

<b>University Enterprises, Inc. Policies and Procedures</b>		<b>Policy No. 055</b>
<b>Section:</b>	Human Resources	
<b>Policy:</b>	New Employee Orientation	
<b>Revised Date:</b>	December 11, 1998	

## **New Employee Orientation**

### **I. PURPOSE**

To define the process of New Employee Orientation.

### **II. SCOPE**

This procedure applies to all newly hired University Enterprises, Inc. (UEI) employees.

### **III. DEFINITION**

New employee orientation is designed to introduce and acquaint staff with UEI's mission, functions, policies, standard operating procedures, and provides an opportunity to complete necessary paperwork.

### **IV. PROCEDURES**

- A. New employee orientation should be conducted at the onset of employment with UEI.
- B. Orientations are customarily conducted by a representative of Human Resources for new employees on their first scheduled work day or by appointment prior to starting work.
- C. During this process, new employees complete all forms necessary for on-roll processing (i.e. W-4, I-9, emergency notification, etc.).
- D. Supervisors should check with their employees to verify that they completed their new employee orientation process within the first week of employment.

### **IV. RELATED POLICIES**

Policy No. 060      Immigration Reform and Verifying Employment Eligibility