Orientation Agenda

Welcome and Greetings	8:30-8:45
New Hire Information	8:45-9:30
University Organization	
University History	
Strategic Plan	
Key Policies and Procedures	
Essential Employee Actions & Websites	
Break	
University Advancement	9:45-10:00
Benefits	
Insurance	
Education	
Retirement	10:00-12:00

After orientation, please remember to complete the Post-Orientation Tasks listed on the back of this agenda including those on the Employee tab of the MyMemphis portal at my.memphis.edu.

POST ORIENTATION TASKS

Today

- ☐ **Email account:** Visit the UM Tech help desk located in the Administration Building, room 100 to pick up your account initialization code and instructions.
- ☐ **Campus ID Card:** Visit Wilder Tower Room 115 to get your campus card or visit <https://www.memphis.edu/campuscard> for instructions regarding setting up your campus card via your smart phone. Please note, you must have your UUID and password to setup your campus card via smart phone.
- ☐ **Parking Permit:** Parking permits may be purchased in the Parking & Transportation Services office located in room 120 on the ground floor of the Zach Curlin garage. (Next to Campus School)
- ☐ **Direct Deposit:** Go to www.memphis.edu/payroll. On the lefthand side, click on Forms, then click on Direct Deposit Employee Payroll. You will need to sign into the mymemphis portal to complete the form. Call the Payroll office at 901-678-3841 for assistance.
- ☐ **W-4:** This form can be found in the mymemphis portal, on the left side of the employee tab. Click on UPDATE to make your changes and then click on CERTIFY CHANGES to save. Call 901-678-3841 for assistance.

Within 30 days

- ☐ **IT Security Training:** IT Security Training must be completed within 30 days of hire. An email will be sent to your UofM email to complete the required training.
- ☐ **Additional Required Trainings:** Complete Confidentiality Acknowledgement, Title VI Training, Employee Health & Safety Training, Discrimination & Harassment Training, and Customer Service Training must be completed by all employees and are in the myMemphis Portal at my.memphis.edu. Forward all completion certificates to your supervisor.
- ☐ **Benefits Enrollment:** You will receive an email the day after orientation from the HR Service Center with instructions.

Satisfaction Survey

We look forward to your feedback! Let us know how we did and what we can do to improve future sessions by answering a quick five question survey. Simply scan the QR code with your cameras phone to access the survey.

