

OVPR New Employee Orientation

Welcome to the University of Connecticut, **Office of the Vice President for Research** (OVPR)! We are very pleased that you have decided to join our organization. Below you will find some useful information and a brief “To Do List” with important timelines to help you prepare for your first day. Your first day at UConn will always start with New Employee Orientation (NEO), on the **first day of a pay cycle** (except for holidays). Please reach out to the **OVPR HR Team** if you have any questions as you begin to onboard – we are here to help!

PRIOR TO YOUR FIRST DAY	7-10 DAYS BEFORE YOUR FIRST DAY	ON YOUR FIRST DAY	DURING YOUR FIRST WEEK
<p>Visit the New Employee Orientation (NEO) website for your campus of employment:</p> <ul style="list-style-type: none"><input type="checkbox"/> UConn (Storrs/Regional Campus)<input type="checkbox"/> UConn Health <p>Review important guidance and information regarding retirement and benefit plans:</p> <ul style="list-style-type: none"><input type="checkbox"/> State Retirement Plan Options (NOTE: There is an Irrevocable 1st Day Election Requirement)<input type="checkbox"/> Review Health Insurance Information<input type="checkbox"/> Required Federal Notifications <p>Directions and Parking: UConn (Storrs) UConn Health (Farmington)</p>	<ul style="list-style-type: none"><input type="checkbox"/> Set up your NETID<input type="checkbox"/> Email Andrew Rittner and Your Supervisor to schedule the set-up and pick-up of your laptop or computer on or prior to your first day.<input type="checkbox"/> Storrs and regional campus staff should email the OVPR HR Team, to coordinate completion of the I-9 employment eligibility form. UConn Health staff will complete the I-9 during New Employee Orientation.<input type="checkbox"/> Reach out to your new supervisor for additional instructions and information.	<p>Attend NEO – UConn / UConn Health</p> <p>What to Bring:</p> <ul style="list-style-type: none"><input type="checkbox"/> Current driver’s license or ID card issued by federal, state or local government<input type="checkbox"/> Date of birth and social security number of anyone you intend to designate as a beneficiary for retirement or insurance purposes<input type="checkbox"/> Birth certificate (long form) for eligible dependents you intend to place on your health and/or dental insurance<input type="checkbox"/> Marriage certificate (if you intend to place your spouse on your health and/or dental insurance)<input type="checkbox"/> Documentation that establishes your identity and employment authorization (current government issued photo identification, social security card, U.S. passport, birth certificate, etc.)<input type="checkbox"/> DD-214 (if served in the military)	<ul style="list-style-type: none"><input type="checkbox"/> Register for University Alert Notification System<input type="checkbox"/> Complete Mandatory Trainings<input type="checkbox"/> Bookmark the OVPR Staff Resources webpage for an Overview of The Office of the Vice President for Research, Payroll Processing Information, Quick Links, and other useful information<input type="checkbox"/> Join the OVPR HR Team during a weekly OVPR Orientation and HR Open Office Hour to review time cards, probationary appointment information, office procedures, benefits, time off, and to answer any other questions you have about your employment with UConn and the State of Connecticut.